

**MINUTES of the ORDINARY COUNCIL MEETING held by Zoom on Thursday 11<sup>th</sup> March 2021 at 6.30pm.**

**PRESENT:** Cllr G Scruton (Town Mayor & Chair)  
 Cllr M Wright (Deputy Town Mayor)  
 Cllr N Avey Cllr I Black Cllr C Burgess  
 Cllr J Duffell Cllr R Griffiths Cllr C McCredie  
 Cllr H Pegrum Cllr B Scruton Cllr J Whitehouse

**OFFICER:** Beverley Rumsey (Town Clerk)

**IN ATTENDANCE:** 1 member of the press

**459 APOLOGIES FOR ABSENCE**

Retrospective apologies for absence were received from Cllr M-L Whitbread.

**460 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**461 DISPENSATIONS**

There were no dispensations.

**462 PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

**463 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 11<sup>th</sup> March 2021 be signed by the Mayor as a true record and adopted by the Council.  
**(Attachment A.)**

**464 MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council.

Planning & General Purposes Committee	9 <sup>th</sup> February 2021 <b>(Attachment B)</b>
Corporate Governance Advisory Committee	23 <sup>rd</sup> February 2021 <b>(Attachment C)</b>
Planning & General Purposes Committee	23 <sup>th</sup> February 2021 <b>(Attachment D)</b>

**Subject to the following amendment:** Cllr B Scruton was present at the Corporate Governance Advisory Committee meeting.

**465 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

**(i) Whipps Cross Hospital Redevelopment Update**

Council **NOTED** the Whipps Cross Hospital Redevelopment Update, as per **Attachment E.**

**(i) Epping Forest District Council Local Plan update**

Council **NOTED** the Epping Forest District Council Local Plan update, as per **Attachment F**.

**(ii) Lower Swaines recreation ground running track**

Cllr C Burgess entered the meeting during this item.

Council discussed the possibility of a running track around Lower Swaines recreation ground.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) Council would support further investigation by Epping Playground Association regarding a walking/dog walking track around the recreation ground, considering the terrain to be more suited to a walking track than a running track;
- (iii) Any research on this/funding possibilities should be brought back to Council for further consideration, once more detail is available.

Cllr N Avey left the meeting during this item.

**466 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 11<sup>th</sup> February 2021 were **NOTED**.

**467 REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 11<sup>th</sup> February 2021:

Cllr B Scruton	Old Pastures meeting	18 <sup>th</sup> March 2021
	Town Clerk's appraisal	24 <sup>th</sup> February 2021
	Market working party	1 <sup>st</sup> March 2021
	Theydon Trusts meeting	2 <sup>nd</sup> March 2021
	Stonards Hill working party meeting	9 <sup>th</sup> March 2021
Cllr C McCredie	ETC	
	Market working party meeting	1 <sup>st</sup> March 2021
	Stonards Hill working party meeting	9 <sup>th</sup> March 2021
Non ETC	Friends of Swaines Green Committee meeting	15 <sup>th</sup> Feb 2021
	Temporary pavement High Street meeting	2 <sup>nd</sup> March 2021
	Coffee with cops virtual	8 <sup>th</sup> March 2021
	Police, Fire & Crime Commissioner meeting	9 <sup>th</sup> March 2021
	Old Pastures meeting	18 <sup>th</sup> Feb 2021
Cllr R Griffiths	Market working party meeting	1 <sup>st</sup> March 2021
	Learning Disability Awareness training EALC	3 <sup>rd</sup> March 2021
Cllr C Burgess	Stonards Hill working party meeting	9 <sup>th</sup> March 2021
Cllr J Whitehouse	Market working party meeting	1 <sup>st</sup> March 2021
Cllr H Pegrum		

	Theydon Trusts meeting	2 <sup>nd</sup> March 2021
	Joint Charities Meeting	2 <sup>nd</sup> March 2021
Cllr N Avey	Old Pastures meeting	18 <sup>th</sup> Feb 2021
	Theydon Trusts meeting	2 <sup>nd</sup> March 2021
	Stonards Hill working party	9 <sup>th</sup> March 2021

**468 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS**

Members **NOTED** the report of the Town Clerk.

**469 FINANCIAL REPORT TO 28th FEBRUARY 2021**

Council considered the summary financial report for February 2021, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) No further action was required at the current time.

**470 ACCOUNTS FOR PAYMENT**

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for February 2021 totalling £41,339.77. Payments from The Co-operative total: £41,255.75, Barclays total £42.06 & The Co-operative online total: £41.96.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for February 2021 were **APPROVED** as presented in the schedule.

**471 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE**

The Corporate Governance Advisory Committee met on 23<sup>rd</sup> February (Minutes #438-465 of 2020/21 refer) and make the following **RECOMMENDATIONS**:

- (i) Epping Town Council's Standing Orders should be **APPROVED**, with the amendments highlighted (**Attachment L1**);
- (ii) Epping Town Council's Financial Regulations should be **APPROVED**, with no amendments;
- (iii) The revised Internal Risk Register should be **APPROVED** by Council (**Attachment L2**);
- (iv) The Asset Register 2021, as per **Attachment L3**, should be **APPROVED** as a correct record of Council's assets at this time;

- (v) Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
- (vi) The current Complaints Procedure (**Attachment L4**) should be RECOMMENDED as a policy of Council;
- (vii) The revised Publication Scheme (**Attachment L5**) should be RECOMMENDED as a policy of Council;
- (viii) The revised Health & Safety Policy (**Attachment L6**) should be RECOMMENDED as a policy of Council;
- (ix) The revised Equality Policy (**Attachment L7**) should be RECOMMENDED as a policy of Council;
- (x) The current Media Policy should be RE-APPROVED as a policy of Council;
- (xi) The current Social Media Policy should be RE-APPROVED as a policy of Council;
- (xii) The revised Community Engagement Policy (**Attachment L8**) should be RECOMMENDED as a policy of Council;
- (xiii) The revised Data Protection (GDPR) Policy (**Attachment L9**) should be RECOMMENDED as a policy of Council;
- (xiv) The situation regarding a Data Protection Officer should be monitored and someone engaged at point of need;
- (xv) The combined role of Cemetery, Market & Administration Officer be APPROVED as a full-time role, at SCP 14-17.
- (xvi) The Town Clerk should receive London Weighting from 1<sup>st</sup> April 2021 and be backdated the omitted London weighting not received to date.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, sch 12, para 42; Local Audit & Accountability Act 2014, Local Government Act 1972, s111, Local Authorities (Indemnities for Members & Officers) order 2004, Local Government Act 1972, s112, Local Government Act 1972, s101 ;
- (ii) The RECOMMENDATIONS should all be **APPROVED** as decisions of Council.

#### 472 **INTERNAL AUDIT REPORT**

Council discussed the internal audit report (second interim) as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) No further action is required at the current time.

**473 OUTSTANDING LOANS (PUBLIC WORKS LOAN BOARD: PWLB)**

Council considered the outstanding five Public Works Loan Board (PWLB) loans, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 2003, sch1; para 2.

**474 TOWN SHOW 2021**

Council discussed the Town Show 2021.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s144;
- (ii) The Town Show would be planned for Sunday 4<sup>th</sup> July 2021, as per **Attachment O**;
- (iii) There would be arena shows and entertainment, avoiding contact activities;
- (iv) The Jack Silley Pavilion would not be used this year;
- (v) The funfair would be included in the Town Show 2021 and this would be for both the day of the Town Show and its normal several day run.

**475 MARKET STORE ROOF**

Council discussed the market store roof situation.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Food Act 1984, s50;
- (ii) The roof would be repaired, as detailed in agenda item 17; with the Town Clerk **AUTHORISED** to action the repairs in consultation with the Chairman of Council, the Chairman of the market working party and Cllr H Pegrum.

**476 CHRISTMAS LIGHTS COMPETITION**

Council discussed running a Christmas Lights competition, as per Attachment P.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s144;
- (ii) The competition would be held and would begin at Christmas 2021, as detailed in **Attachment P**.

**477 GRANTS REQUESTS**

Council discussed the grant request as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s133; Local Government (Miscellaneous Provisions) Act 1976, s19, Public Health Act 1875, s164;
- (ii) Epping Playground Association would be awarded £1500 towards the refurbishment of Lower Swaines playground.

**\*Please note:** the unspent grant expenditure would be kept in the income/expenditure budget (and ultimately the general reserves) for the 2021/21 financial year only, as per Minute #205 of 2020/21.

**478 EXCLUSION OF THE PRESS AND PUBLIC**

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

**479 LAND AT OLD PASTURES**

Council considered the land issue information as per **Attachment R**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Highways Act 1980, s43 & s50; and the Local Government Act 1972, s124 & s127;
- (ii) Epping Town Council would record Old Pastures as an important community asset that should be protected for use by the community and would request that future Councils continue this;
- (iii) Epping Town Council would register their interest in the land;
- (iv) Epping Town Council would continue to monitor the land and its usage/plans for it.

**CLOSURE**

The Town Mayor, Cllr G Scruton, closed the meeting at **8.02pm**.

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**Signature of Chairman**

**Date**