

MINUTES of the ORDINARY COUNCIL MEETING held by Zoom on Tuesday 27th April 2021 at 7.30pm.

PRESENT: Cllr G Scruton (Town Mayor & Chair)
Cllr M Wright (Deputy Town Mayor)
Cllr N Avey Cllr C Burgess Cllr J Duffell
Cllr R Griffiths Cllr H Pegrum Cllr B Scruton
Cllr M-L Whitbread Cllr J Whitehouse

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 1 member of the press

520 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C McCredie and Cllr J Whitehouse (for lateness).

521 DECLARATIONS OF INTEREST

Cllr C Burgess, Cllr J Whitehouse, Cllr B Scruton and Cllr M Wright declared non pecuniary interests in agenda item 22, relating to the community groups and organisations they are involved with.

Cllr G Scruton declared a non-pecuniary interest in agenda item 23 as he is related to a person concerned.

Cllr B Scruton declared a non pecuniary interest in agenda item 23 as she is related to a person concerned.

Both councillors left the meeting at this point and Cllr M Wright (Deputy Mayor) took over the chair.

522 DISPENSATIONS

There were no dispensations.

523 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

524 CONFIRMATION OF COUNCIL MINUTES

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

It was **RESOLVED** that the minutes of the Annual Town Meeting held on 25th March 2021 be signed by the Mayor as a true record and adopted by the Council.
(Attachment B.)

525 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 th March 2021	(Attachment B)
Planning & General Purposes Committee	23 rd March 2021	(Attachment C)

526 COMMUNICATIONS TO NOTE/REQUIRING DECISION**(i) REMOTE MEETINGS**

Council discussed the legislation concerning remote meetings, as per **Attachment E**. Legislation currently ending remote meetings from 7th May 2021.

It was **RESOLVED** that:

- (i) Council meeting would resume in person from May 2021;
- (ii) The Annual Council Meeting would be held on Tuesday 18th May 2021 in the main hall at Epping Hall at 7.30pm;
- (iii) Meetings would be held in the main hall in May and June 2021, with further discussion at that point regarding location, subject to any changing guidance in the intervening period;
- (iv) Planning meetings will be on the second and fourth Tuesdays of each month (as previously) at 6.30pm;
- (v) Council meetings will return to the second Tuesday of each month (as previously) at 7.30pm.

(ii) RURAL MARKET TOWN GROUP

Council discussed membership of the Rural Market Town Group, as per **Attachment F**.

It was **RESOLVED** that:

- (i) Epping Town Council would not join at the current time, as areas of concern were being considered through the Neighbourhood Plan and through Council's membership of other associations.

(iii) MINERALS REVIEW CONSULTATION

Council discussed the Minerals Review Consultation from Essex County Council, as per **Attachment G**.

It was **RESOLVED** that:

- (i) No further action was required at the current time.

(iv) WHIPPS CROSS REDEVELOPMENT UPDATE

Council considered the Whipps Cross Redevelopment update, as per **Attachment H**.

It was **RESOLVED** that:

- (i) No further action was required at the current time.

527 TOWN MAYOR & DEPUTY TOWN MAYOR’S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 11th March 2021 were **NOTED**, with the following additions:

Town Mayor: Memorial Service for HRH The Prince Philip, Duke of Edinburgh 16th April 2021
 Opening of Epping Bowls Club season 23rd April 2021

528 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 11th March 2021:

Cllr B Scruton	Local Council Liaison meeting	15 th March 2021
	Eppingen Committee meeting	24 th March 2021
	Epping Society AGM	29 th March 2021
	Epping Society meeting	12 th April 2021
	Skate park meeting	14 th April 2021
	Memorial Service HRH The Prince Philp, Duke of Edinburgh	16 th April 2021
Cllr C Burgess	Memorial Service HRH The Prince Philp, Duke of Edinburgh	16 th April 2021
Cllr J Duffell	Memorial Service HRH The Prince Philp, Duke of Edinburgh	16 th April 2021
Cllr M-L Whitbread	Memorial Service HRH The Prince Philp, Duke of Edinburgh	16 th April 2021

Cllr H Pegrum Memorial Service HRH The Prince Philp, Duke of Edinburgh
 16th April 2021

Cllr H Pegrum advised members that a new member of staff would be taking over the running of the Theydon Trusts Ltd and the Joint Charities from Gwyneth Mingay following her retirement in May 2021.

529 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted that work on the market store roof started on Tuesday 27th April 2021 and would take approximately one week.

The Town Clerk highlighted the grants awarded from the government for lost income during the coronavirus health situation that had been received through Epping Forest District Council. The final total would be brought back to Council as part of the final year end close down figures once available.

The Town Clerk highlighted the potential size of the skate park project and associated time required. This would be added to the existing work and projects.

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

530 FINANCIAL REPORT TO 31st MARCH 2021

Council considered the summary financial report for March 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.

531 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for March 2021 totalling £42,345.94. Payments from The Co-operative total: £42,279.50, Barclays total £42.06 & The Co-operative online total: £24.38.

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 March 2021 were **APPROVED** as presented in the schedule.

532 FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS**(i) Financial Summary Position and Year End Close Down**

Council's Key Member for Finance, Cllr G Scruton, highlighted the Financial Summary Position and Year End Close Down details as per **Attachment M1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014; Accounts and Audits Regulations 2003; Local Government Act 1972, s151; Epping Town Council Financial Regulations 9.4;
- (ii) Further detailed information is provided in the Committee Report, in **Attachment K**.
- (iii) No further action is required at the current time.

**(ii) Bad debts
(a) 2020/21**

Council **NOTED** the potential bad debts of £218.18 (Market), as per **Attachment M2**.

(b) 2019/20

Council **NOTED** the bad debts 2019/20 as per **Attachment M3**, totalling £96, which would be written off at year end.

533 BY ELECTION**(i) By election**

Council considered the by election which would take place on 6th May 2021, alongside other elections, following the resignation of Cllr I Black, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as The Local Election (Parishes and Communities) (England and Wales) Rules 2006; Representation of the People Act 1983;
- (ii) No further action was required at the current time.

(ii) Thank you to former Town Councillor Ingrid Black

Council thanked Ingrid Black for her valuable contribution to Epping Town Council from May 2019 until March 2021 and Council's best wishes for the future would be sent on to her by the Town Clerk.

534 PLAY IN THE PARK

Council considered Epping Forest District Council's Play in the Park sessions at Stonards Hill recreation ground during the summer of 2021. The Town Mayor advised that as this meeting had had to be rescheduled, he had authorised two sessions on Council's behalf in order to meet the organisational deadline.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act (Miscellaneous Provisions) Act 1976, s19;
- (ii) Two sessions would be held at Stonards Hill recreation ground in the summer of 2021.

535 STONARDS HILL RECREATION GROUND WISH LIST

Council considered the draft Stonards Hill wish list as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) The draft wish list for Stonards Hill recreation ground, was **APPROVED**, as per **Attachment O**, and the wish list was reordered according to priorities:
1 General paths, 2 Running track/circuitous path, 3 Lighting, 4 Drainage, 5 Stonards Hill recreation ground main public car park, 6 Jack Silley Pavilion car park, 7 Rubbish bins, 8 Skate park.
- (iii) The Town Clerk was **AUTHORISED** to pursue funding for the wish list.

536 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.

537 STONARDS HILL RECREATION GROUND SKATE PARK

Council considered the request regarding Stonards Hill recreation ground skate park, as per **Attachment P**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1976, s19;
- (ii) Council would not be able to grant a licence for this request at this time;
- (iii) The Town Clerk would work with the requester on the related project.

538 EPPING HALL WATER PRESSURISATION SYSTEM

Council considered the water pressurisation system quotations, as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1976, s19;
- (ii) Quotation Q2 (dated 29/02/21) will be accepted.

539 EPPING HALL WORKS CONTRACT

Council considered the Epping Hall works contract quotations, as per **Attachment R**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1976, s19;
- (ii) The ability to lock individual areas/make self-contained hireable spaces would be added to the wish list ;
- (iii) The Epping Hall working party were **AUTHORISED** to select the preferred contractor for the first stages (feasibility studies and early designs), once all the quotations had been received.

540 CHRISTMAS LIGHTS CONTRACT

Council considered the Christmas Lights contract quotations, as per **Attachment S**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s144;

- (ii) The quotation from Company 2 on **Attachment S** will be accepted (Aylesford Electrical) for a 3 year contract.

541 COMMUNITY AWARD 2021

Council considered the nominations for the Community Award 2021, as per **Attachment T**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Community Award 2021 would be presented to Voluntary Action Epping Forest for their coordination of community support and services during the coronavirus health situation, in addition to their existing work.

Cllr G Scruton (Town Mayor) and Cllr B Scruton left the meeting here, as they are related to one of the people concerned in agenda item 23.

Cllr M Wright (Deputy Town Mayor) took over the Chairmanship of the meeting at this point.

542 YOUNG TOWNSPERSON OF THE YEAR

Council considered the nominations for the Young Townsperson of the Year Award 2020.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) Young Townsperson of the Year 2020 awards would be presented to Julie Turrell and George Sack, for their outstanding contributions to Epping and its community over the past year.

CLOSURE

The Deputy Town Mayor, Cllr M Wright, closed the meeting at **8.51pm**, (as Cllr G Scruton had left the meeting for agenda item 23).

Signature of Chairman

Date