

MINUTES of the ORDINARY COUNCIL MEETING held in the Main Hall, Epping Hall, on Thursday 13th July 2021 at 7.30pm.

PRESENT:

Cllr M Wright	(Town Mayor & Chair)
Cllr B Scruton	(Deputy Town Mayor)
Cllr N Avey	Cllr S Baker
Cllr C Burgess	Cllr J Duffell
Cllr R Griffiths	Cllr C McCredie
Cllr H Pegrum	

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 1 member of the press.

82 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr G Scruton and Cllr M-L Whitbread, and Cllr J Whitehouse for lateness/absence.

83 DECLARATIONS OF INTEREST

There were no declarations of interest.

84 DISPENSATIONS

There were no dispensations.

85 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

86 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 8th June 2021 be signed by the Mayor as a true record and adopted by the Council.
(Attachment A)

87 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	8 th June 2021	(Attachment B)
Planning & General Purposes Committee	22 nd June 2021	(Attachment C)

88 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Relocation of police helicopter base: Epping Forest District Council letter

Council discussed the letter sent by Epping Forest District Council to the Police Commissioner regarding the proposed relocation of the police air-support helicopters to Lippitts Hill.

It was **RESOLVED** that:

- (i) The Town Clerk would contact Epping Forest District Council and express disappointment at not being consulted about this matter, as they represent views of Epping Parish residents who have been in discussion with them regarding this matter.

(ii) Walking in Epping Forest: Epping Forest Heritage Trust

Council **NOTED** the walking and signage information in Epping Forest from the Epping Forest Heritage Trust.

(iii) The Queen’s Platinum Jubilee

Council discussed The Queen’s Platinum Jubilee on 22nd June 2022.

It was **RESOLVED** that:

- (i) Epping Town Council would like to pursue the Queen’s Platinum Jubilee celebrations;
- (ii) A working party would be established to work on this project:
Cllr C Burgess, Cllr J Duffell, Cllr H Pegrum, Cllr B Scruton, Cllr M Wright;
- (iii) Council wished to take part in the Beacon lighting event if possible;
- (iv) Council wished to pursue the tree planting scheme/strategy, if possible.

(iv) Epping Forest District Council Local Plan consultation

Council discussed the Epping Forest District Council’s Local Plan consultation.

It was **RESOLVED** that:

- (i) The Town Clerk would examine the documents and determine the scope of works required and bring this back to full Council and the Neighbourhood Planning Advisory Committee.

(ii) Whipps Cross Hospital Redevelopment Update

Council **NOTED** the Whipps Cross Hospital Redevelopment Update.

89 TOWN MAYOR & DEPUTY TOWN MAYOR’S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 8th June 2021 were **NOTED**.

90 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 8th June 2021:

Cllr C McCredie	Town Show	4 th July 2021
	EALC Mental Health Training	5 th July 2021
	Climate & Environmental WP	6 th July 2021

Cllr N Avey	Town Show	4 th July 2021
	Theydon Trusts: visit to Margaret Rd & Margaret Close	June 2021
Cllr C Burgess	Town Show	4 th July 2021
	Climate & Environmental WP	6 th July 2021
	PFCC meeting (Non ETC)	12 th July 2021
Cllr J Duffell	War Memorial meeting	5 th July 2021
Cllr H Pegrum	Town Show	4 th July 2021
	Theydon Trusts meeting.	
	Visit to Margaret Road & Margaret Close	June 2021
	Tennis working party	18 th June 2020
	Tennis working party	30 th June 2020
Cllr R Griffiths	Town Show	4 th July 2021
Cllr S Baker	Town Show	4 th July 2021
	Climate & Environmental WP	6 th July 2021
Cllr J Whitehouse	Town Show	4 th July 2021

91 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

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

92 FINANCIAL REPORT TO 30TH JUNE 2021

Council considered the summary financial report for June 2021, presented by the Town Clerk.

It was **RESOLVED** that:

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

93 ACCOUNTS FOR PAYMENT

The payment schedules for June 2021 totalling £61,009.04 were **APPROVED** as per **Attachment H**. Payments from Barclays total £43.65 (please note a transfer of £40,000 from Barclays to the Co-operative). Payments from the Co-operative total £60,639.09. Payments from The Co-operative online total: £326.30.

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

94 PAYMENT BY BANK TRANSFER (BACS)

Council considered payments by bank transfer (BACS) as per **Attachment I**. **Please note:** Financial Regulation 6.9 enables BACS payments, by requires biannual review.

It was **RESOLVED** that:

- (iv) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014; Local Government Act 1972, s111;
- (v) Epping Town Council would make payments by bank transfer (BACS), as per **Attachment I**.

95 CYCLE OF MEETINGS

Council **CONSIDERED** the draft Cycle of Meetings 2022-23.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s99 (Sch 12; p 8(1))
- (ii) The Cycle of Meetings be **APPROVED** as per **Attachment J**.

96 EPPING TOWN COUNCIL MEETINGS

Council discussed the location of Epping Town Council meetings moving forwards.

It was **RESOLVED** that:

- (i) Meetings would return to the Conference Room at Epping Hall (from the Main Hall) from 19th July 2021;
- (ii) Any meetings that were expected to attract a larger public attendance would be looked at individually;
- (iii) This would be monitored in conjunction with any changing data and government guidance.

97 SALT BAG SCHEME

Council discussed Essex County Council's salt bag partnership.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) Epping Town Council would be involved in the scheme in accordance with the recommendations in **Attachment K**. This involved taking delivery of the salt and distributing to the three green bins as detailed.

98 SKATE PARK TENDER DOCUMENT: STONARDS HILL RECREATION GROUND

Council discussed the skate park tender document, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) The skatepark tender document was **APPROVED** for release as the tender document for Epping Town Council (Skate park, Stonards Hill recreation ground).

99 MARKET STALLS

Council discussed the disposal of the remaining market stalls, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Food Act 1984, s50;
- (ii) The remaining market stalls will be disposed of, including the remaining spare parts.

100 BUSKING/MUSIC GAZEBO: EPPING HIGH STREET

Council discussed the motion for a busking/music gazebo, tabled by Cllr M-L Whitbread.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s144;
- (ii) The Town Clerk would pursue a busking/music space in Epping High Street with Epping Forest District Council and work on bookings/logistics;
- (iii) A gazebo/tent may be pursued in the future if necessary and the concept is popular.

101 WAR MEMORIAL REDEDICATION EVENT: 100 YEARS

Council discussed the War Memorial Rededication event to commemorate 100 years of Epping War Memorial on 8th July 2021.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the War Memorials (Local Authorities' Powers) Act 1923, s1;
- (ii) The event would take place on Saturday 21st August 2021 at 11am at Epping War Memorial;
- (iii) The format was **APPROVED** as per **Attachment O**.

102 GARDEN PARTY

Council discussed the Garden Party to commemorate award winners from 2019 and 2020, who had been publicly unable to receive their awards during the coronavirus health situation.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Government Act 1972, s145;
- (ii) The event would take place on Thursday 16th September 2021 at 5pm at Epping Hall.

103 CLIMATE & ENVIRONMENTAL AWARENESS

Council discussed the climate and environmental awareness paperwork and RECOMMENDATIONS as per **Attachment P1 (P & P2)**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) **Attachment P1** was **APPROVED** as containing of decisions of Epping Town Council, with the deletion of **small, proportionate** in the summary (steps, not small, proportionate);
- (iii) **Cllr C MCreddie would attend the Climate Change meetings at EFDC on behalf of Epping Town Council, with Cllr R Griffiths deputising/also attending.**

104 **EXCLUSION OF 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.

105 **INSURANCE POLICY (CONTRACT) 2021-2024**

(a) Main insurance policy 2021-24

Council discussed the insurance renewal documents for 2021-2024 for Epping Town Council, which Council had **AUTHORISED** the Town Clerk, Town Mayor & Key Member for Finance to **APPROVE** on behalf of Council.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England.
- (ii) The insurance policy documents were **APPROVED** as per **Attachment Q**;
- (iii) The Town Clerk would check the café documentation and pursue any works required.

(b) Cyber insurance policy 2021-22

Council discussed the cyber insurance renewal documents as per Attachment Q1, having **APPROVED** cyber insurance for Epping Town Council.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England.
- (ii) The renewal documents were **APPROVED** as per **Attachment Q1**;

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- (iii) The Town Clerk would check with Epping Town Council's IT support that Council's obligations had been met in relation to the policy.

106 ELECTRICAL WORKS: 7 STONARDS HILL

Council discussed the electrical reports and electrical works to 7 Stonards Hill, as per **Attachment R**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111& s126;
- (ii) The works in the report would be undertaken as soon as possible;
- (iii) The electrics would be checked every 5 years or sooner if legislation required or the need arose.

CLOSURE

The Town Mayor, Cllr M Wright, closed the meeting at **9.18pm**.

Signature of Chairman

Date