

**MINUTES** of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 8<sup>th</sup> March 2022 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      | Cllr G Scruton       |                 |
| Cllr M-L Whitbread | Cllr J Whitehouse    |                 |

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

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

**447 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J Whitehouse for lateness.

**448 DECLARATIONS OF INTEREST**

No there were no declarations of interest.

**449 DISPENSATIONS**

There were no dispensations.

**450 PUBLIC PARTICIPATION - QUESTION TIME**

A member of the public spoke about the following:

Agenda item 7 (iii): Supportive of Rotary events proposed

Agenda item 11: Clear and understandable

Agenda item 17: Impact of the Cottis Lane car park closure on the town and Stonards Hill recreation ground car park

**451 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 8<sup>th</sup> February 2022 be signed by the Mayor as a true record and adopted by the Council.

**452 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 <sup>th</sup> February 2022 ( <b>Attachment B</b> )  |
| Planning & General Purposes Committee   | 22 <sup>nd</sup> February 2022 ( <b>Attachment C</b> ) |
| Corporate Governance Advisory Committee | 22 <sup>nd</sup> February 2022 ( <b>Attachment D</b> ) |

**453 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

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

**(i) Tree for our late Freeman Denys Favre**

Council discussed a tree for our late Freeman Denys Favre, at Stonards Hill recreation ground, as requested by the Epping Society.

It was **RESOLVED** that:

- (i) Epping Town Council would happily permit a tree at Stonards Hill recreation ground for Denys Favre, should that be the preferred location.

**(ii) Essex County Council’s Mineral Consultation**

Council considered Essex County Council’s mineral review consultation as per **Attachment E1**.

It was **RESOLVED** that:

- (i) Epping Town Council would make no representation on this review.

**(iii) Rotary events**

Council discussed the Rotary events summarised in **Attachment E2**.

It was **RESOLVED** that:

- (i) Both events were **APPROVED** in principle, subject to final operational details, such as timings and a maximum number of cars for the Classic Car Show.

**(iv) Red diesel legislation**

Council considered the red diesel information, as per **Attachment E3**.

It was **RESOLVED** that:

- (i) From 1<sup>st</sup> April 2022, Epping Town Council would use white diesel only for their relevant operations, in order to comply with the legislation.

**(v) S137 Spending limit: 2022-2023**

Council **NOTED** the Ministry of Housing, Communities and Local Government has confirmed that the appropriate sum for Parish Councils for the purposes of section 137 (4)(a) of the Local Government Act 1972 (“the 1972 Act”) for 2022-2023 is £8.82. This is an increase from £8.41 in 2021-2022 (it has increased by the percentage increase in the retail index between September 2020 and September 2021). This means the maximum spend under this power is £82,616.94 (No of electors: 9367 x £8.82).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s137 (4) (a).

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

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 8<sup>th</sup> February 2022 were **NOTED**.

455 **REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 8<sup>th</sup> February 2022:

|                    |  |                                |
|--------------------|--|--------------------------------|
| Cllr G Scruton     | Theydon Trusts & Joint Charities meeting | 1 <sup>st</sup> March 2022     |
| Cllr S Baker       | Queen's Green Canopy tree planting       | 9 <sup>th</sup> February 2022  |
| Cllr J Whitehouse  | Queen's Green Canopy tree planting       | 9 <sup>th</sup> February 2022  |
|                    | Ride London Essex meeting                | 16 <sup>th</sup> February 2022 |
| Cllr H Pegrum      | Queen's Green Canopy tree planting       | 9 <sup>th</sup> February 2022  |
|                    | Theydon Trusts & Joint Charities meeting | 1 <sup>st</sup> March 2022     |
| Cllr M-L Whitbread | Ride London Essex meeting                | 16 <sup>th</sup> February 2022 |
| Cllr C Burgess     | Queen's Green Canopy tree planting       | 9 <sup>th</sup> February 2022  |
|                    | Market working party                     | 16 <sup>th</sup> February 2022 |
|                    | Ride London Essex meeting                | 16 <sup>th</sup> February 2022 |
|                    | Esso Island tree meeting                 | 21 <sup>st</sup> February 2022 |
| Cllr N Avey        | Queen's Green Canopy tree planting       | 9 <sup>th</sup> February 2022  |
|                    | Ride London Essex meeting                | 16 <sup>th</sup> February 2022 |
|                    | EFDC Market Policy meeting               | 17 <sup>th</sup> February 2022 |
|                    | EFDC/City of London Town Green meeting   | 19 <sup>th</sup> February 2022 |
|                    | Theydon Trusts & Joint Charities meeting | 1 <sup>st</sup> March 2022     |
| Cllr C McCredie    | Queen's Green Canopy tree planting       | 9 <sup>th</sup> February 2022  |
|                    | Market working party                     | 16 <sup>th</sup> February 2022 |
|                    | Ride London Essex meeting                | 16 <sup>th</sup> February 2022 |
|                    | Esso Island tree meeting                 | 21 <sup>st</sup> February 2022 |
|                    | Climate Fund meeting ETC Office team     | 7 <sup>th</sup> March 2022     |
| (Non ETC)          | Community litter pick, Coopersale        | 5 <sup>th</sup> March 2022     |

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

The Town Clerk highlighted the new Kickstart colleague who started on 21<sup>st</sup> February 2022. The Town Clerk highlighted the new caretaker Lindsay, who would be working between the Jack Silley Pavilion and Epping Hall.

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

457 **FINANCIAL REPORT TO 28<sup>th</sup> FEBRUARY 2022**

Council considered the summary financial report for February 2022, presented by Council's Key Member for Finance, Cllr G Scruton.

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.

**458 ACCOUNTS FOR PAYMENT**

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for February 2022 totalling **£49,564.07**. (Payments from Barclays total £45.10, the Cooperative £49,176.17, the Co-operative Online total £342.80.)

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 2022 were **APPROVED** as presented in the schedule.

**459 GRANT REQUESTS**

Council discussed the two grant requests for the second phase of the 2021/22 financial year:

**(i) BASICS Essex: (BASICS Essex Accident Rescue Service): £1500**

Towards an advanced patient monitor to enable a doctor to administer life saving care.

**(ii) Epping Forest ReUse: £475**

For a steam cleaner to steam clean donations.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Public Health Act 1936, s234;
- (ii) No grant award would be made to BASICS Essex at this time;
- (iii) A grant of £475 would be made to Epping Forest ReUse for their steam cleaner for donations;
- (iv) The remaining unspent grants balance would be transferred to the War Memorial earmarked reserve at year end.

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

The Corporate Governance Advisory Committee met on 22<sup>nd</sup> February 2022 (Minutes #412-438 of 2021/22 refer) and made the following **RECOMMENDATIONS**:

- (i) Epping Town Council's Standing Orders should be **APPROVED**, with no amendments;
- (ii) Epping Town Council's Financial Regulations should be **APPROVED**, with no amendments;
- (iii) The Internal Risk Register should be **RE-APPROVED** by Council (**Attachment K**);
- (iv) The Asset Register 2022, as per **Attachment K1**, 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 revised Complaints Procedure (**Attachment K2**) should be RECOMMENDED as a policy of Council;
- (vii) The Recruitment Policy, with minor wording changes (**Attachment K3**) should be RECOMMENDED as a policy of Council;
- (viii) The Health & Safety Policy, with no amendments (**Attachment K4**) should be RE-APPROVED as a policy of Council;
- (ix) The Grant Awarding Policy, with minor wording amendments (**Attachment K5**) should be RECOMMENDED as a policy of Council;
- (x) The Procurement Policy, with no amendments (**Attachment K6**) should be RE-APPROVED as a policy of Council;
- (xi) The Training and Development Statement, with minor amendments (**Attachment K7**) should be RECOMMENDED as a policy of Council;
- (xii) The Investment Strategy, with no amendments (**Attachment K8**) should be RE-APPROVED as a policy of Council;
- (xiii) The revised Balance of Trade Policy for the Market (**Attachment K9**) should be RECOMMENDED as a policy of Council;
- (xiv) The amended Climate & Environmental Awareness Policy (**Attachment K10**) should be RECOMMENDED as a policy of Council;
- (xv) The situation regarding a Data Protection Officer should be monitored and someone engaged at point of need.

It was **RESOLVED** that:

- (i) All RECOMMENDATIONS of the Corporate Governance Advisory Committee meeting, as detailed above, were **APPROVED** by Council.

#### 461 **BUDGET VIREMENT**

Council discussed a budget virement of £500 from the currently underspent Cemetery, Repairs and Maintenance budget (220/4260) to the currently overspent Parks & Building, Repairs and Maintenance budget (240/4260) to finance some moss and grass maintenance work at Stonards Hill recreation ground.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The virement be **APPROVED** as detailed.

**462 INTERNAL AUDIT REPORT**

Council considered the internal audit report (second interim) as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The two RECOMMENDATIONS of the auditor would be actioned.

**463 CAR PARKING IN EPPING DURING QUALIS WORKS**

Cllr J Whitehouse entered here.

Council discussed the motion tabled by Cllr B Scruton regarding car parking in Epping once Cottis Lane car park was developed and closed for (scheduled) approximately a year.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111, Highways Act 1980, Road Traffic Regulation Act 1984;
- (ii) Epping Town Council would write to Qualis and Epping Forest District Council requesting consideration be given to mitigation measures during this time and offering any possible solutions/suggestions;
- (iii) The Stonards Hill recreation ground working party (Parking working party) would be on standby to resume and consider the impact on Stonards Hill recreation ground car park, during the works.

**464 WORK EXPERIENCE OPPORTUNITY: GROUNDS MAINTENANCE**

Council discussed the possibility of a Work Experience Placement for the Grounds Maintenance team, due to the shortage of grounds personnel highlighted by the Grounds Management Association (GMA).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as Local Government Act 1972, s111; Local Government Act 1972, s112; Local Government (Miscellaneous Provisions) Act 1976, s19
- (ii) The Town Clerk be **AUTHORISED** to pursue a suitable work experience student for the grounds maintenance team, with the Town Supervisor.

**465 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.

**466 COMMUNITY AWARD**

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Council discussed the nominations for the Community Award 2022 (outstanding group contribution to the community), as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Community Award 2022 would be awarded (to be presented at the Civic Reception in April 2022.)

**467 PLAYGROUND CONTRACTS AND LEGALS/FINANCIAL INFORMATION**

Council discussed the information relating to the Lower Swaines playground refurbishment 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 playground refurbishment should begin (March 2022);
- (iii) The Town Clerk was **AUTHORISED** to progress this project to conclusion with the Playground Working Party and Epping Playground Association, subject to the necessary finances/funding/S106 monies, in accordance with the three RECOMMENDATIONS in **Attachment O**.

**468 EPPING HALL WORKS**

Council discussed the Epping Hall works, as per **Attachment P** and the topographical survey work quotations, as per **Attachment P1**.

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s133;
- (ii) The proposals for Epping Hall, as per **Attachment P**, should proceed to planning permission stage;
- (iii) A topographical survey would be commissioned, from either of the two cheaper quotations, after discussion with Inkpen Downie.

**CLOSURE**

The Town Mayor, Cllr M Wright, closed the meeting at **9.03pm**.

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**Signature of Chairman**

**Date**