

**MINUTES** of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 7<sup>th</sup> February 2023 at 8pm.**

**PRESENT:**

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

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

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

**365 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**366 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**367 DISPENSATIONS**

There were no dispensations.

**368 PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

**369 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 10<sup>th</sup> January 2023 be signed by the Mayor as a true record and adopted by the Council.

**370 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	10 <sup>th</sup> January 2023 ( <b>Attachment B</b> )
Market Committee	23 <sup>rd</sup> January 2023 ( <b>Attachment C</b> )
Planning & General Purposes Committee	24 <sup>th</sup> January 2023 ( <b>Attachment D</b> )

**371 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

**(i) SWAINES GREEN CONSERVATION WORK**

Council **NOTED** the information regarding conservation work at Swaines Green, as per **Attachment E**.

It was **RESOLVED** that:

- (i) The Town Clerk would write and thank the Friends of Swaines Green for all their hard work, which is very much appreciated.

**(ii) EPPING FOREST DISTRICT COUNCIL (EFDC) DRAFT AIR QUALITY ACTION PLAN CONSULTATION**

Council discussed the Draft Air Quality Action Plan documents.

It was **RESOLVED** that:

- (i) The Town Clerk would advise EFDC that the document was rather long, with a lot of background information, that would likely not be easily digestible by residents;
- (ii) No further response on the content would be made.

**(iii) SKATE PARK COMMUNITY EVENT**

Council discussed the request from Active Essex and partners to hold a community wheeled event at Stonards Hill recreation ground skate park on Friday 14<sup>th</sup> April 2023, as per **Attachment E2**.

It was **RESOLVED** that:

- (i) Council would permit the event.

**(iv) ESSEX ASSOCIATION OF LOCAL COUNCILS (EALC) UPDATE ON KING'S CORONATION**

Council discussed holding an event/s for the King's Coronation, as per **Attachment E3**.

It was **RESOLVED** that:

- (i) Members supported the Mayor's Coronation Gala Dinner in aid of Epping's green spaces on Saturday 18<sup>th</sup> March 2023;
- (ii) Events such as encouraging the shops and businesses to decorate their windows for the occasion would be supported;
- (iii) A King's Coronation Working Party would be established to discuss the event/s and Revd Lee Batson would be invited to be part of that;
- (iv) Cllr B Scruton, Cllr C Burgess, Cllr M Wright, Cllr J Duffell and Cllr S Baker would join the working party.

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

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 10<sup>th</sup> January 2023 were **NOTED**, with the following addition and amendment respectively:

Town Mayor: Epping Society meeting	6 <sup>th</sup> February 2023
Deputy Town Mayor: Town Show meeting and Christmas Market meeting (typo)	24 <sup>th</sup> February 2023

**373 REPORTS FROM MEMBERS**

Cllr J Whitehouse entered the meeting here.

Reports from members were received on meetings or visits since the Ordinary Council meeting on 10<sup>th</sup> January 2023:

Cllr M Wright	Epping Horticultural Society meeting	11 <sup>th</sup> January 2023
	Epping Hall working party meeting	16 <sup>th</sup> January 2023
	Stonards playground & skate park consultation	19 <sup>th</sup> January 2023
	Market Committee meeting	23 <sup>rd</sup> January 2023
	Town Show & Christmas Market meeting	24 <sup>th</sup> January 2023
Cllr H Pegrum	Epping Hall working party meeting	16 <sup>th</sup> January 2023
	Market Committee meeting	24 <sup>th</sup> January 2023
Cllr S Baker	Town Show & Christmas Market meeting	24 <sup>th</sup> January 2023
Cllr C McCredie	Safer Epping planning meeting	17 <sup>th</sup> January 2023
	Safer Epping meeting	30 <sup>th</sup> January 2023
Cllr N Avey	Epping Hall working party meeting	16 <sup>th</sup> January 2023
	Town Show & Christmas Market meeting	24 <sup>th</sup> January 2023
Cllr G Scruton	Epping Hall working party meeting	16 <sup>th</sup> January 2023
	Town Show & Christmas Market meeting	24 <sup>th</sup> January 2023

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

The Town Clerk highlighted the issues with Bakers Lane toilets which were being discussed with Qualis.

The Town Clerk highlighted that the grounds team were currently cleaning the Stonards Hill recreation ground toilets to ease the budget.

The Town Clerk highlighted the problems with the doors at Epping Hall, which may be brought back to Council if the problems continued.

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

**375 FINANCIAL REPORT TO 31st JANUARY 2023**

Council considered the summary financial report for January 2023, 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.

**376 ACCOUNTS FOR PAYMENT**

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for January 2023 totalling **£97,141.99**. (Barclays £47.85, The Co-operative-£96,865.88 & The Co-operative Online £228.26.) **Please note:** a £400 transfer from The Co-operative to The Co-operative online and a £300 petty cash withdrawal. **Please note:** a £90,000 transfer between Barclays and The Co-operative and a £50,000 transfer between the Barclays Current and Savings accounts.

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 January 2023 were **APPROVED** as presented in the schedule.

### 377 **INTERNAL AUDIT REPORT**

Council **NOTED** the auditor's second report for the 2022/23 financial year, following their visit on Tuesday 24<sup>th</sup> January 2023, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The Town Clerk & Responsible Financial Officer would thank the office team for their hard work on the audit with no recommendations.

### 378 **EPPING TOWN SHOW CHARGES**

Council discussed the charges for Epping Town Show for 2023.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Charges for the Town Show would be: Commercial: £40 per pitch, Charities and community groups: £0. Food vendors: 20% of takings. The Town Clerk would assess funfair electric and bins and add a charge if appropriate/necessary.

### 379 **EPPING CHRISTMAS MARKET CHARGES**

Council discussed the Christmas Market 2023 including charges.

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Christmas Market 2023 would be held on Saturday 2<sup>nd</sup> December 2023, 10am to 4pm, as in 2022;
- (iii) Charges would be: Commercial: £50, Charities and community groups: £35. Food vendors: 20% of takings;
- (iv) Enquiries would be made regarding the use of the slip road area in front of the Methodist Church/Argus lighting in terms of ownership and trader interest for potential food vendors. This would then be taken back to Council for consideration and a decision on whether to extend into this area.

### 380 **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.

**381 TOWNSPERSON OF THE YEAR 2022**

Council discussed the nominations for Townsperson of the Year 2022 as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) Townsperson of the Year 2022 would be awarded (to be presented at the Civic Reception in April 2023.)
- (iii) One nominee would be awarded Freeman of Epping, subject to their acceptance and the Town Clerk would bring information supporting that award to the 7<sup>th</sup> March 2023 Council meeting as written supporting documentation. This would be awarded at the Mayor’s Civic Reception 2023.

**382 EPPING HALL LEGAL DOCUMENTS**

Council discussed the Epping Hall title documents as per **Attachments N-N4**.

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s136;
- (ii) Epping Town Council would request that restrictive covenant (3) is removed, (4) is acceptable, (6) should be reworded to be more succinct and not an unhelpful liability to Epping Town Council or either party, (5) and (7) should be removed so that they don’t impact on either party, ie the arrangement is reciprocal (All on **Attachment N2**);
- (iii) The Town Clerk would liaise with and take advice from Epping Town Council’s solicitor on detailed points.

**383 EPPING HALL WORKING PARTY/EPPING HALL WORKS**

Council discussed the Epping Hall improvement project, as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, S136;
- (ii) The project would be planned and phased so it was ready to begin at the correct point financially;
- (iii) A meeting of the Epping Hall working party would be called to plan that programme and put appropriate timescales in place.

**CLOSURE**

The Town Mayor, Cllr B Scruton, closed the meeting at **9.54pm**.

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**Signature of Chairman**  
**Date**