

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 7th March 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 R Griffiths	Cllr H Pegrum
Cllr G Scruton	Cllr M-L Whitbread
Cllr J Whitehouse	Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: Cllr C McCredie viewed the meeting on Zoom but did not participate.

435 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr C McCredie.

436 DECLARATIONS OF INTEREST

Cllr M-L Whitbread declared a non-pecuniary interest in agenda item 16, Lower Swaines playground sign, as she had made a donation to the Playground.

Cllr N Avey declared a non-pecuniary interest in agenda item 22, Market Rubbish contracts, as he was the Epping Forest District Councillor Portfolio Holder for Contract and Commissioning, which covers waste management.

No there were no other declarations of interest.

437 DISPENSATIONS

There were no dispensations.

438 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

439 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 7th February 2023 be signed by the Mayor as a true record and adopted by the Council.

440 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	7 th February 2023 (Attachment B)
Planning & General Purposes Committee	21 st February 2023 (Attachment C)
Corporate Governance Advisory Committee	21 st February 2023 (Attachment D)

441 COMMUNICATIONS TO NOTE/REQUIRING DECISION

Cllr J Whitehouse entered here.

(i) EFDC Consultation on Statement of Principles Under the Gambling Act 2005

Council discussed EFDC’s consultation on Statement of Principles under the Gambling Act 2005, as per **Attachment E1**.

It was **RESOLVED** that:

(i) There were no comments to make.

(ii) City of London Corporation Forest Habitat Conservation consultation

Council discussed the City of London Corporation’s Forest Habitat Conservation consultation, as per **Attachment E2**.

It was **RESOLVED** that:

(i) The following comments would be returned:

- Difficult for residents to have the detailed knowledge
- More detailed information for better access between sites would be welcome
- Welcome Purley Banks access
- Welcome opening ponds up
- Welcome ideas
- What is the management of Bell Common to be?
- What about deer management?
- Could be more information
- Need to recognise that cattle and dogs do not always mix well

(iii) Street naming: Civic Offices new developments

The Town Clerk advised members that the street naming consultation, as per **Attachment E3**, had been withdrawn by Qualis. This would be revisited at a later date and Epping Town Council would be consulted at that point, if appropriate.

It was **RESOLVED** that:

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

(iv) 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 2023-2024 is £9.93 per elector. This is an increase from £8.82 in 2022-2023 (it has increased by the percentage increase in the retail index between September 2021 and September 2022). This means the maximum spend under this power is £92,895.15 (No of electors: 9355 x £9.93).

It was **RESOLVED** that:

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

(v) Utility works: Affinity Water: Ivy Chimneys area 2023

Council discussed the Affinity Water works in the Ivy Chimneys area between March and August 2023, as per **Attachment E4**.

It was **RESOLVED** that:

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

(vi) St John’s Church: HMS Sickle Cross

Council **NOTED** the information from Cllr J Duffell regarding an HMS Sickle Cross and service at St John’s Church in the future. This would be shared with Council as it progressed.

(vii) Former Town Mayor Cllr Brian Rolfe

Council **NOTED** the very sad news about the death of former Cllr Brian Rolfe, who was Town Mayor in 2005 and EFDC Chairman 2012-13.

(viii) Epping Forest District Council (EFDC) Local Plan approved by inspector & Next Steps for Epping Town Council’s Neighbourhood Plan

Council **NOTED** the information about Epping Forest District Council’s Local Plan being approved/found sound by the inspector and that Epping Town’s Neighbourhood Plan would now be progressed towards conclusion.

It was **RESOLVED** that:

- (i) Epping Town Council’s Neighbourhood Plan would now be put before Epping Town Council for APPROVAL at an ExtraOrdinary meeting.

442 TOWN MAYOR’S & DEPUTY MAYOR’S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 7th February 2023 were **NOTED**.

443 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 7th February 2023:

Cllr G Scruton	Theydon Trusts & Joint Charities meeting	28 th February 2023
Cllr S Baker	Denys Favre tree planting	10 th February 2023
	King’s Coronation Zoom	15 th February 2023
Cllr J Whitehouse	Heart of Epping presentation	20 th February 2023
Cllr H Pegrum	Theydon Trusts & Joint Charities meeting	28 th February 2023
	Maintenance of the Margaret Close properties was discussed.	
Cllr M Wright	Epping Horticultural Society meeting	8 th February 2023
	Denys Favre tree planting	10 th February 2023

King's Coronation Zoom meeting
Heart of Epping presentation

15th February 2023
20th February 2023

444 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk advised members of her meeting with the editor of North Weald Village Life and Epping Life and how this may sit alongside/complement Talk About Epping.

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

445 FINANCIAL REPORT TO 28th FEBRUARY 2023

Council considered the summary financial report for February 2023, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

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

446 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for February 2023 totalling **£50,370.03**. (Payments from Barclays total £47.85, the Co-operative £50,303.30 & the Co-operative Online total £18.88.)

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

447 COUNCIL MINUTES AMENDMENT/CLARIFICATION

Council discussed the amendment/clarification to Minutes #138 and #139 of 2022/23, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The amended Minute #138 of 2022/23 (APPROVING the Safeguarding Policy 2022) was **APPROVED**;
- (iii) The amended Minute #139 of 2022/23 (APPROVING the Volunteering Policy 2022) was **APPROVED**.

448 GRANT REQUESTS

Council discussed the two grant requests for the second phase of the 2022/23 financial year:

(i) ST JOHN'S CHURCH BELL: REQUEST FOR ASSISTANCE (K1)
Church bell £500 one off, £250 per annum

The Town Clerk advised members that the request was for the Church clock, not the Church bell, as had been written on the agenda.

(ii) THE BOX
Counselling sessions £2000

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 (miscellaneous powers depending on grant request)
- (ii). A one-off payment of £500 would be awarded to St John's Church for the Church clock.
- (iii). The Box would be referred to the Epping & Theydon Joint Charities, which would likely be best placed to consider this request.

449 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE

The Corporate Governance Advisory Committee met on 21st February 2023 (Minutes #392-417 of 2022/23 refer) and made the following **RECOMMENDATIONS**:

- (i) Epping Town Council's Standing Orders should be **APPROVED**, with amendments;
- (ii) Epping Town Council's Financial Regulations should be **APPROVED**, with amendments;
- (iii) The Internal Risk Register should be **APPROVED** by Council **(Attachment D)**;
- (iv) The Asset Register 2023, as per **Attachment E**, should be **APPROVED** as a correct record of Council's assets at this time, with one amendment:
Page 11, Council as tenant, LO11, Owner: Epping Town Council not EFDC.
- (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 Complaints Procedure **(Attachment F)** should be **RE-APPROVED** as a policy of Council;
- (vii) The Equality Policy, with no amendments **(Attachment G)** should be **RE-APPROVED** as a policy of Council;
- (viii) The Health & Safety Policy, with no amendments **(Attachment H)** should be **RE-APPROVED** as a policy of Council;

- (ix) The Media Policy, with no amendments (~~Attachment I~~) should be RE-APPROVED as a policy of Council;
- (x) The Social Media Policy, with a minor amendment (~~Attachment J~~) should be RE-APPROVED as a policy of Council;
- (xi) The Community Engagement Policy, with amendments (~~Attachment K~~) should be RECOMMENDED as a policy of Council;
- (xii) The Data Protection Policy, with a minor amendment (~~Attachment L~~) should be RE-APPROVED as a policy of Council;
- (xiii) The revised Publication Scheme (~~Attachment M~~) should be RECOMMENDED as a policy of Council;
- (xiv) The insurance policies & reconciliation would be brought to Council in advance of the July 2023 meeting;
- (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.

450 LOWER SWAINES PLAYGROUND SIGN

Council discussed the Lower Swaines playground sign thanking all the sponsors and assistance, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) The sign was **APPROVED** as detailed.

451 KING'S CORONATION EVENTS MAY 2023

Council discussed the information regarding the King's Coronation, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Epping Town Council wished to commemorate the King's Coronation and the following ideas were **APPROVED**:
8th May: Promotion of volunteering, 3 suggestions, as per Attachment N.
Encourage businesses to decorate windows.
Children's design a crown competition
Coronation themed market (1st May 2023)

Assisting residents with street party permissions advice if requested

- (iii) The Town Clerk would lead further work on bunting and events where spending was required and this would be brought back to Council for APPROVAL:
**Sunday 7th May 2023 Picnic, Stonards Hill recreation ground
Bunting in the High Street**

452 PLAYGROUND INSPECTION REPORTS

Council considered the Playground Inspection Reports/information 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 & Local Government Act 1972, s111;
- (ii) The Town Clerk advised members that the fence and gates at Ivy Chimneys playground were being looked at by the Town Supervisor;
- (iii) No further action was required at the current time than that detailed.

453 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.

454 COMMUNITY AWARD

Council discussed the nominations for the Community Award 2023 (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 2023 would be awarded (to be presented at the Civic Reception in April 2023.)

455 CIVIC AWARD SCHEME

Council discussed the Civic Award Scheme information and nominations, as per **Attachments Q and Q1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Civic Award 2022 would be awarded (to be presented at the Civic Reception in April 2023.)

456 **MARKET RUBBISH CONTRACTS**

Council discussed the rubbish contract and information for Epping Market, as per **Attachment R**.

- (i) The statutory basis for this item be **NOTED** as the Food Act 1984, s50;
- (ii) The **RECOMMENDATIONS**, as per **Attachment R**, were **APPROVED**;
- (iii) The current market rubbish contract would not be renewed and the new arrangements would be put in place from 1st April 2023, in line with the termination/renewal timings of the existing contract.

CLOSURE

The Town Mayor, Cllr B Scruton, closed the meeting at **9.45pm**.

Signature of Chairman

Date