



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

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TO THE TOWN MAYOR and ALL MEMBERS of EPPING TOWN COUNCIL:

You are hereby summoned to attend an **ORDINARY MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 7th March 2023** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
1st March 2023

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

Cllr N Avey, Cllr C McCredie and Cllr J Whitehouse declare a non-pecuniary interest in any items that relate to Epping Forest District Council as they are also District Councillors.

Cllr M-L Whitbread declares a non-pecuniary interest in items that relate to Epping Forest District Council as she is related to the leader of Epping Forest District Council.

3 DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

4 PUBLIC PARTICIPATION - QUESTION TIME

The Mayor will invite public comments and responses in relation to items on this agenda. *Individuals will be permitted a maximum of three minutes each (total time for this session is limited to ten minutes).*

5 CONFIRMATION OF COUNCIL MINUTES

(Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 7th February 2023.

6 MINUTES OF COMMITTEE MEETINGS

To receive the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

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

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments E1, E2, E3 & E4)

(i) EFDC Consultation on Statement of Principles Under the Gambling Act 2005 (Attachment E1)

Epping Forest District Council (EFDC) have invited Epping Town Council to comment on their Statement of Licensing Principles, as part of their statutory duties. Further information is provided as per **Attachment E1**.

Council is requested to **CONSIDER** this information and **DECIDE** what response to make.

(ii) City of London Corporation Forest Habitat Conservation consultation (Attachment E2)

The City of London Corporation have invited Epping Town Council, as a key local stakeholder, to comment on their Habitat Conservation consultation. Further information is provided as per **Attachment E2**.

Council is requested to **CONSIDER** this information and **DECIDE** what response to make.

(iii) Street naming: Civic Offices new developments (Attachment E3)

Epping Town Council have been asked to comment on proposals for the road name addresses for the development of part of the Civic Offices to residential. Further information is provided as per **Attachment E3**.

Council is requested to **CONSIDER** this information and **DECIDE** what response to make.

(iv) S137 spending limit: 2022-2023

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).

When a Town Council makes a decision, they must:

- a) have a power to undertake the duty and b) know how it is to be financed.

Grant spending should be made under the appropriate power for that spend. Where there is no power, S137 spending may be used for very specific purposes.

Council is requested to **NOTE** this information.

(v) Utility works: Affinity Water: Ivy Chimneys area 2023 (Attachment E4)

Epping Town Council have been advised about some major utility works by Affinity Water in the Ivy Chimneys area from March to August 2023. This is likely to cause additional congestion.

Council are requested to **NOTE** and **SHARE** this information.

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

The Town Clerk has been advised of an HMS Sickle Cross and service at St John's Church. More information will be brought to Council once available.

Council are requested to **NOTE** this information.

(vii) Former Town Mayor Cllr Brian Rolfe

Epping Town Council were very sad to hear of the death of serving Epping Forest District Councillor Brian Rolfe. Cllr Brian Rolfe was Town Mayor of Epping in 2005 and EFDC Chairman in 2012-13. Council's thoughts are with his family and friends and condolences have been sent to them on behalf of Epping Town Council.

Council are requested to **NOTE** this information.

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

On 16th February 2023, Epping Forest District Council announced that their Local Plan had been approved by the inspector.

'The inspector's report into the examination of Epping Forest District Local Plan 2011 to 2033 has been published.

The inspector has confirmed that providing some specific changes, known as Main Modifications are made, then the Local Plan is sound and can be adopted by the Council.'

The Town Clerk understands there is an EFDC Council meeting to **APPROVE** the Local Plan on 6th March 2023.

Epping Town Council's Neighbourhood Plan has been waiting for the Local Plan to be approved before progressing the Neighbourhood Plan towards examination and conclusion. The Neighbourhood Planning Advisory Committee met on 1st March 2023 to finalise the Neighbourhood Plan and there will likely an ExtraOrdinary meeting of Epping Town Council in late March to **APPROVE** the Neighbourhood Plan for submission to EFDC.

Council is requested to **NOTE** this information.

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment F)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 7th February 2023.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 7th February 2023.

10 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment G)

A report from the Town Clerk on current activities and matters of interest to Council is attached.

11 FINANCIAL REPORT TO 28th FEBRUARY 2023 (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of February 2023 and **DECIDE** if any further action is required.

12 ACCOUNTS FOR PAYMENT (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for February 2023 totalling £50,370.03 (Barclays: £47.85, The Co-operative £50,303.30 & The Co-operative online £18.88).

13 COUNCIL MINUTES AMENDMENT/CLARIFICATION (Attachment J)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr B Scruton

The Town Clerk has **NOTED** that Minutes #138 and #139 of 2022/23 from the Ordinary Council meeting on 8th August 2023 need further information/clarification.

The current minutes and proposed revisions are provided as **Attachment J**.

Council is requested to **APPROVE** this amendment, to make the minutes accurate.

14 GRANT REQUESTS (Attachments K1 & K2)

Statutory Basis: Local Government Act 1972, s111; Public Health Act 1936, s234; (miscellaneous powers depending on grant request)

Key Member: Cllr G Scruton

Epping Town Council have received the following grant requests for the second phase of the financial year grant period (1st September 2022 to 1st March 2023).

Please note: there is £3825 remaining in the Grants budget for 2022/23 financial year at the current time. **Please note:** there is no grant budget provision in the budget for 2023/24.

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

The Town Clerk has received a request from St John's Church, as per **Attachment K1**.

Council is requested to **CONSIDER** this request and **DECIDE** what to do.

(ii) THE BOX (Attachment K2)
Counselling sessions £2000

Council has received a request from The Box, as per **Attachment K2**.

Council is requested to **CONSIDER** this request and **DECIDE** what to do.

15 **RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE**
(Attachment L)

Statutory Basis: Local Government Act 1972, sch 12, para 42; Local Audit & Accountability Act 2014, Local Government Act 1972, s111, Local Authorities (Indemnities for Members & Officers) order 2004, Local Government Act 1972, s112, Local Government Act 1972, s101

Key Member: Cllr C Burgess

The Corporate Governance Advisory Committee met on 21st February 2023 (Minutes #392-417 of 2022/23 refer) and make 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;
- (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.

Please note: excerpts from the documents where changes have been made only are included as per **Attachment L**.

Council is requested to **CONSIDER** these RECOMMENDATIONS and **DECIDE** whether to **ADOPT** them as decisions of Council.

16 **LOWER SWAINES PLAYGROUND SIGN** (Attachment M)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr J Duffell

Epping Playground Association have been working on the 'thanking the sponsors sign' for Lower Swaines playground, in consultation with the Town Clerk and printers. Sponsors were advised they would be recognised on a sign when they made their contributions, as is customary. The individual logos represent sponsors who have donated in excess of £1000. The sign will cost £185 (plus VAT and delivery).

Council is requested to **APPROVE** the design of the sign, as per **Attachment M**.

17 **KING'S CORONATION EVENTS MAY 2023** (Attachment N)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr B Scruton

At the Ordinary Council meeting on 7th February 2023 (Minute #371 (iv) of 2022/23), Council expressed an interest in holding some events to commemorate the King's Coronation and these would be discussed by the King's Coronation working party and brought back to Council for **CONSIDERATION** and **APPROVAL**.

Some suggestions have been provided by members of the King's Coronation working party, as per **Attachment N**.

Please note: we have found no funding to date to support these events, as detailed in **Attachment N**.

Council is requested to **CONSIDER** this information and **DECIDE**:

- (i) What it wishes to do for the King's Coronation;
- (ii) How this will be financed.

18 **PLAYGROUND INSPECTION REPORTS** (Attachment O)

Statutory Basis: **Statutory Basis:** Local Government (Miscellaneous Provisions) Act, 1976 s19 & Local Government Act 1972, s111

Key Member: Cllr J Duffell

Epping Town Council manage five playgrounds in Epping Parish. These are checked weekly by our grounds team and more often if any issues are highlighted. Repairs are

undertaken at point of need. Annually, our playgrounds are inspected by an independent internal inspector and detailed written reports are provided. We have been using the same inspection company in recent years, although the personnel attending are different. This company attend randomly so we don't know when they are visiting and have been previously referred by our insurance company.

Anything recorded as high risk or needing urgent attention is dealt with immediately. Those of low and medium risk receiving consideration. Between years, the play inspection reports are sometimes contradictory. The Town Supervisor is a qualified playground inspector (and his team are trained in this area). He will therefore balance findings with his own judgment and undertake any necessary works. He has identified additional risks that have not been reported by the independent assessment and these items will or have been dealt with. Much work is undertaken throughout the year to keep the playground standards high and the risks low. If anything was found to be unsafe at any time, it would be removed immediately. Unfortunately, misuse and vandalism are the biggest threats to the playgrounds. The playground inspection reports have been considered by the Town Clerk and Town Supervisor and any work highlighted as higher than Low Risk is provided as per **Attachment O**. (Please note: the reports are very lengthy and printing is to be minimised in accordance with Epping Town Council's Climate & Environmental Awareness Policy).

Generally, our playgrounds are of no cause for concern. Based on the reports and judgment, the works to be undertaken will be as follows:

1) Parklands, Coopersale – (New playground 2017)

No additional work required. 36 page report.

2) Lower Swaines – (New playground 2022)

No additional work required. 35 page report.

3) Frampton Road – (New playground 2017)

No additional work required. 38 page report.

4) Stonards Hill playground & Skate Park – (Playground 2010 approx. New works 2022)

Swings are being monitored and worked on.

Basketball goal being monitored. 92 page report.

5) Ivy Chimneys – (Playground 2015).

Fence being replaced (damaged by neighbouring works). Wood being monitored, natural cracking.

Infinity bowl (monitor, same as last year. This is not repairable.) 66 page report.

Council is requested to **NOTE** this information and **DECIDE** if any further action is required at this stage.

19 EXCLUSION OF THE PRESS AND PUBLIC

To resolve 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.

20 COMMUNITY AWARD (Attachment P)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

At the Ordinary Council meeting on 14th February 2017, Council RESOLVED to present an annual Community Award to an outstanding community group (Minute #456 of 2017/18). Members have been provided with a nomination and a list of potential candidates, as per **Attachment P**.

Council is requested to **CONSIDER** this information and **DECIDE** who should receive the Community Award 2022.

21 CIVIC AWARD SCHEME (Attachments Q & Q1)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

Epping Town Council's Civic Award is designed to commend a building in Epping that has either been built, refurbished or maintained to a very high standard. Nominations have been invited from our local community. Some further information is provided as per **Attachment Q** with some potential nominations as per **Attachment Q1**.

Council is requested to **CONSIDER** the information and **DECIDE** what to do.

22 MARKET RUBBISH CONTRACTS (Attachment R)

Statutory Basis: Food Act 1984, s50

Key Member: Cllr H Pegrum/Cllr M Wright

At the Ordinary Council meeting on 7th February 2023 (Minute #370 of 2022/23), Council APPROVED the RECOMMENDATIONS of the Market Committee (meeting held on 23rd January 2023, Minute 346 (ii)), to look at the Market Rubbish arrangements.

More detailed information is provided as per **Attachment R**.

Council is requested to **CONSIDER** this information and **DECIDE**:

- (i) Whether to **APPROVE** the RECOMMENDATIONS as per **Attachment R**;
- (ii) If anything further is required at the current time.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.