



# 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, 8th July 2025** at **8pm** in order to transact the following business:

**Beverley Rumsey**  
**Town Clerk**  
**2nd July 2025**

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## 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 L Burrows, Cllr R Sharif, Cllr Janet Whitehouse & Cllr Jon Whitehouse declare a non pecuniary interest as Epping Forest District councillors.

Cllr H Whitbread declares a non pecuniary interest as an Epping Forest District Councillor and Cabinet Member and an Essex County Councillor and Deputy Cabinet Member.

### 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 10th June 2025.

**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 10<sup>th</sup> June 2025

**(Attachment B)**

Planning & General Purposes Committee 24<sup>th</sup> June 2025

**(Attachment C)**

**7 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

There are no items to note/requiring decision under this item.

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

**(Attachment D)**

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 10th June 2025.

**9 REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 10th June 2025.

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

**(Attachment E)**

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

**11 REPORTS FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS**

A verbal report from ward councillors who also serve on Epping Forest District Council on any matter that may be of interest to Epping Town Council.

A verbal report from Essex County councillors on any matters of interest to Epping Town Council.

**12 FINANCIAL REPORT TO 30TH JUNE 2025**

**(Attachment F)**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report for June 2025 and **DECIDE** if any further action is required.

**13 ACCOUNTS FOR PAYMENT**

**(Attachment G)**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for June 2025.

Payments total: **£66,225,67**. (Payments from Barclays total £76.50 (please note a transfer of £30,000 from Barclays to the Co-operative.) Payments from the Cooperative total £65,809.56. Payments from the Co-operative Online total £339.61.)

**14 BANK BALANCES: AT 30<sup>th</sup> JUNE 2025 (Attachment H)**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

Council is requested to **NOTE** and **APPROVE** the bank balances on 30<sup>th</sup> June 2025 for all accounts, as per **Attachment H**. This was recommended by the auditor as an end of quarter agenda item.

**15 CYCLE OF MEETINGS 2026-2027 (Attachment I)**

**Statutory Basis:** Local Government Act 1972, s99 (Sch 12, p 8(1))

**Key Member:** Cllr N Avey

Council is requested to **CONSIDER** and **APPROVE** the draft Cycle of Meetings, as per **Attachment I**.

**16 ASSET OF COMMUNITY VALUE: MILL MOUND FIELDS (Attachment J)**

**Statutory Basis:** Localism Act 2011, ss87-108

**Key Member:** Cllr N Avey

At the Ordinary Council meeting on 8<sup>th</sup> April 2025 (Minute #515 of 2024/25), Council **APPROVED** Epping Town Council pursuing the application for Mill Mound Fields to become an Asset of Community Value. Since that time, a wide evidence base has been gathered from local residents. Of the 1450 forms delivered, approximately 129 were returned. The previous supporting information is provided as per **Attachment J** for reference.

Council is requested to **CONSIDER** this information and **DECIDE** if they are happy for the formal application to be made to Epping Forest District Council.

**17 VJ DAY EVENT (Attachment K)**

**Statutory Basis:** Local Government Act 1972, 145

**Key Member:** Cllr Janet Whitehouse

At the Ordinary Council meeting on 10<sup>th</sup> December 2024, Council agreed to pursue an event for VJ Day 2025 (following the VE Day beacon lighting event on 8<sup>th</sup> May 2025). This would be worked on by the Town Mayor and Town Clerk. It was felt that a tea and cake style event at Julie's café would be the best option as the Forest Room in the Jack Silley Pavilion could be used for a neighbouring display. A booking form is provided as per **Attachment K**.

Council is requested to **CONSIDER** this information and **DECIDE** if they are happy to proceed on this basis.

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

**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 previously been 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 year, 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, alongside wetpour shrinkage/damage. Wetpour is very expensive to maintain. 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 L**. (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)**

Wetpour. Quote received. 39 page report.

**2) Lower Swaines – (New playground 2022)**

Cableway. Awaiting quote. 68 page report.

**3) Frampton Road – (New playground 2017)**

No work identified by report.

Town Supervisor noted works required:

Skier. Bike. Roundabout. Wetpour. Awaiting quote. 48 page report.

**4) Stonards Hill playground & Skate Park**

**(Playground 2010 approx. New works 2022. Skate park 2024.)**

Wetpour. Quote received. Basketball goal replaced. Fixings replaced as needed.

**5) Ivy Chimneys – (Playground 2015).**

Cableway. Work completed. Wetpour. Quote requested.

Wood (logs) being monitored, natural cracking. 81 page report.

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

**19 EXCLUSION OF 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 INSURANCE POLICIES (CONTRACTS) 2025-2026****(Attachments M-M2)**

**Statutory Basis:** 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

**Key Member:** Cllr G Scruton

**(a) Main insurance policy 2025-26**

At the Ordinary Council meeting on 10<sup>th</sup> June 2025 (Minute #69 of 2025/26), the Town Clerk advised members that Epping Town Council's main Insurance Policy would renew on 1<sup>st</sup> July 2025 and documentation was shared with members at that June meeting. This policy has now renewed in accordance with these documents.

**Please note:** this is a new 3 year term agreement.

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

**(b) Motor fleet insurance policy 2025-26****(Attachment M)**

Council's motor fleet insurance policy was due for renewal on 1<sup>st</sup> July 2025. Following discussions with Cllr G Scruton, Council's Key Member for Finance and Cllr H Pegrum, the Town Clerk has renewed the motor fleet insurance with Zurich, as per **Attachment M**. This policy has no age restriction meaning our younger staff members can drive authorised Council vehicles with consent.

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

**(c) Cyber insurance policy 2025-26****(Attachment M1)**

At the Ordinary Council meeting on 16<sup>th</sup> July 2020 (Minute #125 of 2020/21), Council RESOLVED to hold a cyber insurance policy for Epping Town Council on an ongoing basis. The current policy is now due for renewal (24<sup>th</sup> July 2025).

Cyber threats do pose considerable risks to Town and Parish Councils and if a cyber attack was to occur, it would cause major disruption and problems. Cyber crime is increasingly more advanced and complex and as such Council's policy should reflect that risk.

Council's renewal for this policy has not been received in time for this agenda, but the existing policy is provided as **Attachment M1** and will renew on 24<sup>th</sup> July 2025 (subject to inflationary increases). **Please note:** Council's premium is relevant to its income and expenditure between £500,000 and £1 million. The policy needs to renew before the next Council meeting.

Council is requested to **NOTE** this information and **AUTHORISE** the Town Clerk to finalise the renewal.

**(d) Lift insurance policy 2025-26****(Attachment M2)**

During the 2023-24 main insurance policy renewal process, it became apparent that the lift at Epping Hall would only be covered by the insurance policy if a separate lift engineering and inspection policy was in place. This was APPROVED in 2023. The lift at Epping Hall is 26 years old. The policy is provided as per **Attachment M2**.

The total insurance budget provision for 2025-26 is provided as per **Attachment M3**.

The Town Clerk has provided an insurance reconciliation tracking document as per **Attachment M4**.

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

**21 CHRISTMAS LIGHTS TERMS/CONTRACTS****(Attachment N)**

**Statutory Basis:** Local Government Act 1972, s145

**Key Member:** Cllr G Scruton

At the Annual Council meeting on 10<sup>th</sup> June 2025 (Minute #68 of 2025/26), Council APPROVED the proposal for Christmas Lights 2025, as per **Attachment N**, subject to Highways permissions for power and the visual effect of the stars. Some further information is provided as per **Attachment N**.

Council is requested to **CONSIDER** the visuals and **DECIDE** whether to **APPROVE** the scheme as detailed (still subject to Highways power permissions).

**22 MARKET LICENCES/CONTRACTS****(Attachment O)**

**Statutory Basis:** Local Government Act 1972, s145

**Key Member:** Cllr M Wright

At the Ordinary Council meeting on 10<sup>th</sup> June 2025 (Minute #70 of 2025/26), Council were advised of contractual matters through the Market Committee minutes in Excluded session (Agenda item 24, Attachment Q.)

An update is provided as per **Attachment O**.

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