



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 **Main Hall, Epping Hall, St Johns Road, Epping** on **Tuesday, 14th October 2025 at 8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
8th October 2025

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 9th September 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	9 th September 2025	(Attachment B)
Planning & General Purposes Committee	23 rd September 2025	(Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments D-D3)

(i) Epping Neighbourhood Plan (Attachment D)

The appointed inspector has now considered Epping Neighbourhood Plan and due to the time that has passed and the updates that are required, a further consultation is required on the amendments. This 4 week period of consultation will run from Monday 6th October 2025 to 3rd November 2025. Details are provided as per **Attachment D** and can be found on the Town and District Council websites. The Town Clerk has been assisted by Council's Allotment & Administration Secretary to progress this large body of work. The Town Clerk is working with officers from Epping Forest District Council and would like to thank those concerned for their help and assistance.

Council is requested to **NOTE** this information and share the consultation details with others.

(ii) Epping Forest District Council crematoria consultation (Attachment D1)

Epping Forest District Council have shared details of the outcome of their Crematoria Consultation as per **Attachment D1**.

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

(iii) National Highways consultation (Attachment D2)

Epping Town Council have been asked to comment on a consultation from National Highways, as per **Attachment D2**.

Council is requested to **DECIDE** what response to make, if any.

(iv) Mayor's Christmas Card competition 2025

Cllr Janet Whitehouse has chosen not to run the Mayor's Christmas Card competition for 2025 but use a nice photograph of Epping instead. We have been advised that the schools get very busy before Christmas.

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

(v) Remembrance events in Epping 2025 (Attachment D3)

Cllr J Duffell has shared details of Epping's Remembrance events in 2025, as per **Attachment D3**, in his capacity as secretary of the Royal British Legion, Epping & District Branch.

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

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 9th September 2025.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 9th September 2025.

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

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 SEPTEMBER 2025 (Attachment G)

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 September 2025 and **DECIDE** if any further action is required.

13 ACCOUNTS FOR PAYMENT (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for September 2025. Payments total: **£78,103.43**. (Payments from Barclays total £75.75 (please note a transfer of £50,000 from Barclays to the Co-operative.) Payments from the Cooperative total £76,555.01. Please note: a transfer of £1600 from the Co-operative to the Co-operative online. Payments from the Co-operative Online total £1,472.67.)

14 ENERGY AND GAS CONTRACTS

Statutory Basis: Local Government Act 2072, s111 & s133

Key Member: Cllr G Scruton

At the Ordinary Council meeting on 9th September 2025 (Minute #194 of 2025/26), the Town Clerk was authorised to progress the utility contracts (electricity and gas) to collective purchasing and finalise these. This has now been completed and contracts have been signed. The fixed contract is for 9 months, which will then move into a flexible collective purchasing arrangement on a rolling basis (two years initially).

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

15 CEMETERY CHARGES**(Attachment I)**

Statutory Basis: Local Authorities' Cemeteries Order 1977

Key Member: Cllr H Pegrum/Cllr G Scruton

It is commonplace for cemeteries to charge substantially different rates for residents and non residents (this is generally triple or quadruple rates). Epping Town Council charge triple rates. This is due to the considerable grounds maintenance over often many years and residents are contributing in part to the upkeep costs for the cemetery in their share of the precept/Council tax.

On occasion, interments take place for those who have lived in Epping Parish for many years, but have recently moved out of the area. Historically, a grace period of six months has been applied in such circumstances, but this has not been discussed for many years. Feedback from families has been that this seems a short period of time if someone has spent many years in a town and has only moved to be nearer to family or for care.

Council may wish to have a different (middle tier) rate in these circumstances.

Council is requested to **DECIDE**:

- (i) If it wishes to make this grace period longer and/or if it wishes to have a different (middle tier) rate for these circumstances;
- (ii) If so, how long should the grace period be/what should the middle rate be?
- (iii) If so, what the criteria for either/both should be.

16 REPRESENTATIVES ON OUTSIDE BODIES**(Attachment J)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr Janet Whitehouse

Cllr C Burgess was elected as Epping Town Council's representative on the Epping Society at the Annual Council meeting on 13th May 2025. With Cllr Burgess's support, Cllr C McCredie would like to take on this role instead.

Council is requested to **CONSIDER** this information and **DECIDE** if they are happy with this change of appointment.

17 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.

18 STAFF CONTRACT**(Attachment K)**

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr Janet Whitehouse

The Town Clerk has provided a staff report, as per **Attachment K**.

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

19 BAKERS LANE PUBLIC TOILETS**(Attachments L & L1)**

Statutory Basis: Public Health Act 1936, s87

Key Member: Cllr J Duffell/Cllr Janet Whitehouse

The Town Clerk has provided some information regarding the Bakers Lane public toilets, as per **Attachment L**. Some background information is provided as per **Attachment L1**.

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

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.