



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, 14th April 2026** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
8th April 2026

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 March 2026.

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	10th March 2026 (Attachment B)
Planning & General Purposes Committee	24th March 2026 (Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments D & D1)

(i) Safer Speeds consultation

Epping Town Council have been invited to take part in Essex County Council's Safer Speeds consultation.

The consultation information can be found here:

<https://consultations.essex.gov.uk/essex-highways/essex-safer-speeds-strategy>

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

- (i) If it wishes to make a response;
- (ii) If so, what the response should be.

(ii) Epping Neighbourhood Plan

Epping Town Council's Neighbourhood Plan has now been revised with the Planning Inspector's comments and is with the Planning Policy team at Epping Forest District Council (EFDC). This will go to EFDC's April cabinet for approval and if approved, will go to a referendum at Epping Hall on 18th June 2026. There will be some public information sessions held in May 2026 to explain the Plan to residents in advance of the referendum.

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

(iii) Lions on the Loose trail (Attachment D)

Epping Town Council have been invited to be part of St Clare Hospice's Lions on the Loose trail. Some more information is provided as per **Attachment D**. The Town Clerk has met the organisers on site and Stonards Hill recreation ground (outside Julie's café) and the front garden at Epping Hall have been identified as potentially suitable locations.

Council is requested to **CONFIRM** that they are happy for Epping Town Council to be part of the trail following the information provided.

(iv) Essex Safeguarding Adults Board (Attachment D1)

Epping Town Council have received a letter from the Essex Safeguarding Adults Board, as per **Attachment D1**.

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

(v) New Epping Town Council email addresses

Epping Town Councillors have now all been provided with a new dedicated Epping Town Council email address, in accordance with the AGAR Assertion 10 audit requirements. Members and officers are required to keep their information secure in accordance with

legislation and Council's IT Policy. The Town Clerk also has a new email address which is role specific.

Council is requested to **NOTE** 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 10th March 2026.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 10th March 2026.

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 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 31st MARCH 2026 (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 to the end of March 2026 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 March 2026 totalling £60,708.51 (Barclays: £76.43, The Co-operative £59,979.38 & The Co-operative online £652.70). Please note a transfer of £50,000 from Barclays to The Co-operative and a transfer of £1000 from The Co-operative to the Co-operative online.

14 BANK BALANCES: AT 31st MARCH 2026 (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **NOTE** and **APPROVE** the bank balances on 31st March 2026 for all accounts, as per **Attachment I**. This was recommended by the auditor as an end of quarter agenda item.

15 **FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS** **(Attachment J)**

Statutory Basis: Local Audit and Accountability Act 2014; Accounts and Audits Regulations 2003; Local Government Act 1972, S151, Epping Town Council Financial Regulations 9.4

Key Member: Cllr G Scruton

(i) Financial Summary Position and Year End Close Down **(Attachment J)**

The formal RBS Omega close down of the Year End Accounts will take place on 13th May 2026 and this will be done remotely. Transfers between funds will take place at this point. An overview year end summary has been provided as per **Attachment J**; more detailed information and funds movements will be presented once available. A full financial position will be provided when all the year-end adjustments have been made.

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

(ii) Bad debts

(a) 2025/26

At the current time, any potential bad debts for 2025/26 are being identified and these will be brought to Council when collated.

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

(b) 2023/24 and 2024/25

The Clerk/Responsible Financial Officer has authority to write off debts under Financial Regulation 9.4 and it is essential this is done to ensure the statements of income at year end are accurate. Members are requested to **NOTE** the write offs for the 2023-24 financial year were £243.25 and for £221.15 for 2024-25 financial year through the RBS Omega year-end close down.

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

16 **TOWN PARTNERSHIP: MAYOR'S REPORT** **(Attachment K)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr Janet Whitehouse

Town Mayor Cllr Janet Whitehouse has provided an update on her pursuance of the Town Partnership scheme, as per **Attachment K**.

Council is requested to **CONSIDER** this information and **DECIDE** if any action is required at the current time.

- 17 **CEMETERY REGULATIONS** (Attachment L)
- Statutory Basis:** Open Spaces Act 1906, ss9-10; Local Government Act 1972, s214 (6)
- Key Member:** Cllr H Pegrum
- At the Ordinary Council meeting on 14th October 2025 (Minute #228 of 2025/26), Council APPROVED a working party to look at the cemetery regulations, particularly into charging and updating.
- The Cemetery Regulations with amendments and **RECOMMENDATIONS** from the working party are provided as per **Attachment L**.
- Council are requested to **CONSIDER** this information and **RECOMMENDATIONS** and **DECIDE** whether to APPROVE them.
- 18 **EPHING CHRISTMAS MARKET 2026**
- Statutory Basis:** Local Government Act 1972, S145
- Key Member:** Cllr R Sharif
- At the Ordinary Council meeting on 10th March 2026 (Minute #443 of 2025/26), Epping Town Council RESOLVED to hold the annual Epping Christmas Market on Friday 4th December 2026 with times to be decided.
- The Town Clerk and Council's Planning, Market & Events Officer would suggest the Christmas Market opening times should be from 11am until 7pm. This will make the layout and prohibition of parking easier in the morning and will still capture the early evening atmosphere and trade.
- Council is requested to **CONSIDER** this information and **DECIDE** what time the opening times for the Christmas Market 2026 should be.
- 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 **CYBER ESSENTIALS** (Attachment M)
- Statutory Basis:** Local Audit and Accountability Act 2014
- Key Member:** Cllr G Scruton/Cllr N Avey
- At the Corporate Governance Advisory Committee meeting on 24th February 2026 (Minute #413 of 2025/26), the Town Clerk highlighted Cyber Essentials and it was RESOLVED that this would be worked on. Cyber Essentials Accreditation would support Council's data protection requirements. Some further information is provided as per **Attachment M**.
- Council is requested to **CONSIDER** this information and **RECOMMENDATION** and **DECIDE** what to do.

21 EPPING TOWN COUNCIL WEBSITE (Attachment N)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr G Scruton/Cllr N Avey

The Town Clerk has been working on Epping Town Council's website and in particular its accessibility. Some further information is provided as per **Attachment N**.

Council is requested to consider this information and **RECOMMENDATION** and **DECIDE** if they are happy to proceed with the RECOMMENDATION as detailed.

22 RED TELEPHONE BOXES (Attachment O)

Statutory Basis: Local Government Act 1972, s145, S111

Key Member: Cllr Janet Whitehouse

The Town Clerk has provided some information about the red telephone boxes in Epping High Street, as per **Attachment O**.

Council is requested to **CONSIDER** this information and **DECIDE** if any action is required.

23 STONARDS HILL RECREATION GROUND PITCH DRAINAGE (Attachment P)

Statutory Basis: Public Health Act 1875, s164; Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr J Duffell

The Town Clerk has provided some information regarding drainage at Stonards Hill recreation ground as per **Attachment P**.

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.