



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 July 2026** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
8th July 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 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.

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 June 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	9 th June 2026	(Attachment B)
Planning & General Purposes Committee	23 rd June 2026	(Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) National Highways Lower Thames Crossing consultation (Attachment D)

Epping Town Council have been invited to take part in the Lower Thames Crossing consultation, as per **Attachment D**. Detailed information is available using the link below.

<https://nationalhighways.citizenspace.com/ltc/material-change-consultation/>

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

(ii) Letter from Cllr Annie-May O'Neill (Attachment D1)

Epping Town Council have received communication from Essex County Councillor Annie-May O'Neill requesting that it be circulated to members, as per **Attachment D1**.

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

(iii) S62A designation: planning communication from Epping Forest District Council

Epping Forest District Council have provided some information regarding the S62A designation, whereby the Secretary of State may become involved in larger planning applications. Detailed information is available using the link below.

<https://www.eppingforestdc.gov.uk/planning-and-building/s62a-designation-faqs/>

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

(iv) Bakers Lane/Cottis Lane, Epping: Progress Update (Attachment D2)

Epping Town Council have received a progress update on Bakers Lane/Cottis Lane, Epping from National Highways, as per **Attachment D2**.

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

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 June 2026.

9 REPORTS FROM MEMBERS

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

12 FINANCIAL REPORT TO 30TH JUNE 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 for June 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 June 2026.

Payments total: **£61,520.71**. (Payments from Barclays total £82.84 (please note a transfer of £50,000 from Barclays to the Co-operative.) Payments from the Cooperative total £61,094.21. Payments from the Co-operative Online total £343.66.)

14 BANK BALANCES: AT 30th JUNE 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 30th June 2026 for all accounts, as per **Attachment H**. This was recommended by the auditor as an end of quarter agenda item.

15 CYCLE OF MEETINGS 2027-2028 (Attachment J)

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 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.

17 INSURANCE POLICIES (CONTRACTS) 2026-2027 (Attachments K-K5)

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 2026-27

(Attachment K)

At the Ordinary Council meeting on 9th June 2026 (Minute #66 of 2026/27), the Town Clerk advised members that Epping Town Council's main Insurance Policy would renew on 1st July 2026 and it was RESOLVED that Cllr G Scruton and the Town Clerk/RFO should complete the insurance renewal for this interim renewal (year 2 of a 3 year policy). This policy has now renewed in accordance with the documents provided, as per **Attachment K**.

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

(b) Motor fleet insurance policy 2026-27

(Attachment K1)

Council's motor fleet insurance policy was also due for renewal on 1st July 2026. This policy has renewed, as per **Attachment K1**. This policy has no age restriction meaning our younger staff members with the relevant driving licence can drive authorised Council vehicles with consent.

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

(c) Lift insurance policy 2026-27

(Attachment K2)

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 27 years old. The policy is provided as per **Attachment K2**.

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

The Town Clerk has provided an insurance reconciliation tracking document as per **Attachment K3**.

The total insurance budget provision for 2026-27 is £27,540. The actual expenditure is provided as per **Attachment K4**.

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

(d) Cyber insurance policy 2026-27

(Attachment K5)

At the Ordinary Council meeting on 16th 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 (24th July 2026).

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 is provided as **Attachment K5** and will renew on 24th July 2026 (subject to inflationary increases). **Please note:** Council's premium is relevant to its income and expenditure between £500,000 and £1 million.

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

18 GAS AND ELECTRICITY CONTRACTS**(Attachment L)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr G Scruton

Council RESOLVED to enter into purchasing gas and electricity through a collective flexible basket in 2025. Some further information is provided as per **Attachment L**.

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

19 MARKET LICENCES/CONTRACTS**(Attachments M & M1)**

Statutory Basis: Food Act 1984, s50

Key Member: Cllr M Wright

Council have been advised of a street trading licensing application, as per **Attachment M**.

Some supporting information is provided as per **Attachment M1**.

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

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.