

**MINUTES** of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 8<sup>th</sup> August 2023 at 8pm.**

**PRESENT:**

Cllr C Burgess	(Town Mayor & Chair)	
Cllr C McCredie	(Deputy Town Mayor)	
Cllr N Avey	Cllr L Burrows	
Cllr H Pegrum	Cllr G Scruton	Cllr R Sharif
Cllr H Whitbread	Cllr Janet Whitehouse	
Cllr Jon Whitehouse	Cllr M Wright	

**IN ATTENDANCE:** Lynne Ridley, EFDC Corporate and Data Protection Officer  
1 member of the press, 2 members of the public

**OFFICER:** Beverley Rumsey (Town Clerk)

**133 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr John Duffell and Cllr Jon Whitehouse for lateness.

**134 DECLARATIONS OF INTEREST**

Cllr L Burrows, Cllr C McCredie, Cllr R Sharif, Cllr Janet Whitehouse and Cllr Jon Whitehouse declare a non pecuniary interest in items relating to Epping Forest District Council as they are 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.

Cllr C McCredie declared a non-pecuniary interest in agenda item 7 (i) as she is a member of the British Hedgehog Preservation Society.

Cllr H Whitbread declared a non-pecuniary interest in agenda item 27 as she is a friend of a member of staff.

**135 DISPENSATIONS**

There were no dispensations.

**136 PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

**137 CONFIRMATION OF COUNCIL MINUTES (Attachment A)**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 11<sup>th</sup> July 2023 be signed by the Deputy Mayor as a true record and adopted by the Council.

**138 MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council, subject to the amendment below:

Planning & General Purposes Committee	11 <sup>th</sup> July 2023	<b>(Attachment B)</b>
Planning & General Purposes Committee	25 <sup>th</sup> July 2023	<b>(Attachment C)</b>

**139 COMMUNICATIONS TO NOTE/REQUIRING DECISION****(i) Hedgehogs R Us Highway Project request**

Council discussed the Hedgehogs R Us Highway Project request, as per **Attachment D**.

It was **RESOLVED** that:

- (i) Cllr C McCredie would contact and liaise with the Hedgehogs R Us project requesters and support them in attending events such as the Town Show, Friends of Swaines Green and Monday market to promote and raise awareness.

**(ii) Revd Canon Lee Batson**

The Town Mayor highlighted that Revd Canon Lee Batson's final service at St John's Church, Epping would be on Sunday 17<sup>th</sup> September 2023.

It was **RESOLVED** that:

- (i) The Town Clerk would formally thank Revd Canon Lee Batson for everything he has done for the Epping community.
- (ii) Cllr H Whitbread requested an entry be made in the minutes to formally thank Revd Lee for all his work in the Epping community, involving community cohesion, health, wellbeing, policing, leading and being involved in so many things.
- (iii) Cllr C McCredie requested he additionally be thanked for his work with the Epping School Partnership Trust.

**(iii) Ministry of Justice Community Payback scheme**

Council discussed the Ministry of Justice's Community Payback scheme, as per **Attachment D2**.

During this item, EDFC councillor, Cllr Nigel Bedford, spoke from experience on using the scheme, advising of the likely format and scope of projects that could be undertaken.

It was **RESOLVED** that:

- (i) The Town Clerk would collate a list of potentially suitable projects for the clean up programme (that Council had suggested) and present them to the Community Payback scheme organisers for consideration.

**(iv) Epping Town Football Club history**

Council **NOTED** the history of Epping Town FC provided by Mr Mike House.

It was **RESOLVED** that:

- (i) The Town Clerk would put the article in Talk About Epping for community interest.

**(v) Online safety map for women and girls**

Council **NOTED** the online safety map for women and girls and the request to share it as appropriate.

**140 TOWN MAYOR’S & DEPUTY TOWN MAYOR’S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 11<sup>th</sup> July 2023 were **NOTED** with the following amendment:

**Town Mayor and Deputy Mayor** remove petanque match from duties as cancelled due to heavy rain 5<sup>th</sup> August 2023

**141 REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 11<sup>th</sup> July 2023:

Cllr R Sharif	Cllr training day	13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> July 2023
	Brave the shave event Haven House	July 2023
Cllr M Wright	Horticultural Society meeting	12 <sup>th</sup> July 2023
Cllr G Scruton	Rotary classic car show	16 <sup>th</sup> July 2023
Cllr N Avey	Meeting with EFDC Planning policy regarding S Epping	7 <sup>th</sup> August 2023
Cllr H Whitbread	Rotary classic car show	16 <sup>th</sup> July 2023
	EFDC Youth Council 15 year birthday	20 <sup>th</sup> July 2023
	Link Workspace Business networking event	11 <sup>th</sup> July 2023
Cllr L Burrows	EFDC Youth Council 15 year birthday	20 <sup>th</sup> July 2023

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

The Town Mayor requested consideration be given to leaving the current graffiti on the skate park as it was colourful and inoffensive.

It was **RESOLVED** that:

- (i) The current graffiti would be left on the skate park and monitored.

Members **NOTED** the report of the Town Clerk.

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

Cllr H Whitbread: reported on Essex County Council's Highways Communications with residents on potholes and pavements and housing officer's tenant engagement on Council house building.

Cllr L Burrows: reported on the Chairman of EFDC's fundraising for Chigwell Riding Trust.

Cllr Janet Whitehouse: reported on EFDC's Waltham Abbey Museum and the change from Trust staff to volunteers.

**144 FINANCIAL REPORT TO 31ST JULY 2023**

Council considered the summary financial report for July 2023, presented by the Town Clerk in the absence of Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) No further action was required at the current time.

**145 ACCOUNTS FOR PAYMENT**

Cllr Jon Whitehouse entered during this item.

Council's Key Member for Finance, Cllr G Scruton, presented the payment schedules for July 2023. Council **APPROVED** the payment of accounts for July 2023.

Payments total: **£74,273.65**. (Payments from Barclays total £49.30 (please note a transfer of £40,000 from Barclays to the Co-operative). Payments from the Co-operative total £73,998.64 (please note a further transfer of £700 between the Co-operative and Co-operative online accounts and a petty cash withdrawal of £200). Payments from the Co-operative Online total £225.71.)

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for July 2023 were **APPROVED** as presented in the schedule.

**146 EPPING TOWN SHOW 2024**

Council discussed the Epping Town Show 2024.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as Local Government Act 1972, s145,
- (ii) The Town Show would be on Sunday 7<sup>th</sup> July 24.

**147 EPPING ROSEBOWL**

Council **CONSIDERED** the Epping Rosebowl nominations, as per **Attachment I**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Black Lion would be awarded with the Rosebowl this year.

#### 148 **ANNUAL TOWN MEETING 2024**

Council discussed the Annual Town Meeting 2024.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
- (ii) The Town Clerk would propose a date after the May 2024 elections, rather than in April 2024;
- (iii) The Town Clerk would collate some suggestions from members and bring these back to Council for consideration.

#### 149 **EPPING NEIGHBOURHOOD PLAN**

Cllr N Avey gave a verbal update on the Neighbourhood Plan, summarised below:

The Neighbourhood Planning Advisory Committee and Epping Town Council agreed the latest Neighbourhood Plan which was submitted earlier this year to Epping Forest District Council (EFDC) following the completion of the Local Plan. Epping Forest District Council had some minor amendments to that version of the plan. The District Council also requested a couple of supporting documents regarding the consultation that was done and basic conditions relating to the Neighbourhood Plan. These supporting documents and an updated Epping Neighbourhood Plan was submitted recently and is currently being considered by Epping Forest District Council to check if this latest documentation is compliant. If yes, then the Neighbourhood Plan will go to external examination and then to be voted by residents before it is finally adopted/made. The Neighbourhood Plan needs to conform with EFDC's Local Plan, hence the Committee made the decision to follow right behind its development, which was a good decision.

The Epping Neighbourhood Planning Advisory Committee is made up jointly of members of the local community and Epping Town Council. We have been lucky to have an excellent Committee of local residents to support councillors.

Cllr N Avey advised that he and the Town Clerk had met with a Planning Policy officer from EFDC to discuss the South Epping Masterplan, input with local knowledge and to request that Epping Town Council were kept up-to-date/involved with this particular Masterplan process.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Localism Act 2011;
- (ii) Council would be kept updated with any progress.

**150 BLUE PLAQUE: ERNEST WYTHES**

Council discussed the wording and positioning of the blue plaque for Ernest Wythes.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Town Clerk would pursue St John's Church as the preferred location for the blue plaque;
- (iii) Once the location had been agreed, this would be brought back to Council to finalise wording (it was felt that landowner should be removed).

**151 ROTARY WELLBEING PROJECT**

Council considered the Rotary wellbeing project information, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) The Town Clerk would call a meeting of the Playgrounds and Recreation Grounds working party at the first available opportunity and this would be discussed as part of the overall wish list and priorities for Stonards Hill recreation ground. This would then be brought back to Council.

**152 LOCAL HIGHWAYS PANEL MEMBERSHIP UPDATE**

Council considered the Local Highways Panel (LHP) membership update, as per **Attachment L**. Cllr H Whitbread advised members that rather than having 24 Town and Parish Councils on the Highways Panel, suggestions should be made through their County Councillor who would act as a conduit to the LHP.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Highways Act 1980.

**153 LITTER BINS IN EPPING**

Council considered Cllr R Sharif's motion regarding additional litter bins in Epping.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Litter Act 1983, s5-6;
- (ii) Information from a previous audit of the existing bins would be obtained;
- (iii) The matter should be discussed with David Marsh at Epping Forest District Council;
- (iv) This would involve consultation with residents and possibly some additional ideas/methods such as litter picking with and around schools.

**154 EPPING HALL LIGHTS**

Council **NOTED** the multiple lights that would need replacing at Epping Hall and the likely high cost. This would be brought back to Council when quotes had been received.

**155 EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED** 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.

**156 EPPING HALL WORKS: DESIGN CONTRACTS**

Council discussed the quotes for works to the offices at Epping Hall, as per **Attachment M**.

It was **RESOLVED** that:

- (i) This statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; s133;
- (ii) The office redesign project would be pursued;
- (iii) Inkpen Downie would be instructed to undertake this work, as per **Attachment M**.

**157 STONARDS HILL FOOTBALL CONTRACTS 2023-2024**

Council discussed the football licence for Pitch 1 at Stonards Hill recreation ground, as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19; Public Health Act 1875, s164;
- (ii) The licence as per **Attachment O** was **APPROVED** and would be issued to the Club;
- (iii) A separate football earmarked reserve would **not** be set up at the current time.

**158 STAFF MATTERS**

Council **NOTED** the staff information as per **Attachment P**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111.

**159 STAFF STRUCTURE/MATTERS**

Council considered the staff information and proposed structure, as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
- (ii) The **RECOMMENDATIONS** in **Attachment Q** were **APPROVED**.

**CLOSURE**

The Town Mayor, Cllr C Burgess, closed the meeting at **9.59pm**.

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**Signature of Chairman**

**Date**