

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 19th September 2023 at 8pm.**

***Please note:** this meeting was rescheduled from Tuesday 12th September 2023.

PRESENT:

Cllr C Burgess	(Town Mayor & Chair)	
Cllr C McCredie	(Deputy Town Mayor)	
Cllr J Duffell	Cllr H Pegrum	
Cllr G Scruton	Cllr Janet Whitehouse	Cllr M Wright

IN ATTENDANCE: 1 member of the press was present.

OFFICER: Beverley Rumsey (Town Clerk)

181 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey, Cllr L Burrows, Cllr R Sharif, Cllr Jon Whitehouse and Cllr H Whitbread.

182 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.

183 DISPENSATIONS

There were no dispensations.

184 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

185 CONFIRMATION OF COUNCIL MINUTES (Attachment A)

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 8th August 2023 be signed by the Mayor as a true record and adopted by the Council.

It was **RESOLVED** that the minutes of the ExtraOrdinary Council Meeting held on 29th August 2023 be signed by the Mayor as a true record and adopted by the Council, subject to the amendment from Cllr J Whitehouse to Cllr Jon Whitehouse.

(Attachment B)

186 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	8 th August 2023	(Attachment C)
Market Committee	21 st August 2023	(Attachment D)
Planning & General Purposes Committee	22 nd August 2023	(Attachment E)

187 **COMMUNICATIONS TO NOTE/REQUIRING DECISION**

(i) Epping Playground Association Information boards

Council discussed the Epping Playground Association information boards, as per **Attachment F**.

It was **RESOLVED** that:

- (i) Epping Playground Association would be asked to pursue the 4 boards for Epping Town Council’s playgrounds and hopefully this could be extended to include all 5.

(ii) Allotment procedures

Council discussed the proposed revised allotment procedures, as per **Attachment F1**.

It was **RESOLVED** that:

- (i) The allotment procedures were **APPROVED** as per **Attachment F1**.
- (iii) St John’s Church Christmas tree festival 1st Dec 2023: Epping Town Council tree**

Council discussed the St John’s Church Christmas tree festival tree.

It was **RESOLVED** that:

- (i) Epping Town Council would apply for a tree at the Christmas Tree Festival;
- (ii) The tree would be dressed with Epping Town Council responsibilities;
- (iii) The Planning & Events Officer would be asked to lead on the tree with the assistance of Cllr Janet Whitehouse and Cllr G Scruton.

(iv) Football club signs

Council discussed the Epping Youth/Town Football Club signs, as per **Attachment F2**.

It was **RESOLVED** that:

- (i) The signs detailed as per Attachment F2 would be permitted.

(v) Bell Common management

Council discussed Cllr Janet Whitehouse’s motion about the Bell Common management position.

It was **RESOLVED** that:

- (i) The Town Clerk would communicate with the City of London and request information on their Bell Common management plan and what would be done this year and why.
- (ii) The Town Clerk would request that Epping Town Council be consulted on areas that affect Epping Town and Parish.

188 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 8th August 2023 were **NOTED**, with the following amendments:

Town Mayor	Dog Show to be deleted as cancelled	10 th September 2023
	Allnutts Road Play Street to be added	10 th September 2023
	Highways Panel EFDC to be deleted	11 th September 2023
Deputy Mayor	Allnutts Road Play Street to be added	10 th September 2023

189 REPORTING ON MEMBERS’ DUTIES AND REPRESENTATIONS ON OUTSIDE BODIES

Council considered the motion table by Cllr Janet Whitehouse regarding the reporting on members’ duties and representations on outside bodies.

It was **RESOLVED** that:

- (i) Only duties attended on behalf of Epping Town Council or by invitation through Epping Town Council should be reported in this section.
- (ii) Members should give a more detailed report from their meetings that take place through being a representative on an outside body on Epping Town Council’s behalf.

190 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 8th August 2023:

Cllr M Wright	Horticultural Society Show	26 th Aug 2023
	Stonards Hill working party meeting	29 th Aug 2023
Cllr G Scruton	Epping & Theydon Garnon Joint Charities meeting	15 th Aug 2023
Cllr J Duffell	Royal British Legion Remembrance timetable	4 th Sept 2023
Cllr Janet Whitehouse	Safer Epping meeting	14 th Sept 2023
	Revd Lee Batson final service St John’s Church	17 th Sept 2023
	Epping Town FC match Stonards	2 nd Sept 2023
	Representative of Epping Town Council on Epping & Theydon Garnon Joint Charities	15 th Aug 2023
	Cllr Janet Whitehouse highlighted the grants for books and their wider advertising*	
Cllr H Pegrum	Theydon Trusts Ltd meeting	Aug/Sept 2023

Cllr H Pegrum provided some information about the work of the charities.

Citizens Advice Bureau (CAB) vacated building. Building converted.
 New office behind Hemnall Social Club for the CAB
 All rented from Theydon Trusts.

Theydon Trust have 22 properties
Plot of land behind Margaret Road. May be revisiting planning permission for bungalows on there

Joint Charities
3 old almshouses and 1 behind (Thornwood Road, Epping)
Stonards Farm – 50 acres and farmhouse buildings
Damp in almshouses

*Grants for books
Books for each course year
Student within the area can get £500 (if fulfil the criteria)

Money for those in need at Christmas or Christmas lunches

191 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted Council's new Epping Hall Caretaking Assistant, the positive meeting with the Community Payback scheme representatives and the recruitment process for the Allotment & Administration vacancy.

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

192 REPORTS FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS

There were no reports in this section.

193 FINANCIAL REPORT TO 31ST AUGUST 2023

Council considered the summary financial report for August 2023, presented by 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.

194 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton, presented the payment schedules for August 2023. Council **APPROVED** the payment of accounts for August 2023. Payments total: **£70,505.33**. (Payments from Barclays total £84.30 (please note a transfer of £40,000 from Barclays to the Co-operative). Payments from the Co-operative total £68,238.12 (please note a further transfer of £1570 between the Co-operative and Co-operative online accounts). Payments from the Co-operative Online total £2182.91.)

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 August 2023 were **APPROVED** as presented in the schedule.

195 EXTERNAL AUDIT 2022-23

Council discussed the externally audited Annual Return 2022-23, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as Local Audit and Accountability Act 2014.

196 EPPING CHRISTMAS MARKET 2023

Council discussed the Christmas Market layout information, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Christmas Market would not be extended into the area in front of the Methodist Church, as detailed in **Attachment L**.

197 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 Annual Town Meeting 2024 would be on Thursday 9th May 2024.

198 CIVIC RECEPTION 2024

Council discussed a Civic Reception in 2024.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Council would hold a Civic Reception on Friday 26th April 2024.

199 STONARDS HILL RECREATION GROUND WORKING PARTY

Council discussed the wish list for Stonards Hill recreation ground, informed by **Attachment M** and **Attachment M1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;

(ii) The wish list for Stonards Hill recreation ground would be based on need this year and would focus on:

- Parking solutions for Stonards Hill recreation ground main car park and Jack Silley Pavilion car park (Attachment M, 1 & 3)
- External public toilets: a replacement/solution

Other issues would be remain on the list until funds allow

200 ROTARY WELLBEING PROJECT

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

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) Epping Town Council would like the Rotary Club of Epping to pursue the outdoor chess table for Stonards Hill recreation ground.

201 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.

202 EPPING HALL LIGHTS

Council discussed the Epping Hall lights quotations, as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s133;
- (ii) The lights would be replaced as per **Attachment O**;
- (iii) This would be financed from the Asset Fund.

CLOSURE

The Town Mayor, Cllr C Burgess, closed the meeting at **9.52pm**.

Signature of Chairman

Date