

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 10th October 2023 at 8pm.**

PRESENT:

Cllr C Burgess	(Town Mayor & Chair)	
Cllr N Avey	Cllr L Burrows	Cllr J Duffell
Cllr G Scruton	Cllr R Sharif	Cllr H Whitbread
Cllr Janet Whitehouse	Cllr Jon Whitehouse	

IN ATTENDANCE: I member of the press
Lynne Ridley, EFDC Corporate and Data Protection Officer

OFFICER: Beverley Rumsey (Town Clerk)

220 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C McCredie (Deputy Town Mayor), Cllr H Pegrum, Cllr M Wright and Cllr Jon Whitehouse (for lateness).

221 DECLARATIONS OF INTEREST

There were no declarations of interests apart from those below:

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.

222 DISPENSATIONS

There were no dispensations.

223 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

224 CONFIRMATION OF COUNCIL MINUTES (Attachment A)

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 19th September 2023 be signed by the Mayor as a true record and adopted by the Council, in addition to Minute 150 from the July 2023 meeting.

225 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	26 th September 2023	(Attachment B)
Planning comments NOTED	12 th September 2023	(Attachment B1)

226 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Everything Epping Forest market proposal

Council discussed the Everything Epping Market proposal as per **Attachment C**.

It was **RESOLVED** that:

(i) This proposal would be pursued.

(ii) Remembrance Services November 2023

Council **NOTED** the programme of Remembrance Service events, as per **Attachment C1**.

(iii) Epping Forest District Council awards

Council **NOTED** the Epping Forest District Council awards, as per **Attachment C2**.

(iv) Classic Car Show, Rotary

Cllr J Whitehouse entered here.

Council **discussed** Rotary’s Classic Car Show information, as per **Attachment C4**.

It was **RESOLVED** that:

(i) The Classic Car Show 2024 would be held at Stonards Hill recreation ground on Sunday 21st July 2024;

(ii) This would be an annual event if circumstances remain the same.

227 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 19th September 2023 were **NOTED** with the following addition:

Town Mayor	Peace vigil	9 th October 2023
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228 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 19th September 2023:

Cllr N Avey	Theydon Trusts meeting	September/October 2023
Cllr Janet Whitehouse	Churches Together Epping & District	Sept/October 2023
Discussion about grants for young people at university and Christmas lunches		

229 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted the ongoing issues with Bakers Lane public toilets and advised that these would be brought to Council for discussion in due course.

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

230 REPORTS FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS

Cllr H Whitbread:

(EFDC) Discover the District App

Funding for social housing in rural areas

Govt funding: £210K for rough sleeping

£10,000 crimes against women and girls and vulnerable people

Essex safety map flagging up hotspots

(ECC) Devolution, Childrens' services outstanding

Cllr Janet Whitehouse:

In answer to questions asked at EFDC, Cllr Janet Whitehouse, was told that plans for the library and cafe in the Council offices are in progress.

231 FINANCIAL REPORT TO 30TH SEPTEMBER 2023

Cllr Jon Whitehouse entered here.

Council considered the summary financial report for September 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.

232 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton, presented the payment schedules for September 2023. Council **APPROVED** the payment of accounts for September 2023. Payments total: **£58,399,99**. Payments from Barclays total £49.30. Payments from the Co-operative total £58,103.74. (Please note a transfer to the Co-operative online of £700.) Payments from the Co-operative Online total £246.86.

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

233 BUDGETS 2024-25 AND OVERVIEW

Traditionally, Council has considered its first budget estimates at the full meeting of Council in October each year. This has proved too early, as the crucial tax base figure is not known until mid November each year. In November 2021, it was **APPROVED** that the budget setting process, first estimates, be moved to full Council in November each year. This is particularly important in the ongoing difficult financial climate.

The Town Clerk & Responsible Financial Officer had provided an overview reminder of the budget setting process and a budget overview of the current situation.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44; Local Audit and Accountability Act;
- (ii) No further action was required at the current time.

234 **MAYORAL CHAIN SUPPORT**

Council discussed the backing of the Mayoral chain, as per **Attachment I**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Town Clerk would pursue further quotations;
- (iii) Subject to the cost not exceeding that stated, the Clerk would get the work done;
- (iv) This would be financed from the Mayor's Allowance.

235 **EPHING TOWN COUNCIL HONOURS BOARD**

Council discussed the completed honours board (Town Mayors section) as per **Attachment J** and how this should be dealt with.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Town Clerk would pursue quotations to replicate the board or for a suitable alternative;
- (iii) This would be brought back to Council once received to determine what to pursue and in what timescale.

236 **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.

237 **PARKING MANAGEMENT CONTRACTS**

Council discussed the parking management contract suggestions, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111, Local Government Act 1972, s136;

- (ii) Council wished to pursue the concept of ANP providing sufficient free periods were available for genuine recreation ground users;
- (iii) The Town Clerk would ask the company concerned for a 3 and 4 hour free period option and how this would affect the proposal;
- (iv) The Town Clerk would pursue other companies offering ANP services and undertake due diligence as far as possible, also requesting contacts from EFDC if available;
- (v) These would be brought back to Council.

Voting: Cllr L Burrows and Cllr H Whitbread requested it be NOTED that they voted against this proposal.

238 COMMUNITY PAYBACK SCHEME

Council **discussed** community payback scheme and the paperwork required to facilitate the works being undertaken, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Town Clerk was **AUTHORISED** to sign the acceptance documentation on behalf of Epping Town Council.

239 APPRENTICE SCHEME

Council discussed the potential apprenticeship scheme for a groundsperson.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112; Local Government (Miscellaneous Provisions) Act 1976;
- (ii) Council supported the concept and requested the Town Clerk obtain further information/alternative providers for comparison which would be brought back to Council for a firm decision.

CLOSURE

The Town Mayor, Cllr C Burgess, closed the meeting at **9.36pm**.

Signature of Chairman

Date