

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 13th February 2024 at 8pm.**

PRESENT:

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

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 2 members of the public and 1 member of the press

379 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Scruton and Cllr Jon Whitehouse for lateness.

380 DECLARATIONS OF INTEREST

Cllr M Wright and Cllr C Burgess declared a non-pecuniary interest in agenda item 7 (viii) as they are members of Rotary.

381 DISPENSATIONS

There were no dispensations.

382 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

383 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 9th January 2024 be signed by the Mayor as a true record and adopted by the Council.

384 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.

Planning & General Purposes Committee	9 th January 2024 (Attachment B)
Market Committee meeting	18 th January 2024 (Attachment C)
Planning & General Purposes Committee	23 rd January 2024 (Attachment D)

385 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) S137 spending limit 2024-2025

Council **NOTED** the S137 spending limit for 2024-2025 as £10.81 per elector (No of electors: 9398 x £10.81, total £101,592.38).

(ii) Epping Forest District Council: Bakers Lane car park

Council **NOTED** the letter from Epping Forest District Council regarding Pellikaan and Bakers Lane car park, as per **Attachment E**.

(iii) Lower Swaines recreation ground playground instruments

Council discussed the musical instruments for Lower Swaines playground, as per **Attachment E1**.

It was **RESOLVED** that:

- (i) Council did not want to pursue the musical instruments for the playground/s at the current time.

(iv) Epping Forest District Council's Dog Control Public Spaces Protection Order

Council **NOTED** the link to the above order, provided on the agenda.

It was **RESOLVED** that:

- (i) The Town Clerk would enquire as to who the 'authorised persons' mentioned in the document are?

(v) Epping Lottery

Council **NOTED** that the Gatherwell lottery was being pursued by Epping Forest District Council.

(vi) Epping Christmas Market 2024

Council **NOTED** the Christmas Market 2024 information.

(vii) South Epping Masterplanning

Council **CONSIDERED** the South Epping Masterplanning information.

It was **RESOLVED** that:

- (i) Council were happy for Cllr N Avey and the Town Clerk to represent the Town Council at this meeting. (All members would be advised of the meeting date so they could attend if they wished.)
- (ii) The meeting organisers would be made aware that Epping Hall could be used for a public meeting should they wish to do so.

(viii) Rotary wellbeing project

Cllr Jon Whitehouse entered here.

Council **CONSIDERED** potential ideas for green space improvements that Rotary could potentially fundraise for.

It was **RESOLVED** that:

- (i) Possible suggestions to be taken forward were:

Outdoor gym equipment, a continuous running/walking/cycling loop track round Stonards Hill recreation ground, consideration given to other sites such as Ivy Chimneys.

386 TOWN MAYOR’S & DEPUTY MAYOR’S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 9th January 2024 were **NOTED**.

387 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 9th January 2024:

Cllr M Wright	St Margaret’s Hospital diagnostic plans	11 th January 2024
	Christmas lights working party meeting	22 nd January 2024
	Stonards Hill car park site meeting	22 nd January 2024
Cllr N Avey	Stonards Hill car park site meeting	22 nd January 2024
Cllr H Pegrum	Stonards Hill car park site meeting	22 nd January 2024
Cllr H Whitbread	St Margaret’s Hospital consultation	10 th January 2024
Cllr L Burrows	St Margaret’s Hospital consultation	10 th January 2024
Cllr Janet Whitehouse	St Margaret’s Hospital consultation	10 th January 2024
Cllr H Pegrum	Stonards Hill car park site meeting	22 nd January 2024
Cllr Jon Whitehouse	Stonards Hill car park site meeting	22 nd January 2024
Cllr J Duffell	Royal British Legion branch meeting	28 th January 2024
Cllr R Sharif	Christmas lights working party meeting	22 nd January 2024
	Ongoing residents meetings	Jan/Feb 2024

388 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted the need for someone to support Epping Weather Station, Council’s apprentice groundsperson, the replacement boiler part at Epping Hall and that Epping Neighbourhood Plan had been resubmitted to Epping Forest District Council (EFDC) for checking before examination and referendum. Members suggested asking the Scouts and the Epping Society regarding the Weather Station.

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

389 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS

Cllr H Whitbread:

Essex County Council: Cllr H Whitbread mentioned the budget and 12 million that was being spent on highways. Double the number of potholes being filled. New funding for member priorities. Enforcement on overgrown vegetation. Funding for children and adult social care.

Epping Forest District Council: EFDC’s budget is planning for the future. North Weald Airfield site sold for £88 million. £3 million into everyday spending on Highways Rangers and in house policing. Land sale to Google bringing in jobs to Epping Forest. Regeneration in the District.

Cllr Janet Whitehouse:

Cllr Janet Whitehouse mentioned the budget and overview & scrutiny. Cllr Whitehouse mentioned the Local Council Liaison Committee meetings, that were 2 a year, and the

administration/whether all Cllrs attended. The Town Clerk advised she would come back to her on this.

390 FINANCIAL REPORT TO 31st JANUARY 2024

Council considered the summary financial report for January 2024, 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) This was **APPROVED** with no further action was required at the current time.

391 ACCOUNTS FOR PAYMENT

In the absence of Council's Key Member for Finance, Cllr G Scruton, the Town Clerk presented the payment schedules for January 2024 totalling **£68,123.04**. (Barclays £49.30, The Co-operative-£68,058.15 & The Co-operative Online £15.59.) **Please note:** a £50,000 transfer between Barclays and The Co-operative and a petty cash withdrawal of £550.

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 January 2024 were **APPROVED** as presented in the schedule.

392 PLAY IN THE PARK 2024

Council discussed the Play in the Park 2024 information, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the (Miscellaneous Provisions Act) 1976, s19;
- (ii) Epping Town Council would fund 3 sessions and ask EFDC/Rotary if they would fund a further 2;
- (iii) Epping Town Council would request their logo on the Epping Town Council funded sessions.

393 ANNUAL TOWN MEETING 2024 FORMAT

Council discussed the format for the Annual Town Meeting 2024, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;

- (ii) Round the table discussions would be held covering two or three subjects/areas that the Town Council is involved with, such as playgrounds & recreation grounds, Monday market and events;
- (iii) Additional items, such as a speaker, would be pursued for Council's approval.

394 EXCLUSION OF THE 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.

395 ASSET OF COMMUNITY VALUE

Council discussed a potential Asset of Community value, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, ss124 & 127;
- (ii) This would not be pursued at the current time (financial and operational reasons).

396 CHRISTMAS LIGHTS WORKING PARTY

Council considered the information from the Christmas Lights working party, as per Attachment

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, ss124 & 127;
- (ii) The Christmas lights tender would be based on the information in **Attachment M**, which would then be brought back to Council for discussion.

397 TOWNSPERSON OF THE YEAR 2023

Council discussed the nominations for Townsperson of the Year 2023 as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) Townsperson of the Year 2023 would be awarded (to be presented at the Civic Reception in April 2024.)

398 YOUNG TOWNSPERSON OF THE YEAR 2023

Council **NOTED** that there were no nominations for Townsperson of the Year 2023.

It was **RESOLVED** that:

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

399 OTHER AWARDS

Council considered the request for another award, as per **Attachment O**.

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) This award would be given to the person nominated and this would be presented at the Civic Reception 2024.

400 PARKING MANAGEMENT CONTRACTS

Council considered the parking management contracts, as per **Attachment P**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Road Traffic Regulation Act 1984, ss59 (3), 35 (1);
- (ii) The parking management contract would be signed (Version 5 for 2 years).

401 PHOTOCOPYING CONTRACT

Council **NOTED** the photocopying contract, as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, S111.

402 WATER CONTRACTS

Council considered the water contract information, as per **Attachment R**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, S111;
- (ii) Council would move to the new provider, as per **Attachment R**.

403 APPRENTICE CONTRACT

Council **NOTED** the apprentice contract information.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, S112.

404 BAKERS LANE PUBLIC TOILETS

Council considered the information about Bakers Lane public toilets, as per **Attachment S**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Public Health Act 1936, S87;
- (ii) Council would retain management of the Bakers Lane public toilets but they would not be opened until a suitable solution could be found.

405 STONARDS HILL SKATE PARK CONTRACTS AND DESIGNS

Council considered the information about Stonards Hill skate park, as per **Attachments T, T1 & T2**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, S19;
- (ii) Council chose Option A: the existing location, were happy with the proposed design and the Town Clerk would progress this with Betongpark. This would be brought back to Council as appropriate.

CLOSURE

The Town Mayor, Cllr C Burgess, closed the meeting at **10.21pm**.

(Please note: the meeting started at approximately 8.07pm).

Signature of Chairman

Date