**MINUTES** of the **ORDINARY COUNCIL MEETING**

Held at Epping Hall, St. John’s Road, Epping on **Tuesday 12th June 2018** at **8.15pm**.

**PRESENT:** Cllr N Avey (Town Mayor & Chair)

 Cllr G Scruton (Deputy Town Mayor)

 Cllr Mrs D Baird Cllr L Burrows
Cllr Mrs C McCredie Cllr H Pegrum
Cllr Mrs B Scruton Cllr J A Smith
Cllr Miss H Whitbread Cllr J Whitehouse Cllr M Wright

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

67 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr A Church, Cllr Mrs D Baird and Cllr Miss H Whitbread for lateness.

68 **DECLARATIONS OF INTEREST**

Cllr J Whitehouse has requested an entry be made in the minutes to declare a
non-pecuniary interest in the St John’s Development Proposal item as a District councillor and as a neighbouring resident. Cllr N Avey, Cllr L Burrows and Cllr Miss H Whitbread declare a non-pecuniary interest in the St John’s Development Proposal item as District councillors.

69 **DISPENSATIONS**

There were no dispensations.

70 **PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

71 **CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Annual Council Meeting held on 8th May 2018 be signed by the Mayor as a true record and adopted by the Council.

It was **RESOLVED** that the minutes of the ExtraOrdinary Council Meetings held on 21st May 2018 and 22nd May 2018 be signed by the Mayor as a true record and adopted by the Council, subject to the following amendment:

ExtraOrdinary Council meeting on 21st May 2018:

Cllr J Whitehouse declared a disclosable pecuniary interest in the St Johns Development Proposal item as it was a meeting where a decision needed to be taken.

72 **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 8th May 2018 **(Attachment D)**Neighbourhood Planning Advisory Committee 17th May 2018 **(Attachment E)**Jack Silley Project Committee 18th May 2018  **(Attachment F)**Planning & General Purposes Committee 22nd May 2018 **(Attachment G)**

73 **COMMUNICATIONS TO NOTE**

 **(i) Thanks from the Royal British Legion (Mayor’s chosen charity 2017-18 Civic Year)**

Council **NOTED** the thanks from the Royal British Legion, Epping & District Branch.

74 **COMMUNICATIONS REQUIRING DECISION**

 **(i) Charter Market sign**

Members discussed the two town signs to promote Epping as a historic market town.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
2. Council would like to support the promotion of Epping as a historic market town but felt it would be better to incorporate the wording into the Higways Town Sign on the entrance into town where Epping/Eppingen is mentioned, as this would me more visible;
3. This would be explored as time allowed.

 **(ii) Request to complete a Community Infrastructure Levy survey**

Members discussed the NALC Community Infrastructure Levy survey.

It was **RESOLVED** that:

1. Epping Town Council should complete the survey;
2. The responses to be given were as follows:

1) Yes, 2 Pressure from Districts, 3 No, 4 N/A, 5 Don’t Know, 6 N/A, 7 Yes (as we are undertaking a Neighbourhood Plan), 8 Yes, 9 Don’t know, 10 Yes.

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

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Annual Council meeting on 8th May 2018 were **NOTED** with the following amendments:

Deputy Mayor: 11th June – Epping/Eppingen farewell dinner. Cllr G Scruton reported that the Epping Eppingen Committee had thanked Epping Town Council for hosting a welcome reception and thanked Mrs J Tappenden for the home-made cakes.

The Mayor detailed his meeting with Epping FC (Epping Town FC) highlighting Council’s support.

76 **REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Annual Council meeting on 8th May 2018.

Cllr L Burrows Friends of Swaines Green AGM 6th June 2018

Cllr Burrows advised members that the May Fayre had been a big success and that Jacqui Mortimer was the new Chair.

 Open Gardens 8th June 2018

Cllr Burrows advised members that £2565 had been made with £850 being donated to Epping in Bloom.

 Epping in Bloom picnic 9th June 2018

 North Weald Airfield 100th anniversary 10th June 2018

Cllr J Whitehouse Epping Art Society exhibition 18th May 2018

 Friends of Swaines Green AGM 6th June 2018

Cllr J A Smith Epping Art Society exhibition 18th May 2018

Epping & Theydon Trust AGM 22nd March 2018

Cllr Mrs C McCredie Epping/Eppingen reception 5th June 2018

 Friends of Swaines Green AGM 6th June 2018

Cllr M Wright Epping/Eppingen meeting 22nd May 2018

Epping/Eppingen reception 6th June 2018

Epping in Bloom picnic 9th June 2018

Italian Market 9th June 2018

Cllr Mrs B Scruton Epping/Eppingen meeting 25th May 2018

 Open Gardens 27th May 2018

 Epping/Eppingen welcome 5th June 2018

 Epping in Bloom handover cheque 8th June 2018

Epping in Bloom picnic 9th June 2018

Cllr Mrs B Scruton advised members that this was a great success and was proposed as an annual event.

 Italian market 9th June 2018

 North Weald airfield 100th anniversary 10th June 2018

Cllr Mrs B Scruton advised members this was an excellent event.

 Epping/Eppingen farewell meal 11th June 2018

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

The Town Clerk advised members about the new staff and highlighted the work that had been involved in the Neighbourhood Plan consultation forms and preparation.

Members **NOTED** the report of the Town Clerk and thanked the team for their works on the Neighbourhood Plan consultation form and preparation.

78 **FINANCIAL REPORT TO 1ST APRIL TO 31ST MAY 2018**

Council considered the summary financial report for April and May 2018, presented by Council’s Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
2. The Town Clerk would look into three expenditure codes for more detail.

79 **ACCOUNTS FOR PAYMENT**

Council’s Key Member for Finance, Cllr G Scruton presented the payment schedules for April and May 2018. Council **APPROVED** the payment of accounts for April and May 2018 (The Co-operative: £134,759.43 & Barclays £64,003.75). (Members also **NOTED** transfers between accounts and online.)

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
2. The list of payments for April and May 2018 totalling £198,763.18 were **APPROVED** as presented in the schedule;
3. The Town Clerk should annotate any anomalies in entries which weren’t payments.

80 **INTERNAL AUDIT REPORT (FINAL)**

The internal audit report (final) was presented as per **Attachment M**, following the auditor’s visit on 17th April 2018.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015;
2. The report was **NOTED** with no further action at the current time;
3. The Town Clerk and Cemetery Officer should be thanked for their work in this area.

81 **ANNUAL RETURN 2017-18 ANNUAL GOVERNANCE STATEMENT**

Council is required by law to complete an Annual Return for each financial year which is sent to the external auditor for approval. The requirements of the Annual Return are very rigid and include the Annual Governance Statement, the Accounting Statements and the exercise of public rights (a pre-arranged period of 30 days when electors can inspect the accounts).

The Town Clerk has included a summary of the measures Council has taken to
ensure it can answer ‘yes’ to all questions in the Annual Governance Statement as per **Attachment N1**.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015;
2. The Annual Governance Statement (Section 1 of the Annual Return) was **APPROVED** (by answering each question in turn) and the Town Mayor was **AUTHORISED** to sign the statements on behalf of the Town Council.

82 **ANNUAL RETURN 2017-18 ACCOUNTING STATEMENTS**

Once the Annual Governance Statement (Section 1) of the Annual Return has been APPROVED, Council must **APPROVE** the Accounting Statements (Section 2 of the Annual Return).

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015;
2. The Accounting Statements were **APPROVED** (Section 2 of the Annual Return) and the Town Mayor **AUTHORISED** to sign the statements on
behalf of the Town Council.

83 **ANNUAL RETURN 2017-18 EXERCISE OF PUBLIC RIGHTS**

Council as a corporate body with transactions in the financial year, is required to
make arrangements for the exercising of public rights; a period of 30 days when electors can inspect the accounts. These must fall within certain dates, which must include the first ten working days of July, ie 2nd-13th July inclusive.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015
2. Council **APPROVED** the dates of the exercise of public rights as
Friday 15th June 2018 until Thursday 26th July 2018, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

84 **WRITE OFFS/BAD DEBTS**

The Clerk has authority to write off debts under Financial Regulation 9.4 and it is essential this is done to ensure the statements of income at year end are accurate. Members are requested to **NOTE** the write offs for the 2017-18 financial year (from the 2016-17 financial year, as per **Attachment P1,** are £1006.32, which have been written off by RBS Omega at the year-end close down on 10th April 2018).
At the Ordinary Council meeting on 10th April 2018, the potential bad debts for 2017/18 were detailed as per **Attachment P2**. The current debtors for 2017-18 are detailed as per **Attachment P3** and will continue to be pursued.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Accounts and Audits Regulations 2003; Local Government Act 1972, S151, Epping Town Council Financial Regulations 9.4;
2. The outstanding bad debts would continue to be chased and brought back to Council as appropriate.

85 **YEAR END POSITION 2017/18**

The Town Clerk has provided a summary of Epping Town Council’s final 2017/18 year end position, following the closedown of the 2017/18 financial year by Rialtas
Business Solutions Ltd on 10th April 2018 as per **Attachment Q**. Please note Council’s year end date is 31st March 2018 (31st March each year). A further analysis is provided as per **Attachment Q1**.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014.

86 **STANDING ORDERS**

Cllr Miss H Whitbread entered during this item.

Council’s Standing Orders (rules of operation) are reviewed annually unless changing
legislation requires them to be reviewed more frequently. They were reviewed at the
Ordinary Council meeting on 13th March 2018 (Minute #514 of 2017/18). New model Standing Orders were issued in April 2018 which have prompted a further review. In the Media section, it should read ‘a’ meeting rather than ‘as’ meeting.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, sch 12, para 42 ;
2. The revised Standing Orders with amended legislation, be **APPROVED**, as per **Attachment R**.

87 **BUSINESS RATES JACK SILLEY PAVILION**

The Town Clerk has been advised by the Government Valuation Office that Epping Forest District Council have asked them to value the Jack Silley Pavilion with a view to charging business rates on the Pavilion. Epping Town Council have never paid business rates on the Pavilion and if this is implemented, it will have a considerable impact on our budget. This may also impact other users of buildings on the recreation ground. The Town Clerk will advise members on how this matter progresses.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as Local Government Act 1972, s139; Local Government (Miscellaneous Provisions) Act 1976, s19;
2. Further information would be brought back to Council once available.

88 **BLUE PLAQUE – DR JOSEPH CLEGG**

At the ordinary Council meeting on 14th November 2017 (Minute #317 of 2017/18), Council RESOLVED to erect a blue plaque to Dr Joseph Clegg on Oldbach House (old building next to EFDC offices; one of his former homes), if permission could be obtained.

Given the uncertainty surrounding the District Council’s offices, the resident who
proposed the blue plaque for Dr Joseph Clegg, has requested it be erected on the Water Tower instead as he was a sanitation pioneer. Council discussed this at the time, but chose Oldbach House, before the building’s uncertainty was known. In accordance with Standing Order 7, Council may now reconsider this.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as Local Government Act 1972, s144;
2. Permission would be sought to erect the blue plaque on the Water Tower rather than Oldbach House.

89 **PLANNING COMMITTEE**

Cllr L Burrows and Cllr A Church have both formally resigned from the Planning & General Purposes Committee, due to other commitments. The Town Clerk thanked both members for their extremely valuable input whilst on this Committee.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Town and Country Planning Act 1990;

90 **FOOTBALL SHELTER AT STONARDS HILL RECREATION GROUND**

Members discussed the motion tabled by Cllr Miss H Whitbread as per
**Attachment S.** Cllr J Whitehouse also requested this matter be considered by the Jack
Silley Project Committee and it was discussed at the meeting on 18th May 2018. Some comments were given by our Project Manager and other users of the Recreation Ground, as per **Attachment S1**.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19, Open Spaces Act 1906;
2. The football shelter should be removed;
3. Consideration should be given to a better shelter for the future.

91 **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.

92 **STAFF ANNUAL LEAVE**

Council discussed the Town Clerk’s recommendation regarding a member of staff’s annual leave, as per **Attachment T.**

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
2. The recommendation was **APPROVED** as per **Attachment T**;
3. The Town Clerk would investigate staff holiday entitlements.

93 **JACK SILLEY/STONARDS HILL REFURBISHMENT PROJECT**

Council discussed the Jack Silley/Stonards Hill Refurbishment Project and RECOMMENDATIONS.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, 144;
2. The building regulation tender revisions were **NOTED** as per **Attachment U**;
3. Council should work with the RECOMMENDED contractor, subject to price;
4. Council should repair the roof to limit vandalism and damp, as specified, subject to price;
5. The Committee be **AUTHORISED** to liaise with the Project Manager/contractors and make adjustments to works/price to start the project;
6. A Committee meeting would be held to progress the project to a start;
7. The Town Clerk be **AUTHORISED** to make adjustments to bookings/hirers during works, in operational and financial terms.

94 **THEYDON GROVE ESTATE LAND**

At the Ordinary Council meeting on 14th November 2017 (Minute #334 of 2017/18), Council AUTHORISED the Town Mayor and Town Clerk to progress this matter towards a conclusion and purchase. Council discussed the purchase of the ‘Esso Island’ land.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s124 & 127;
2. The land would be purchased as outlined by the Town Clerk and Town Mayor as per **Attachment V**.

95 **ST JOHN’S DEVELOPMENT PROPOSAL**

Council discussed the current position regarding the St John’s Development Proposal.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as Local Government Act 1972, s127;
2. The Town Clerk would continue to liaise with Council’s lawyer and other partners regarding any outstanding issues;
3. An update would be provided to Council after a tri-partite meeting to be held on 15th June 2018.

**CLOSURE**

The Town Mayor, Cllr N Avey, closed the meeting at **22.10 hours.**

**Signature of Chairman**

**Date**