



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

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TO THE TOWN MAYOR and ALL MEMBERS of EPPING TOWN COUNCIL:

You are hereby summoned to attend an **ORDINARY MEETING** of the **Epping Town Council** which is to be held by **ZOOM (digital meeting platform)** on **Thursday, 15th October 2020** at **6.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
7th October 2020

CHANGES TO MEETINGS DURING THE CORONAVIRUS SITUATION

From 4th April 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into effect on 4th April 2020. This enabled Town Councils to hold electronic meetings.

Epping Town Council will participate in electronic meetings, following our Standing Orders and Financial Regulations as closely as practically possible, supported by our Remote Council Meeting Guidance (NALC), from 8th April 2020.

Electronic meetings will be open to the public in public session, minuted and recorded in accordance with ordinary Council legislation.

Press and Public Participation: A meeting code will be publicly displayed to allow access to the public sessions.

Members of the press and public who are not able to connect remotely will have the opportunity to input through the Town Clerk in advance of the meeting.

Face to face Council and Committee meetings will resume once health and safety allows. Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960 allowing for remote attendance by the press and public. Methods of access will be published as usual.

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

4 PUBLIC PARTICIPATION - QUESTION TIME

The Mayor will invite public comments and responses in relation to items on this agenda. *Individuals will be permitted a maximum of three minutes each (total time for this session is limited to ten minutes).*

5 CONFIRMATION OF COUNCIL MINUTES (Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 10th September 2020.

6 MINUTES OF COMMITTEE MEETINGS

To receive the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

Planning & General Purposes Committee 8th September 2020 **(Attachment B)**

Planning & General Purposes Committee 22nd September 2020 **(Attachment C)**

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION**(i) Jump recycling awards (Attachment D)**

Epping Town Council have been invited to make a nomination for the Jump Recycling Awards, as per **Attachment D**.

Council is requested to **CONSIDER** this information and **DECIDE** if they want to make a nomination.

(ii) Former Town Mayor 2010: Olive Dunseath

The Town Clerk has been advised that former Town Mayor, Olive Dunseath, has sadly passed away. Olive was Epping Town Mayor in 2010. The Town Clerk has sent condolences to Olive's family on Council's behalf.

Members are requested to **NOTE** this information.

(iii) Epping Forest District Council: Consultation on Statement of Licensing Policies (Attachment E)

Epping Town Council have been invited to comment on Epping Forest District Council's Statement of Licensing Policies, which undergoes a consultation process every five years.

Council is requested to **CONSIDER** the document and **DECIDE** what/if any comments should be made.

(iv) Essex County Council Highways: Bell Common (Attachment F)

Epping Town Council have been advised of Highways Action relating to Bell Common, Epping, as per **Attachment F**.

Council is requested to **NOTE** this information.

(v) Whipps Cross consultation update (Attachment G)

Epping Town Council have been invited to a virtual meeting relating to the Whipps Cross Hospital redevelopment, which is a ticketed event, as per **Attachment G**.

Council is requested to **NOTE** this information.

(vi) Remembrance Day events (Attachment H)

Cllr J Duffell, in his role as secretary of the Royal British Legion, Epping & District branch, has provided details of the Remembrance events in Epping for November 2020, as per **Attachment H**.

Please note: there will be no parade, pipe band or after service refreshments in 2020 (which are traditionally held at the Hemnall Social Club and Epping Hall).

(vii) Epping High Street bollards and planters

Epping Forest District Council have been liaising with the Town Clerk about the changes to the High Street layout in terms of social distancing and barriers. The Town Clerk has been involved in order to avoid potential issues with the layout and running of the Monday market. Collapsible, lockable bollards are being planned for the High Street to replace the temporary barriers currently in place. Planters are also featured in the plans. The Clerk will share any maps/details once they are provided by Epping Forest District Council or Essex Council Council. This work is likely to take place in approximately two months time.

Council is requested to **NOTE** this information.

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment I)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 10th September 2020.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 10th September 2020.

10 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment J)

A report from the Town Clerk on current activities and matters of interest to Council is attached.

11 FINANCIAL REPORT TO 30TH SEPTEMBER 2020 (Attachment K)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to 30th September 2020 and **DECIDE** if any action is required.

12 ACCOUNTS FOR PAYMENT (Attachment L)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for September 2020 totalling £74,814.56. Payments from The Co-operative total: £58,510.30, Barclays total £15,042.06 & The Co-operative online total: £1,262.20. **Please note:** a transfer from Barclays to The Co-operative of £40,000 and The Co-operative to The Co-operative online of £1,580.

13 BUDGET 2021/22 FIRST ESTIMATES

(Attachments M-Q)

Statutory Basis: Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44; Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Attachments:	Detailed Draft Budgets	(Attachments M & M1)
	Budget overview and funds transfers	(Attachment N)
	Budget summary overview	(Attachment O)
	Budget Report (First Estimate)	(Attachment P)
	Draft fees and charges	(Attachment Q)

Please note: that the first draft fees and charges have been increased by 3%.

Draft estimates have been circulated to Members prior to the meeting, in accordance with Council's procedure for setting its budget (Minute #423 of 07/08). Members are requested to **CONSIDER** the draft estimates and **DECIDE** if any further action should be taken at this stage. **Please note:** the key tax base figure will not be available until mid November 2020, so a much more accurate budget prediction can be brought to Council at the Ordinary meeting on 10th December 2020. Members should also consider the Town Clerk and RFO's recommendations regarding very limited funds transfers in order to maintain an acceptable level of general reserves.

The Town Clerk will advise whether a Budget Working Party meeting will be necessary at this stage.

Council is requested to be mindful of the following factors when considering its budget:

- The risk to cash flow and potential cost of unplanned loan requirements which may result from depletion of financial reserves.
- The uncertain economic environment makes it sensible to anticipate the effects of decreasing income streams by maintaining reasonably high reserves.
- The longer term benefits of using specific reserves as a mechanism to safeguard Council from the effects of predictable and repetitive larger items of expenditure.
- In respect of any decision made under this agenda item, the minute must be drafted and agreed by Council resolution prior to dealing with the next agenda item.
- The Covid-19 coronavirus health situation has had a major impact on the budget for the 2020-21 financial year. At the time of this first draft, much uncertainty remains, as does the length of that uncertainty. Council must bear in mind that the out-turn figure for 2020-21 and performance against the budget set in December 2019 for the 2020-21 financial year will be quite different. Performance in the 2021-22 financial year also faces much uncertainty at the current time. This will be reflected in both additional costs (such as cleaning) and reduced income (bookings).

Council is requested to **CONSIDER** this matter and **DECIDE** what action is required.

14 MARKET GAZEBOS AND ASSOCIATED EXPENDITURE (FUNDS)

Statutory Basis: Food Act 1984, s50

Key Member: Cllr G Scruton/Cllr M Wright

At the Annual Council meeting on 14th May 2020 (Minute #20 of 2019-20), Council RESOLVED to purchase approximately 70 gazebos for the Monday Market. The purchase cost was £8,000. After discussion with Chairman, it would seem sensible to cost these against the Asset and Capital Funds, taking £5,000 from each and leaving a balance for each of £35,000. This will cover the initial purchase of the gazebos and it will also enable us to purchase back sheets, which are needed for the winter (initial cost approximately £2,000). This will also result in a more accurate performance for the market from the income and expenditure budget.

Council is requested to **APPROVE** this transfer of funds and the expenditure detailed.

15 PLANNING WHITE PAPER: CONSULTATION (Attachment R)

Statutory Basis: Town and Planning Act 1947

Key Member: Cllr N Avey

At the Ordinary Council meeting on 10th September 2020, it was RESOLVED that a working party be established to look at the Planning White Paper in detail. In practice, this was quite difficult, so the Town Clerk analysed the documents on Council's behalf. The Clerk's comments were circulated to the designated Working Party members on the Planning White Paper in advance of this meeting, as per **Attachment R**, which has been returned as our response to the Planning White Paper.

Council is requested to **NOTE** this information and **DECIDE** if they wish to add anything further.

16 QUALIS CONSULTATION COMMENTS (Attachment S)

Statutory Basis: Town and Planning Act 1947

Key Member: Cllr N Avey

Qualis Commercial held a public exhibition on their five sites in Epping at St John's Church, Epping, between 7th and 12th September 2020. Epping Town Council have considered the consultation documents at the exhibition and through the circulation of the public slides by email. The Town Clerk has prepared comments on behalf of Epping Town Council which were circulated to members in advance of this meeting, so our comments could be returned to Qualis in a timely manner. A copy of the comments supplied to Qualis on their five sites proposals and consultation is provided as per **Attachment S**.

Council is requested to **NOTE** this information.

17 CIVIC RECEPTION 2021

Statutory Basis: Local Government Act 1972, s144

Key Member: Cllr G Scruton

Due to the Covid 19 coronavirus health situation, the Civic Reception 2020 was cancelled. Council may wish to select a date for 2021 so thought and preparation can be given to the event. It would seem sensible to give more thought to the precise format of the event nearer the time, when hopefully the health situation will be clearer. The date suggested is Friday 30th April 2021. Other possible dates are Friday 9th and 23rd April 2021. Please note: the caterers deposit has been held over from April 2020 to April 2021, so these are their available dates.

Council is requested to:

- (i) **DECIDE** if it wishes to hold a Civic Reception in 2021;
- (ii) **DECIDE** the date it will be held (Friday 30th April being that proposed).

18 DOG WASTE BINS**(Attachment T)**

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr J Duffell

The Town Clerk has provided some information about the removal of rubbish and dog waste at Stonards Hill recreation ground, as per **Attachment T**.

Council is requested to **CONSIDER** this information and **DECIDE** what to do.

19 EXCLUSION OF PRESS AND PUBLIC

To resolve 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.

20 CAFÉ LICENCE TERMS**(Attachment U)**

Statutory Basis: Local Government (Miscellaneous Provisions) Act, 1976 s19

Key Member: Cllr N Avey

The Town Clerk has provided some information about the café licence, as per **Attachment U**.

Council are requested to **CONSIDER** this information and **DECIDE** what to do.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.