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**MINUTES of the ORDINARY COUNCIL MEETING**

Held at Epping Hall, St. John's Road, Epping on **Tuesday 10<sup>th</sup> October 2017 at 8.15pm.**

**PRESENT:**

Cllr A Church	(Town Mayor & Chair)
Cllr N Avey	(Deputy Town Mayor)
Cllr Mrs D Baird	Cllr L Burrows
Cllr Mrs C McCredie	Cllr H Pegrum
Cllr Mrs B Scruton	Cllr G Scruton
Cllr J A Smith	Cllr Miss H Whitbread
Cllr J Whitehouse	Cllr M Wright

**IN ATTENDANCE:** 1 member of the public.

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

**Please note: the meeting opened at 8.30pm rather than 8.15pm.**

**250 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**251 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 (but had sent apologies for this meeting). Cllr N Avey (apologies for this meeting) and Cllr Miss H Whitbread declare a non-pecuniary interest in the St John's Development Proposal item as District councillors.

Cllr J Whitehouse declared a disclosable pecuniary interest in agenda item 24: St John's Development Proposal as the discussion may affect his residence. Cllr J Whitehouse left the chamber for the discussion and vote.

**252 DISPENSATIONS**

There were no dispensations.

**253 PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

**254 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 12<sup>th</sup> September 2017 be signed by the Mayor as a true record and adopted by the Council.

**255 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 following amendment.

Neighbourhood Planning Advisory Committee	7 <sup>th</sup> September 2017	<b>(Attachment B)</b>
Planning & General Purposes Committee	12 <sup>th</sup> September 2017	<b>(Attachment C)</b>
Planning & General Purposes Committee	26 <sup>th</sup> September 2017	<b>(Attachment D)</b>

**256 COMMUNICATIONS REQUIRING DECISION****(i) Mobile libraries consultation (Attachment E)**

Council discussed Essex County Council's

It was **RESOLVED** that:

- (i) There would be limited impact on Epping Parish if the mobile library service was removed and Epping Town Council would communicate this to Essex County Council.

**257 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 12<sup>th</sup> September 2017. One addition was made:

6<sup>th</sup> October Antisocial behavior meeting at St John's School.

**258 REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 12<sup>th</sup> September 2017.

Cllr M Wright	Market Garden planting: EIB	7 <sup>th</sup> October 2017
	Epping- Eppingen quiz	7 <sup>th</sup> October 2017
Cllr Miss H Whitbread	Code of Conduct training EFDC	2 <sup>nd</sup> October 2017
	Antisocial behaviour meeting St John's	6 <sup>th</sup> October 2017

Cllr Miss H Whitbread explained that a meeting with one of the Deputy Co-heads at St John's School, Mrs Ruffles, had been very useful and a panel of relevant local partners would be established to try and tackle the increase in antisocial behaviour in Epping.

Cllr Miss H Whitbread had not received an invitation to the Epping Town Partnership meeting and would chase this up.

Cllr J A Smith	EF Citizens Advice Bureau AGM	3 <sup>rd</sup> October 2017
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Cllr J A Smith noted that the EFCAB had received grants from the three parishes which had a base and their overall income was approximately £160,000.

Cllr J Whitehouse	EF Citizens Advice Bureau AGM	3 <sup>rd</sup> October 2017
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Cllr J Whitehouse informed members the Town Council were thanked for their grant.

	Market Garden planting: EIB	7 <sup>th</sup> October 2017
Cllr G Scruton	Community Policing (ASB) meeting	18 <sup>th</sup> September 2017
	Epping-Eppingen quiz	7 <sup>th</sup> October 2017

Cllr Mrs C McCredie	Anglia in Bloom awards	14 <sup>th</sup> September 2017
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Cllr Mrs C McCredie informed members that Epping had won a Silver Gilt Award and thanks were given to the Town Clerk & Town Council for their support.

	Community Speedwatch training	September 2017
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Well attended. Restructuring teams.

	Neighbourhood Action Panel meeting	October 2017
Speedwatch and good Youth Council presence.		

	Code of Conduct training (EFDC)	2 <sup>nd</sup> October 2017
Cllr Mrs D Baird	Meeting with David Watson (tennis coach)	20 <sup>th</sup> September 2017
Positive meeting discussing refurbishment of the tennis courts and possible partner involvement		
Cllr Mrs B Scruton	Community policing (ASB) meeting	18 <sup>th</sup> September 2017
	Eppingen weekend	22 <sup>nd</sup> September 2017
	Epping & TG Joint Charities meeting	30 <sup>th</sup> September 2017
Repairs to the alms houses was discussed.		
	Code of Conduct training (EFDC)	2 <sup>nd</sup> October 2017
Cllr Mrs B Scruton advised all members to attend.		
	A report was sent to the Epping Society's meeting (2-10-17)	
	Antisocial behaviour meeting St John's	6 <sup>th</sup> October 2017
	Market Garden planting (EIB)	7 <sup>th</sup> October 2017
	Epping-Eppingen quiz	7 <sup>th</sup> October 2017

## 259 **REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS**

The Town Clerk informed members that the playground tenders had been received and a playground working party meeting would be scheduled. The Town Clerk informed members that Listed Building Consent had been granted for works to the War Memorial and work would hopefully take place at the end of November 2017.

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

## 260 **FINANCIAL REPORT TO 30<sup>TH</sup> SEPTEMBER 2017**

Council considered the summary financial report to 30<sup>th</sup> September 2017, 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 this time.

## 261 **ACCOUNTS FOR PAYMENT**

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for September 2017. Council **APPROVED** the payment of accounts for September 2017 totalling £58,860.72. (The Co-operative £57,364.69 & Barclays £1,496.03). (Please note a £50,000 transfer from Barclays to The Co-operative and a £330 transfer from The Co-operative to The Co-operative online).

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 2017 totalling £58,860.72 were **APPROVED** as presented in the schedule.

**262 BUDGET 2018/19 FIRST ESTIMATES**

Council discussed the 2018/19 First Estimates, using the Budget Report (First Estimate), Summary Budget Comparisons, Funds transfers, detailed draft budget and discussed the proposed draft fees and charges.

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;
- (ii) Members could not finalise the budget until the tax base figures are known in November;
- (iii) If the tax base figures were not available in time for the November Council meeting, either a budget working party meeting would be needed and/or they would be brought to the December Council meeting;
- (iv) The playground refurbishments should be a priority if the budget allows;
- (v) Members should consider co-option possibilities if another casual vacancy occurs;
- (vi) The potential for Neighbourhood Planning funding should be maximised;
- (vii) The allotment charges for seniors from 1 April 2019 should be £22.50 for single plots and £45 for double plots;
- (viii) All other draft charges were agreed at this stage and this would be revisited once the tax base figures were known.

**263 EXTERNALLY AUDITED ANNUAL RETURN 2016/17**

Members **NOTED** the externally audited Annual Return for 2016/17 was published on Epping Town Council's website and noticeboard in mid September, in advance of the legally required deadline of 30<sup>th</sup> September 2017. The Town Clerk was pleased to report there are no comments or qualifications on the Annual Return (and therefore no matters needing attention).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Audit Commission Act 1998 s9 to 11 and the Accounts and Audit (England) Regulations 2011.
- (ii) No further action was required at this time.

**264 CHRISTMAS TREE LIGHTS**

The Christmas tree for the piazza is expected in mid-late November. The Town Clerk will need to purchase additional lights to dress the tree, which would be a one-off purchase to be reused and add to Council's assets. The Tesco Bags of Help scheme will finance at least £1,000 for the lights, but expenditure could be £2,000 (including extra cabling and associated equipment). Unfortunately, any old lights Council hold from previous High Street lighting, are not suitable for the ground level lighting required for the main tree.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Town Clerk is authorised to spend £1,000 from the Capital Fund on additional lights for the main Christmas tree, if necessary.

**265 PLANNING COMMITTEE MEMBERSHIP**

Members discussed Cllr Mrs Cherry McCredie's request to join the Planning & General Purposed Committee.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) Cllr Mrs Cherry McCredie would join the Planning & General Purposes Committee.

**266 PARKING IN EPPING**

At the Planning & General Purposes Committee meeting on 12<sup>th</sup> September, members **RESOLVED** to discuss the parking issues at Ivy Chimneys, Lincolns Field and Lower Swaines in more detail. Feedback has been given to Epping Forest District Council in response to their consultation and these three schemes, **as stated**, are to be discussed in mid October. If members wish to pursue this, the Town Clerk would suggest a working party is established to look at these issues.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) A Parking Working Party would be established to look at the parking issues in Epping Parish;
- (iii) This should look at issues across a wider area than the three mentioned above;
- (iv) The Parking Working Party will consist of:  
Cllr N Avey, Cllr L Burrows, Cllr A Church, Cllr Mrs C McCredie, Cllr Mrs B Scruton, Cllr J A Smith, Cllr Miss H Whitbread, Cllr M Wright.
- (v) A member or members of the Parking Working Party should meet with EFDC's Transport & Parking Portfolio Holder to understand what is achievable to focus work.

**267 KENDAL AVENUE TREES**

Council discussed a motion tabled by Cllr Mrs D Baird.

"Given the increasing threat to the character of Kendal Avenue through planning applications, should Council consider requesting the line of street trees are covered by TPOs in order to help protect the character of this area?"

Some guidance has been provided by Epping Forest District Council.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The line of trees that style the avenue should be particularly considered, as should any elms;

- (iii) Cllr N Avey, Cllr A Church and Cllr Mrs B Scruton would visit Kendal Avenue with TPO tree maps and decide which trees should be proposed for a TPO/TPOs;
- (iv) The criteria highlighted as per Attachment Q should be used to assess;
- (v) Once the impact and hopefully success of Kendal Avenue was known, other roads in the Parish would be looked at.

## 268 **PLAYGROUND INSPECTION REPORTS**

Members considered the Annual Playground Inspection Reports

Parklands, Coopersale – No major works as a refurbishment is imminent. Any minor works assessed and repaired by the Town Supervisor if more urgent.

Frampton Road – New playground (2017). Any minor issues addressed by the Town Supervisor. Pedal cycle to be inspected by the manufacturer.

Ivy Chimneys – (Playground 2015). Minor issues to be repaired by the Town Supervisor. Zip wire has been repaired externally, as some specialist attention needed.

Lower Swaines – Any repairs to be undertaken by the Town Supervisor. Gate is receiving attention. Log damage ongoing due to nature of the material. This is monitored as part of the weekly inspection routine.

Stonards Hill playground & Skate Park – swing seat replaced, fence repaired, surfacing checked, skate ramps checked.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19 & Local Government Act 1972, s111;
- (ii) The Town Supervisor and his team would carry out any necessary works;
- (iii) No further action was required at this time.

## 269 **SAFEGUARDING POLICY**

Epping Town Council should have a Safeguarding Policy to support its services and functions. Council discussed the draft summary policy provided as per **Attachment S**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The draft Safeguarding Policy should be **ADOPTED** as a Policy of Epping Town Council. This would be lengthened in due course.

## 270 **TOWN SHOW 2018**

Members discussed the Annual Town Show and the proposed date of Sunday 1<sup>st</sup> July 2018.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Epping Town Council do wish to hold a Town Show in 2018;
- (iii) The Town Show should be held on Sunday 1<sup>st</sup> July 2018.

**271 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.

**272 INFORMATION POINT CONTRACT**

It was **RESOLVED** that: One member of the public was asked to return to the chamber to advise as a key partner on this issue.

The Town Mayor, Cllr A Church and the Town Clerk have visited Epping Police Station to look at the potential for an information point and other uses, as **AUTHORISED** by Council at the Ordinary meeting on 11<sup>th</sup> July 2017 (Minute #121 of 2017/18).

The Town Clerk has provided some more detailed information as per **Attachment T** and members discussed the situation.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Epping Town Council wishes to be involved in this project;
- (iii) A Police Station Working Party would be established to work on any future decisions/input needed;
- (iv) The Police Station Working Party would consist of: Cllr A Church; Cllr L Burrows, Cllr J Whitehouse and Cllr M Wright;
- (v) The Town Mayor and Town Clerk should progress the situation for the working party to develop.

**273 ST JOHN'S DEVELOPMENT UPDATE**

Cllr H Pegrum provided members with a verbal update on the St John's Development Proposal. Members discussed this.

Members discussed the maps as per **Attachment U**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as Local Government Act 1972, s127;
- (ii) Members were satisfied with progress on the two updates provided;
- (iii) Members considered the maps and requested the Town Clerk seek alternative suggestions on layouts;
- (iv) Bookings would continue to be taken on Epping Hall for a rolling year.

**CLOSURE**

The Town Mayor, Cllr A Church, closed the meeting at **22.30 hours**.

**Signature of Chairman**

**Date**