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

Held at Epping Hall, St. John’s Road, Epping on **Tuesday 11th September 2018** at **8.15pm**.

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

 Cllr Mrs D Baird Cllr L Burrows

 Cllr Mrs C McCredie Cllr H Pegrum
Cllr Mrs B Scruton Cllr J A Smith
Cllr J Whitehouse Cllr M Wright

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

**PRESENT:** 1 member of the press and 5 members of the public were present.

204 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr A Church, Cllr G Scruton and Cllr Miss H Whitbread. Apologies for lateness were received from Cllr L Burrows and Cllr J Whitehouse.

205 **DECLARATIONS OF INTEREST**

Cllr J Whitehouse entered during this agenda item.

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.

Cllr J Whitehouse declared a non-pecuniary interest in agenda item 9 Parking schemes, as Epping Primary School had made responses and he is a school governor.

Cllr J Whitehouse declared a non-pecuniary interest in agenda item 18 Grants as he is related to one of the applicants. Cllr J Whitehouse left the chamber for this item and did note vote.

206 **DISPENSATIONS**

A dispensation was requested from Cllr J A Smith in relation to agenda item 9, Parking schemes, and granted by Council. Cllr J A Smith’s dispensation enabled him to propose a motion, speak and vote on the motion.

207 **PUBLIC PARTICIPATION - QUESTION TIME**

There were public questions and comments relating to the proposed parking schemes in Albany Court and Beaconfield Road and comments were built in to Committee’s response.

208 **CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 7th August 2018 be signed by the Mayor as a true record and adopted by the Council.

209 **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 7th August 2018 **(Attachment B)**Planning & General Purposes Committee 21st August 2018 **(Attachment C)**

210 **EPPING ROSEBOWL**

The Town Mayor, Cllr Nigel Avey presented the Garnon Bushes in Coopersale, the winner of the Epping Rosebowl (best floral display for licensed premises) with their cup.

211 **COMMUNICATIONS TO BE NOTED
(i) Planning delegations (EFDC)**

Council **NOTED** the new guidance on EFDC’s Planning Process, as per **Attachment D**.

 It was **RESOLVED** that:

1. Epping Town Council request to be updated with any developments.
2. **COMMUNICATIONS REQUIRING DECISIONS**

**(i) Parking schemes from the North Essex Parking Partnership**

Council dicussed the Proposed Parking Schemes for Epping from the North Essex Parking Partnership (NEPP) as per Attachment E.

It was **RESOLVED** that:

1. The motion proposed by Cllr J A Smith (below) would be returned to the North Essex Parking Partnership (NEPP);

Council notes the receipt of the documents relating to **The Essex County Council (Epping Forest District) (Permitted Parking Area and Special Parking Area) (Amendment No. 23) Order 201x**;

1) feels that the consultation process could have been improved by the use of a dedicated email address for the receipt of comments and by the printing of street names in alphabetical order in each section under “Effects of the Order”, particularly section 4;

1. is concerned that the proposed parking areas do not make provision for the passage of wide vehicles such as fire engines, refuse collection vehicles, and buses (where appropriate) along all the streets affected;
2. is further concerned that, where the proposed parking areas do not leave enough room for simultaneous traffic in each direction along a road, there does not appear to be sufficient provision for ‘passing places’ in all the streets affected;
3. objects to the proposals for ‘pay and display’ parking, noting that the first group of users suggested are ‘displaced commuters’ who may be better served by such provision in streets nearer Epping Station;
4. further objects to the proposals to limit parking to residential and business permit holders, during certain hours, in front of houses in streets such as Albany Court where the only possible parking would be across a driveway, requiring the permission of the householders concerned, which parking is currently available, thereby not adding to the parking available but merely charging for what is currently available free;
5. and directs the Town Clerk to communicate to the North Essex Parking Partnership the opinion that the proposals should not be implemented until the concerns and objections above have been resolved.
6. The Town Clerk would comment on parking required for the market.

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

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 7th August 2018 were **NOTED** by Council, with the following additions for the Town Mayor:

6th Sept 2018 Greenacres 10th Anniversary

10th Sept 2018 Market working party meeting

214 **REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 7th August 2018.

Cllr L Burrows Friends of St Margaret’ fundraising 12th August 2018

 N Plan subgroup meeting 13th August 2018

 N Plan subgroup meeting 15th August 2018

 Epping Horticultural Society show 25th August 2018

Cllr M Wright Epping Horticultural Society meeting 8th August 2018

 N Plan subgroup meeting 14th August 2018

 Market working party meeting 17th August 2018

 Jack Silley support market stall 20th August 2018

 Epping Horticultural Society show 25th August 2018

Cllr M Wright provided the Mayor with his raffle prize; a sunhat.

 Flying of the Red Ensign 3rd Sept 2018

 Market working party meeting 10th Sept 2018

Cllr Mrs B Scruton Plans East EFDC, 4 Kendal Ave (Refused) 8th August 2018

 Friends of St Margaret’s fundraiser 12th August 2018

 N Plan subgroup meeting 14th August 2018

 Market meeting 17th August 2018

Market survey 20th August 2018

Jack Silley Market support 20th August 2018

N Plan subgroup meeting 21st August 2018

N Plan subgroup meeting 23rd August 2018

Epping Horticultural Show 25th August 2018

Eppingen Committee meeting 29th August 2018

Flying of the Red Ensign 3rd Sept 2018

Plans East: Buttercross Lane, Station Rd & 55 High St 5th Sept 2018

Epping Primary School: Work with them on ASB 6th Sept 2018

Cllr Mrs D Baird Market working party meeting 10th Sept 2018

Cllr H Pegrum Theydon Trusts meeting Sept 2018

 Market working party meeting 10th Sept 2018

Cllr J A Smith Theydon Trusts meeting Sept 2018

Cllr J A Smith advised members that Lindsay House, Lindsey Street was discussed.
Clllr Mrs C McCredie N Plan subgroup meeting 14th August 2018

 N Plan subgroup meeting 21st August 2018

 N Plan subgroup meeting 30th August 2018

 Red Ensign meeting 3rd Sept 2018

 Market working party meeting 10th Sept 2018

Cllr J Whitehouse N Plan subgroup meeting 13th August 2018

 N Plan subgroup meeting 30th August 2018

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

The Town Clerk advised members that good progress was being made on the Jack Silley Pavilon/Stonards Hill Refurbishment and updates would be provided.

The Town Clerk advised members that the Market Working Party now had recommendations to take to the ExtraOrdinary Council meeting on 24th September 2018.

The Town Clerk advised members that the Neighbourhood Plan consultation responses were being analysed and results would be available in due course.

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

216 **FINANCIAL REPORT TO 31st  AUGUST 2018**

Council considered the summary financial report for August 2018, presented by the Town Clerk, in the absence of 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. No further action was required at the current time.

217 **ACCOUNTS FOR PAYMENT**

In the absence of Council’s Key Member for Finance, Cllr G Scruton, the Town Clerk presented the payment schedules for August 2018. Council **APPROVED** the payment of accounts for August 2018 totalling £68,375.09 (The Co-operative £66,402.94 & Barclays £1,972.15. (Please note a £50,000 transfer from Barclays to The Co-operative).

 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 August 2018 totalling £66,402.91 were **APPROVED** as presented in the schedule.

218 **JACK SILLEY PAVILION BUSINESS RATES**

The Town Clerk informed members that Business Rates are now payable on the Jack Silley Pavilion, backdated to 2017/18. Cllr N Avey has requested that the bills be challenged and the Town Clerk has initiated the online challenge process and taken legal advice.

**RECOMMENDATION:** £2000 should be vired from the Public Convenience/Business Rates budget (260/4250) to the Jack Silley Pavilion (new budget code for business rates created (180/4250), as the Public Convenience Business Rates budget is not currently being used.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
2. £2000 should be vired from the Public Convenience/Business Rates budget (260/4250) to the Jack Silley Pavilion (new budget code for business rates created (180/4250);
3. Council wished to engage an external third party, on a no win no fee arrangement, to challenge this, and Council’s other business rates;
4. A charitable status may be explored for this at a later stage.

219 **HISTORIC CHARTER MARKET SIGN**

Council discussed the Historic Charter Market sign options.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111 & the Local Government Act 1972, s145;
2. Council wished to pursue the Historic Charter Market Sign;
3. The sign design should resemble Thrapston as per Attachment K; the wording to read:

Epping. Market Charter Granted 1253. Twinned with Eppingen, Germany;

1. At the existing locations (one near Bell Common and one near the St Margaret’s main junction to Thornwood);
2. Epping Town Council would request funding from Highways and revisit this if they were not able to pay for it.

220 **HIGHWAYS BOLLARDS**

Council discussed reinstating the bollards on Epping ‘piazza’ in the High Street.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s144;
2. Council did not wish to pay for the bollards as per Attachment L but would explore other solutions to block the piazza from traffic.

221 **GRANTS**

Council discussed the three grant requests as follows:

1. **Citizens Advice Bureau (Attachment M1)**

 Continued face to face and telephone service in the Epping area. **£2750**

1. **Epping ReUse (Attachment M2)**

 Sat Nav for delivery vehicles **£429.99 or £349.99**

1. **Epping at the Movies (Attachment M3)**

 Special event at St John’s Church, silent films, musician fees

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act 1972, s111; Local Government Act 1972, s145 (1)(b)
2. Grants would be awarded as follows:

1) Epping Forest Citizens Advice Bureau: £1000.

2) Epping at the Movies: £300.

222 **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.

223 **CARETAKING UPDATE**

 Council **NOTED** the update on Council’s caretaking team as per **Attachment N**.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112.

224 **CASUAL CARETAKER**

Council discussed the Jack Silley Pavilion Casual Caretaker position and considered the RECOMMENDATIONS.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
2. The Jack Silley Pavilion Casual Caretaker contract would be extended for a further six months from 15th November 2018 until 15th May 2019 and it would be reviewed again then;
3. The contract would be offered on the same terms as currently, with additional hours for cover.

225 **JACK SILLEY PAVILION CAFE**

Council discussed how they would run/manage the new café at the Jack Silley Pavilion at Stonards Hill Recreation Ground.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
2. The Town Clerk would draft an Expressions of Interest advertisement for approval by Council, with a view to subletting the café to an external provider;
3. Council would assess expressions of interest and business plans as interest comes forward and determine the lease required.

226 **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 to overcome any further obstacles and move the project towards conclusion.

**CLOSURE**

The Town Mayor, Cllr N Avey, closed the meeting at **22.09 hours.**

**Signature of Chairman**

**Date**