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

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

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

 Cllr G Scruton (Deputy Mayor)

 Cllr Mrs D Baird Cllr L Burrows Cllr A Church

 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)

385 **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Miss H Whitbread, but she was in attendance from item 7.

386 **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.

Cllr A Church declared a non pecuniary interest in agenda item 20, as he knows one of the market contractors.

387 **DISPENSATIONS**

There were no dispensations.

388 **PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

389 **CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 13th November 2018 be signed by the Mayor as a true record and adopted by the Council, subject to the following amendments:

Present: Cllr L Burrows was present at the Ordinary meeting on 13th November 2018.

Reports from members: from Cllr H Pegrum

Theydon Trusts: discussed the Heart of Epping

Epping & Theydon Garnon Joint Charities: discussed grants, almshouses, Stonards Farm, etc.

390 **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 amendment to the planning minutes on 13th November 2018.

 Planning & General Purposes Committee 13th November 2018
Planning & General Purposes Committee 27th November 2018
Neighbourhood Planning Advisory Committee 20th November 2018

391 **COMMUNICATIONS TO NOTE**

**(i) Local Highways Panel Membership**

Town and Parish Councils are now permitted to hold a seat on their Local Highways Panel. The person who is awarded that one seat is determined by the Chairman of the Epping Forest Branch of the Association of Local Councils (Cllr Chris Pond). Cllr Mrs Barbara Scruton, as one of Epping Town Council’s representatives on the Essex Association of Local Councils and a regular attendee of their meetings, has been offered this seat. We have accepted this important role and it will give us a vital, key voice.

Council **NOTED** this information.

**(ii) Draft Local Plan Examination Information**

Council **NOTED** the information regarding Epping Forest District Council’s Draft Local Plan examination, as per **Attachment E**.

It was **RESOLVED** that:

1. Epping Town Council would register their interest to speak;
2. Epping Town Council would consult with our Neighbourhood Planning expert Martin Small to discuss if/what representations should be made and formulated as/when necessary.

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

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 13th November 2018 were **NOTED** by Council.

393 **REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 13th November 2018.

Cllr M Wright Epping Horticultural Society meeting 14th November 2018

 Market meeting 15th November 2018

 Churches Together 21st November 2018

 Royal British Legion signal box visit 2nd December 2018

 Epping Christmas Market 7th December 2018

 St Johns Church Tree Festival 7th December 2018

Cllr L Burrows Antisocial behaviour meeting 5th December 2018

 Epping Christmas Market 7th December 2018

 St Johns Church Tree Festival 7th December 2018

Cllr Mrs D Baird Market meeting 30th November 2018

 Epping Christmas Market 7th December 2018

Cllr J A Smith Epping Arts Society exhibition 16th November 2018

 Theydon Trusts meeting 4th December 2018

Epping Christmas Market 7th December 2018

Cllr A Church Epping Arts Society 16th November 2018

 Epping/Eppingen AGM 24th November 2018

 EIB Market Garden Christmas lights 30th November 2018

 Royal British Legion signal box visit 2nd December 2018

 Market working party 5th December 2018

 St Johns Church tree festival 7th December 2018

 Epping Christmas Market 7th December 2018

Cllr Mrs B Scruton Epping Arts Society exhibition 16th November 2018

 EALC PFCC Gt Dunmow 20th November 2018

 Epping/Eppingen AGM 24th November 2018

 St Johns School meeting 30th November 2018

 EIB Market Garden Christmas lights 30th November 2018

 Royal British Legion signal box event 2nd December 2018

 Antisocial behaviour meeting 5th December 2018

 EFDC Plans East 5th December 2018

 St Johns Church tree festival 7th December 2018

 Epping Christmas market 7th December 2018

Clllr Mrs C McCredie Market working party 15th November 2018

 Epping Arts Society exhibition 16th November 2018

 EALC PFCC Gt Dunmow 20th November 2018

 Market working party meeting 30th November 2018

EIB Market Garden Christmas lights 30th November 2018

Antisocial behaviour meeting 5th December 2018

Epping Christmas market 7th December 2018

St Johns Church tree festival 7th December 2018

Cllr H Pegrum Market working party meeting 15th November 2018

 Marking working party meeting 30th November 2018

 Epping Christmas market 7th December 2018

Cllr J Whitehouse EIB Market garden Christmas lights 30th November 2018

 Epping Christmas market 7th December 2018

Cllr Miss H Whitbread EIB Market garden Christmas lights 30th November 2018

 ASB meeting 5th December 2018

 Epping Christmas market 7th December 2018

 St Johns Church tree festival 7th December 2018

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

The Town Clerk highlighted the final £2600 grant for Neighbourhood Planning which it was excellent to receive.

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

395 **FINANCIAL REPORT TO 30th  NOVEMBER 2018**

Council considered the summary financial report for November 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. No further action was required at the current time.

396 **ACCOUNTS FOR PAYMENT**

Council’s Key Member for Finance, Cllr G Scruton, presented the payment schedules for November 2018. Council **APPROVED** the payment of accounts for November 2018 totalling £191,615.31; (Barclays: £53,518.56, The Co-operative Bank: £137,739.69 & The Cooperative Online: £357.06).
Please note: £320 of transfers between the Co-operative and Co-operative online accounts and a £95,000 transfer between Barclays & 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 November 2018 totalling £191,615.31 were **APPROVED** as presented in the schedule.

397 **BUDGET SECOND ESTIMATES 2019/20**

The Town Clerk has provided a detailed draft budget, budget report and recommendations, new overall budget comparisons, funds transfers and vehicle summary and amended draft fees and charges.

Council discussed the Detailed Draft Budget, associated documents and RECOMMENDATIONS.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Accounts and Audit (England) Regulations 2011, the Audit Commission Act 1998, s44; and the Local Audit & Accountability Act 2014;
2. The precept would be increased by 2.5%;
3. The new overall budget comparisons spreadsheets were very useful, especially to monitor funds movements;
4. Allotment charges would rise as per **Attachment N1**;
5. Cemetery charges would rise by 5% and a consistent three times for non residents applied (as per **Attachment N3**);
6. Funds transfers were approved as per the suggestions on **Attachment J2**.

398 **INTERNAL AUDIT REPORT**

Council **CONSIDERED** the internal audit report and recommendations following the auditor’s first visit on Tuesday 20th and Wednesday 21st November 2018.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
2. The three recommendations could be implemented by Council.

399 **BUDGET VIREMENT FOREST ROOM CHAIRS**

Council discussed the funding for the Forest Room chairs.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s133;
2. £517 should be vired from the Epping Hall equipment budget (160/4020) to the Jack Silley Pavilion equipment budget (180/4020) to finance the purchase of the chairs.

400 **ANNUAL TOWN MEETING**

Council **CONSIDERED** the date and format of the Annual Town Meeting.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
2. The Annual Town Meeting would be on a Saturday afternoon; 9th March 2019;
3. The format would be afternoon tea style;
4. Ideas should be brought to the January Council agenda.

401 **STONARDS HILL TABLE TENNIS TABLE**

Council discussed the new table tennis table at Stonards Hill recreation ground.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Public Health Act 1875, s164; Local Government (Miscellaneous Provisions) Act 1976, s19
2. The table tennis table would be purchased, as recommended in **Attachment P**;
3. It would be positioned on an appropriate surface near the basketball goal.

402 **PLAY IN THE PARK**

Council discussed the Play in the Park 2019 programme and whether Epping Town Council wished to take part in 2019.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Public Health Act, s164, Local Government (Miscellaneous Provisions) Act 1976, s19;
2. Epping Town Council would hold four sessions in 2019, at Stonards Hill recreation ground; one at Easter and three in the summer.

403 **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.

404 **MARKET WORKING PARTY RECOMMENDATIONS**

Council discussed the work of the Market Working Party and their recommendations.

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Food Act 1984, s50;
2. The Market Working Party be authorised to progress the stall situation, management situation, additional matters and bring the outcomes back to Council for approval (Recommendations R1 and R2 were altered at the meeting and the amendments approved for progression.)

405 **EPPING FOREST BAND HUT LEASE**

Council discussed Epping Forest band hut lease. Please note: The broad contents/terms of the lease were approved at the Ordinary Council meeting on 10th July 2018 (Minute # 136 of 2019/20).

It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
2. Cllr A Church would assist Council’s Funding Research Officer with the final drafting of the lease;
3. Council approved the signing and sealing of the licence by the Town Mayor, in accordance with Standing Order 23.

406 **FOOTBALL LICENCES AND AGREEMENTS**

 Council **CONSIDERED** the situation regarding Epping Town FC.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Public Health Act 1875, s164 & Local Government (Miscellaneous Provisions) Act 1976, s19;
2. The Town Mayor (Chairman), Cllr Mrs B Scruton and Cllr Miss H Whitbread would meet with Epping Town FC to discuss the situation.

407 **JACK SILLEY PAVILION CAFE**

 Council discussed the Jack Silley Pavilion café and lessee.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
2. The Jack Silley Project Committee be authorised by Council to negotiate the terms of the lease agreement for the Jack Silley Pavilion café with their preferred partner and return to Council for partner and lease approval as soon as possible.

408 **JACK SILLEY PAVILION INTERNAL DECORATIONS**

Council discussed the Jack Silley Pavilion internal decoration revisions as per
**Attachment U**.

 It was **RESOLVED** that:

1. The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
2. The local contractor be invited to complete the Essex Room/hallway & toilets and look at the bar area, when the insurers had determined the floor movement results and solutions.

409  **ST JOHN’S DEVELOPMENT UPDATE**

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. Rolling bookings should be taken on Epping Hall for nine months;
3. No further information was available at the current time.

**CLOSURE**

The Town Mayor, Cllr N Avey, closed the meeting at **22.05 hours.**

**Signature of Chairman**

**Date**