



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 in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 12th August 2014 at 20.15** in order to transact the following business:

Alan Shaw
Town Clerk
6th August 2014

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 PUBLIC PARTICIPATION - QUESTION TIME

An adjournment will be allowed at the direction of the Mayor to allow for public comment and response 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).*

4 CONFIRMATION OF COUNCIL MINUTES (Attachments A & B)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 8th July 2014 and the Extraordinary Council Meeting held on 22nd July 2014.

5 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	8 th July 2014	(Attachment C)
Planning & General Purposes Committee	22 nd July 2014	(Attachment D)

6 COMMUNICATIONS REQUIRING DECISION**▪ Fly a Flag for the Commonwealth (Attachment E)**

The Town Council has been invited to fly a flag on Commonwealth Day (9th March 2015). It is suggested that the Town Council could organise a Civic event to mark the occasion. A £10 donation is made from the sale of the flags to the Virdee Foundation, a charity whose goal is to relieve the needs of women and children who have or who are in danger of suffering mental, physical or sexual abuse.

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

7 TOWN MAYOR'S DUTIES (Attachment F)

Council to receive the duties undertaken by the Town Mayor since 8th July 2014

9 DEPUTY MAYOR'S DUTIES

Council to receive the duties undertaken by the Deputy Mayor since 8th July 2014

10 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 8th July 2014.

11 REPORT OF THE CLERK AND COUNCILLORS QUESTIONS (Attachment G)

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

12 FINANCIAL REPORT TO 31st JULY 2014 (Attachment H)

Statutory Basis: Accounts & Audit Regulations 2003, Sections 4 & 5 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006).

Key Member: Cllr Mrs L Hughes

Council is requested to **CONSIDER** the summary financial report to 31st July 2014 and **DECIDE** if any action is required.

13 ACCOUNTS FOR PAYMENT (Attachment I)

Statutory Basis: Accounts and Audit (England) Regulations 2011.

Key Member: Cllr Mrs L Hughes

Council is requested to **APPROVE** the payment of accounts for July 2014.

14 CASUAL VACANCIES

Statutory Basis: The Local Elections (Parishes and Communities) (England and Wales) Rules 2006

Cllr J A Smith has tabled a motion for consideration by Council:

"I move that we should adopt the general principle that a casual vacancy should be filled by a nomination from the party of the Councillor whose death or resignation has caused the vacancy. Note that this is not necessarily the majority party."

Members are requested to **CONSIDER** the motion and **DECIDE** what to do.

N.B. A resolution supporting this motion would not be binding on Council or it's successors after 6 months had passed from the resolution. If Council wishes to adopt this principle, it should be incorporated into the Standing Orders of Council (which are themselves reviewed on an annual basis).

15 CO-OPTION OF A TOWN COUNCILLOR

Statutory Basis: The Local Elections (Parishes and Communities) (England and Wales) Rules 2006

Key Member: Cllr J A Smith

Epping Forest District Council gave notice on 16th July 2014 that no poll had been claimed in respect of the casual vacancy caused by the death of Cllr Ken Avey.

The Town Clerk gave notice via the Council website that no poll had been claimed on 23rd July and requested any person interested in being considered for co-option to contact the Town Council.

Only one person has been nominated for co-option to the Town Council. The person nominated is Grahame Scruton, 15 James Street, Epping.

Council is requested to **CONSIDER** the nomination and **DECIDE** whether to co-opt the nominee or not.

16 CHILDREN'S PLAY AREA REPORTS**(Attachment J)**

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976 s.19 & Local Government Act 1972 s. 111

Key Member: Cllr A Church

Council is requested to **NOTE** the attached play area inspection report and **DECIDE** what action is required. Overall, the report indicates that the Council's play areas are maintained to a generally satisfactory standard but highlights a number of areas of improvement.

RECOMMENDATION: No works to be considered in Ivy Chimneys prior to the redevelopment of the play area other than urgent matters. In other play areas, the matters for attention will be prioritised and dealt with under the routine maintenance programme.

17 PLANNING THE CEMETERY LAYOUT

(Attachment K)

Statutory Basis: Open Spaces Act 1906, s. 10

Key Member: Cllr W Breare-Hall

Council **RESOLVED** at the Ordinary Council meeting of 10th June 2014 to establish a working party comprising of Cllr W Breare-Hall, Cllr H Pegrum, W Towers and the Town Clerk to consider how best to lay out the remaining space within the Cemetery.

Cllrs Breare-Hall and Pegrum will give members an overview of the site visit.

RECOMMENDATION: Council is requested to **APPROVE** the draft layout as detailed in the attached plan.

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.