

# Epping Upland Parish Council

BRIEFING FOR THE CHAIRMAN IS HELD PRIOR TO THE MEETING

## AGENDA

You are hereby summoned to attend a Meeting of Epping Upland Parish Council on **Monday 16 July 2018 at 8.00pm** in Epping Green Chapel for the purpose of transacting the following business:

- 1 Chairman's Welcome**
- 2 Apologies and reasons for Absence**  
To Receive apologies and reasons for absence
- 3 Declarations of Interests** (existence and nature)  
To Receive any Declarations of Interests referring to items on this agenda  
Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011
- 4 Minutes of Previous Meeting**  
To Agree minutes of the Annual Council Meeting held 21 May, previously circulated
- 5 Public Participation Session**  
To Allow members of the public to address councillors with regard to items on the agenda and other matters of mutual interest  
(Maximum time allowed for this item is 15 minutes – 3 minutes per speaker. At the close of this item members of the public will no longer be permitted to address the Council.)
- 6 Clerk's Report**  
To Receive the Clerk's Report on items not otherwise listed on this agenda
- 7 Finances**
  - 1 Statement of Finance**  
To Receive the Statement of Finances as at 31 May, attached
  - 2 Payments and Receipts**  
To Approve Payment of Invoices and note any Receipts (income)
- 8 Parish Office Post Address**  
To Consider a PO Box address as the postal address for the Parish Office which is now considered best practice professionally and for the safety of the Clerk
- 9 Planning**
  - 1 Planning Committee**  
To Note Minutes of the Planning Committee held 11 June (draft), circulated
  - 2 Local Plan**  
To Note that the legal challenge to the Pre Submission version has been dismissed
- 10 Playground**  
To Receive any update
- 11 Allotments and Millennium Garden**  
To Receive Councillors' and Clerk's reports
- 12 Burial Ground**
  - 1 Councillors' and Clerk's reports**  
To Receive Councillors' and Clerk's reports
  - 2 Interments and Memorials**  
To Note any interments and memorial applications received since the last meeting

### **3 Exclusive Right of Burial**

To Sign any Deeds granting Exclusive Right of Burial

### **4 Rubbish**

To Review and Consider future action in relation to the rubbish that continues to be left in the Burial Ground in spite of notices and a change to the Burial Ground Regulations

### **5 Trafalgar Tree**

To Receive an update

### **13 War Memorial**

To Receive an update

### **14 Community Safety Liaison**

To Receive Councillors' and Clerk's reports

### **15 Highways**

To Receive Councillors' and Clerk's reports

### **16 Footpaths, Open Spaces and Village Green**

To Receive Councillors' and Clerk's reports

### **17 Local Councils' Liaison**

To Receive Councillors' and Clerk's reports

### **18 Passenger Transport**

To Receive Councillors' and Clerk's reports

### **19 Epping & Theydon Garnon Joint Charities**

To Receive any update

### **20 Training**

To Receive an update

### **21 Action Plan**

To Review the Council's Action Plan and Consider any amendments, draft attached

### **22 Privacy Policy**

To Agree the Council's Privacy Policy, draft attached

### **23 Local Service Fund**

To Consider applying to the Local Service Fund, details can be viewed at <http://www.ealc.gov.uk/local-services-fund/>

### **24 Consultations and Requests**

#### **EFDC Draft Homelessness Strategy 2018-19 to 2020-21**

To Consider any comments on the draft strategy which can be viewed at

<http://rds.eppingforestdc.gov.uk/ieListDocuments.aspx?CId=742&MId=9722>

EFDC's Communities Select Committee 12 June 2018, item 6. Closing date 28 August 2018.

### **25 Information Items**

To Note any items, for information only, that have arisen since the agenda was published and cannot be held over to the next meeting or agenda items for future meetings. No decisions can be made under this item.



Signed

*Val Evans*

Clerk to the Council

01992 570870 eupc@bruindell.co.uk

9 July 2018

## Epping Upland Parish Council

### Statement of Finance 31 May 2018

	2017/2018	2018/2019	2018/2019	2018/2019
	Actual	Revised Budget	Actual to Date	Variances
	(excl VAT)	(excl VAT)	(excl VAT)	(excl VAT)
<b>Reserves</b>				
General Reserve	15807	11082	11082	0
EMR Allotment Deposits	100	100	100	0
EMR Burial Ground	3210	4430	4430	0
EMR Playground	11275	3888	3888	0
EMR Local Development Projects	4433	4433	4433	0
<b>Total Reserves</b>	<b>34825</b>	<b>23933</b>	<b>23933</b>	<b>0</b>
<b>Receipts</b>				
Precept	14954	15464	15464	0
Local Council Tax Support Grant	270	135	135	0
Bank Interest	22	14	0	14
Allotment Rents	54	216	162	54
Burial Ground	4297	2500	780	1720
Other	907	0	100	-100
Grants	0	0	0	0
<b>TOTAL RECEIPTS</b>	<b>20503</b>	<b>18329</b>	<b>16641</b>	<b>1688</b>
<b>Payments - Regular</b>				
<i>Establishment charges</i>	<i>10013</i>	<i>12398</i>	<i>1785</i>	<i>10614</i>
<i>Allotments</i>	<i>593</i>	<i>1062</i>	<i>36</i>	<i>1026</i>
<i>Burial Ground</i>	<i>1753</i>	<i>3266</i>	<i>195</i>	<i>3070</i>
<i>Open Spaces - General</i>	<i>1176</i>	<i>1093</i>	<i>71</i>	<i>1022</i>
<i>Open Spaces - Millennium Garden</i>	<i>434</i>	<i>457</i>	<i>11</i>	<i>447</i>
<i>Open Spaces - Village Green</i>	<i>884</i>	<i>1423</i>	<i>19</i>	<i>1405</i>
<i>Playground</i>	<i>1363</i>	<i>2693</i>	<i>893</i>	<i>1801</i>
<i>S137 Donations/Charities</i>	<i>1076</i>	<i>1220</i>	<i>570</i>	<i>650</i>
<i>Other</i>	<i>907</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Sub Total Payments - Regular</b>	<b>18201</b>	<b>23613</b>	<b>3579</b>	<b>20034</b>
<b>Payments - Projects (Ear Marked Reserves)</b>				
<i>Burial Ground</i>	<i>480</i>	<i>2825</i>	<i>0</i>	<i>2825</i>
<i>Playground</i>	<i>9841</i>	<i>3095</i>	<i>0</i>	<i>3095</i>
<i>Local Development Projects</i>	<i>0</i>	<i>4433</i>	<i>0</i>	<i>4433</i>
<b>Sub Total Payments - Projects/EM Reserves</b>	<b>10321</b>	<b>10353</b>	<b>0</b>	<b>10353</b>
<b>TOTAL PAYMENTS</b>	<b>28522</b>	<b>33966</b>	<b>3579</b>	<b>30387</b>
<b>Contingency/Reserves</b>		6191		
Balance excl VAT			36994.91	
Adjustment for VAT (Received-Paid)			497.32	
Bank Balance			37492.23	
<b>Bank Reconciliation - 31 May 2018</b>				
<b>Barclays Bank</b>	<b>£</b>	<b>Cash Book</b>	<b>£</b>	
Business Premium Account	37911.85	Receipts	41082.72	
Community Account	750.00	Payments	-3590.49	
Uncleared Receipts	0.00			
Uncleared Payments	-1169.62			
	<b>37492.23</b>		<b>37492.23</b>	
<b>END</b>				

# EPPING UPLAND PARISH COUNCIL

## ACTION PLAN 2018-2019

Priority	Activity	Target Completion	Target Review date
1	War Memorial - additional inscription for Ernest William WOOLLARD	October 2018	July 2018
1	War Memorial maintenance	October 2018	July 2018
2	Burial Ground - arrangements for rubbish	Monitored	July 2018
2	Open Spaces - Elm Close use of Common Land	Spring 2019	July/September 2018
2	Allotments - permissive footpath	Monitored	September 2018
2	Neighbourhood Plan	TBC	Committee led
2	Playground Refurbishment	Subject to funding	Committee led
3	Burial Ground - Trafalgar Tree plaque	Autumn 2018	July 2018
3	Allotments - notice board	Subject to funding	September 2018
3	Village Green - replacement shrubs etc	Summer 2018	March 2018
Regular	Standing Orders review	Annual Review	July/September
Regular	Financial Regulations review	Annual Review	July/September
Regular	Newsletter	Ongoing	September
Regular	Councillors' and Clerk's Training	Ongoing	Regular agenda item
As required	Local Plan	EFDC project	EFDC led
Action Plan is reviewed 6 monthly - July and January			
<b>END</b>			
<b>Key for Council meeting</b>			
	Amendment		
	To be discussed		
	COMPLETED		

## **Privacy Policy DRAFT**

Epping Upland Parish Council (The Council) is a statutory body and Data Controller registered with the Information Commissioner. We only collect limited personal information, for example name, address, email address, telephone number, for the lawful purposes of delivering services and providing information to you.

Personal information is processed to contact you, respond to your request or for you to access Council facilities and services eg Allotments, Burial Ground. As far as is practically possible we ensure that your data is up to date and accurate and ask you to assist us with this particularly in regard to the Burial Ground.

The Council does not share your personal information with any third party unless required to do so by law eg criminal investigation.

Under the General Data Protection Regulations (GDPR) Article 6 the personal data is processed mainly for a 'public task' that is so that we can carry out our official responsibilities and by 'consent', for example if you are an advisory member of a council committee.

We take the security of your personal data seriously and make sure that it is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. We do this through appropriate technical measures and appropriate policies. We only keep your data for the purpose(s) it was collected for and only for as long as is necessary by law or following guidance from professional bodies and best practice, after which it is deleted.

We do not carry out any automated decision making or profiling.

### **Your Rights**

You have the right to request copies of the information we hold on you.

You have the right to correct the information we hold if you think it is incorrect.

You have the right to request your data be deleted but this may affect the services we are able to deliver to you particularly with regard to the Burial Ground.

Please contact us as above to deal with any of these

### **Complaints**

If you have a complaint about the way your personal data has been processed please contact us, our Complaints Policy can be viewed at  
[essexinfo.net/epping-upland-parish-council/policies/](http://essexinfo.net/epping-upland-parish-council/policies/)

You can also complain to the Information Commissioner's Office -  
live chat service [ico.org.uk/livechat](http://ico.org.uk/livechat), or call the helpline on 0303 123 1113.