

Epping Upland Parish Council

AGENDA

You are hereby summoned to attend a Meeting of Epping Upland Parish Council on **Monday 21 January 2019 at 7.00pm** in Epping Upland CofE Primary School 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 Parish Council Meeting held 19 November 2018, 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 December 2018, attached
 - 2 Payments and Receipts**
To Approve Payment of Invoices and note any Receipts (income)
- 8 Planning**
To Note Minutes of the Planning Committee held 10 December 2018, 7 January (draft), circulated
- 9 Playground**
To Receive and update
- 10 Allotments and Millennium Garden**
 - 1 Councillors' and Clerk's reports**
To Receive Councillors' and Clerk's reports
 - 2 Millennium Garden – Orchard Planting**
To Ratify the date for tree planting of Saturday 16 February 10am – 12noon; all arrangements are being made by CountryCare. Advert has been placed in 'The Uplander'.
- 11 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

- 12 Community Safety Liaison**
To Receive Councillors' and Clerk's reports
- 13 Highways, Footpaths, Open Spaces and Village Green**
1 Councillors' and Clerk's reports
To Receive Councillors' and Clerk's reports
- 2 Litter on the Verges**
To Consider any action in relation to the amount of litter on the verges and resident concerns
- 14 Local Councils' Liaison**
To note that the next meeting is to be held on Monday 11 March
- 15 Passenger Transport**
To Receive Councillors' and Clerk's reports
- 16 Epping & Theydon Garnon Joint Charities**
To Receive any update
- 17 Standards Committee**
To Receive any update
- 18 Training**
To Receive an update
- 19 RCCE 2019 Essex Village of the Year**
To Consider entering the Rural Community Council's competition for the 2019 Essex Village of the Year, details attached. Closing date 8 March 2019.
- 20 Amenities Warden**
To Note the successful application to the Local Services Fund and that an advert has been placed in the February edition of 'The Uplander'
- 21 Action Plan**
To Review the Council's Action Plan, attached
- 22 Budget and Precept 2019/2020**
1 Budget
To Consider and Approve the Budget for the financial year 2019/2020, draft circulated
- 2 Precept**
To Agree the level of Precept for the financial year 2019/2020
- 23 Clerk to the Council/Responsible Financial Officer**
1 Resignation
To Note the resignation of the Clerk to the Council and Agree arrangements pending the appointment of a new Clerk
- 2 Recruitment**
To Consider and Agree details and arrangements for the recruitment of a new Clerk to the Council/Responsible Financial Officer
- 24 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
15 January 2019

Epping Upland Parish Council

Statement of Finance 31 December 2018

	2017/2018	2018/2019	2018/2019	2018/2019
	Actual	Revised	Actual to	Variances
	(excl VAT)	Budget	Date	(excl VAT)
		(excl VAT)	(excl VAT)	(excl VAT)
Reserves				
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
Total Reserves	34825	23933	23933	0
Receipts				
Precept	14954	15464	15464	0
Local Council Tax Support Grant	270	135	135	0
Bank Interest	22	14	53	-39
Allotment Rents	54	216	198	18
Burial Ground	4297	2500	2145	355
Other	907	0	100	-100
Grants	0	0	0	0
TOTAL RECEIPTS	20503	18329	18095	234
Payments - Regular				
<i>Establishment charges</i>	10013	12398	6416	5982
<i>Allotments</i>	593	1062	687	374
<i>Burial Ground</i>	1753	3266	1430	1835
<i>Open Spaces - General</i>	1176	1093	386	707
<i>Open Spaces - Millennium Garden</i>	434	457	449	8
<i>Open Spaces - Village Green</i>	884	1423	122	1301
<i>Playground</i>	1363	2693	1058	1636
<i>S137 Donations/Charities</i>	1076	1220	570	650
<i>Other</i>	907	0	0	0
Sub Total Payments - Regular	18201	23613	11119	12494
Payments - Projects (Ear Marked Reserves)				
<i>Burial Ground</i>	480	2825	0	2825
<i>Playground</i>	9841	3095	0	3095
<i>Local Development Projects</i>	0	4433	0	4433
Sub Total Payments - Projects/EM Reserves	10321	10353	0	10353
TOTAL PAYMENTS	28522	33966	11119	22847
Contingency/Reserves		6191		
Balance excl VAT			30909.00	
Adjustment for VAT (Received-Paid)			3048.02	
Bank Balance			33957.02	
Bank Reconciliation - 31 December 2018				
Barclays Bank	£	Cash Book	£	
Business Premium Account	33757.02	Receipts	45410.96	
Community Account	272.60	Payments	-11453.94	
Uncleared Receipts	0.00			
Uncleared Payments	-72.60			
	33957.02		33957.02	
END				

EPPING UPLAND PARISH COUNCIL

ACTION PLAN 2018-2019

Priority	Activity	Target Completion	Target Review date
1	Recruitment of Clerk to the Council/Responsible Financial Officer	April 2019	March 2019
1	War Memorial - additional inscription for Ernest William WOOLLARD	September 2019	July 2019
1	War Memorial maintenance	September 2019	July 2019
2	Burial Ground - arrangements for rubbish	Monitored	July 2019
2	Open Spaces - Elm Close use of Common Land	Summer 2019	July 2019
2	Allotments - permissive footpath	Summer 2019	March 2019
2	Neighbourhood Plan	Subject to resources	TBC
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 2019
3	Village Green - replacement shrubs etc	Summer 2019	March 2019
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 annually in November			
END			
Key for Council meeting			
	Amendment		
	To be discussed		
	COMPLETED		

Epping Upland Parish Council

Suggested Budget 2019 - 2020

	2017/2018	2018/2019	2018/2019	2018/2019	2019/2020
	Actual	Revised Budget	Actual to Date	Projected Outturn	Suggested Budget
	(excl VAT)	(excl VAT)	(excl VAT)	(excl VAT)	(excl VAT)
Reserves					
General Reserve	15807	11082	11082	11082	15704
EMR Allotment Deposits	100	100	100	100	0
EMR Burial Ground	3210	4430	4430	4430	4430
EMR Playground	11275	3888	3888	3888	3888
EMR Local Development Projects	4433	4433	4433	4433	4433
Total Reserves	34825	23933	23933	23933	28455
Receipts					
Precept	14954	15464	15464	15464	0
Local Council Tax Support Grant	270	135	135	135	0
Bank Interest	22	14	53	14	50
Allotment Rents	54	216	198	450	266
Burial Ground	4297	2500	2145	2500	2500
Other	907	0	100	100	0
Grants	0	0	0	1200	0
TOTAL RECEIPTS	20503	18329	18095	19863	2816
Payments - Regular					
<i>Establishment charges</i>	<i>10013</i>	<i>12398</i>	<i>6416</i>	<i>12287</i>	<i>14145</i>
<i>Allotments</i>	<i>593</i>	<i>1062</i>	<i>687</i>	<i>788</i>	<i>1132</i>
<i>Burial Ground</i>	<i>1753</i>	<i>3266</i>	<i>1430</i>	<i>2560</i>	<i>3274</i>
<i>Open Spaces - General</i>	<i>1176</i>	<i>1093</i>	<i>386</i>	<i>1093</i>	<i>1150</i>
<i>Open Spaces - Millennium Garden</i>	<i>434</i>	<i>457</i>	<i>449</i>	<i>457</i>	<i>460</i>
<i>Open Spaces - Village Green</i>	<i>884</i>	<i>1423</i>	<i>122</i>	<i>1423</i>	<i>1241</i>
<i>Playground</i>	<i>1363</i>	<i>2693</i>	<i>1058</i>	<i>2343</i>	<i>2673</i>
<i>S137 Donations/Charities</i>	<i>1076</i>	<i>1220</i>	<i>570</i>	<i>1220</i>	<i>1020</i>
<i>Other</i>	<i>907</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Sub Total Payments - Regular	18201	23613	11119	22172	25095
Payments - Projects (Ear Marked Reserves)					
<i>Burial Ground</i>	<i>480</i>	<i>2825</i>	<i>0</i>	<i>2825</i>	<i>1900</i>
<i>Playground</i>	<i>9841</i>	<i>3095</i>	<i>0</i>	<i>3095</i>	<i>4000</i>
<i>Local Development Projects</i>	<i>0</i>	<i>4433</i>	<i>0</i>	<i>0</i>	<i>5683</i>
Sub Total Payments - Projects/EM Reserves	10321	10353	0	5920	11583
TOTAL PAYMENTS	28522	33966	11119	28092	36678
Contingency/Reserves					6274
Anticipated Carry Over/General Reserve					15704
Ear Marked Reserves					12751
Balance of grant for Amenities Warden					-800
Anticipated Payments					-36678
Contingency/Reserves					-6274
Precept 2018-19/Suggested Precept 2019-20		14954			-15297
Tax Base		405.9			413.6
Band D property equivalent		36.84			-36.98
END					