

# Epping Upland Parish Council

To: All Members of Epping Upland Parish Council

## BRIEFING FOR THE CHAIRMAN IS HELD PRIOR TO THE MEETING

You are hereby summoned to attend the **Annual Meeting of Epping Upland Parish Council** on **Monday 21 May 2018 at 7.00pm** in Epping Green Chapel for the purpose of transacting the following business:

**1 Election of Chairman**

To Elect the Chairman of the Council for the ensuing year

**2 Election of Vice Chairman**

To Elect a Vice Chairman of the Council for the ensuing year

**3 Apologies and reasons for Absence**

To Receive apologies and reasons for absence

**4 Declarations of Interests** (existence and nature)

To Receive any Declarations of Interests referring to items on this agenda and Remind councillors of the requirement to review and complete a new Register of Interests should their circumstances have changed

Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011

**5 Minutes of Previous Meeting**

To Agree minutes of the Parish Council Meeting held 19 March, previously circulated

**6 Committees**

**1 Review of Committees**

To Review and Agree Committees for the ensuing year, currently:

Planning Committee – all councillors

Playground Committee – 4 councillors; 3 residents minimum, others as the discretion of the Committee

Neighbourhood Plan Committee – all councillors

**2 Committee Membership**

To Appoint Members to Committees

**3 Committee Chairmen and Vice Chairmen**

To Appoint a Chairman and Vice Chairman to each Committee

**4 Non Members**

To Consider the appointment of non Members to committees, where appropriate

**7 Councillors' Areas of Responsibility**

To Review and Agree councillor areas of responsibility, number of representatives for each area and appoint councillors to the areas, current as follows with suggested amendments in line with current practise:

Area of Responsibility	Requirement	No of Cllrs
Allotments and Millennium Garden	Generally oversee the facility Ensure maintenance of the water troughs particularly over the winter season	3
Broadband	Generally oversee any activity Attend related meetings	1

Burial Ground	Generally oversee the facility	2
Community Safety Liaison	Generally oversee any activity Attend related meetings	2
Emergency Planning/ Civil Contingency	Update the Emergency Plan Attend related meetings	1
Highways, Footpaths, Open Spaces and Village Green	Generally oversee the facilities Report faults to ECC on Highways and Footpaths and monitor (amended) Attend related meetings	3
Local Councils' Liaison	Attend 3 meetings per year at EFDC (amended) Attend as necessary EALC EF Branch meetings, 3 per year (amended)	2 + Clerk
Passenger Transport	Attend ECC Passenger Transport meetings	2
Standards Committee	Attend meetings at EFDC	1

## 8 Appointment of Internal Auditor

To Appoint the Internal Auditor for the year 2018/2019; Mrs Yvonne Morton is willing to continue

## 9 Dates of meetings for 2018/2019

To Agree dates of council and committee meetings for the ensuing year

### 1 Council and Parish Meeting

Proposed Dates for Council meetings starting at 7.00pm

Monday 16 July 2018

Monday 17 September 2018

Monday 19 November 2018

Monday 21 January 2019

Monday 18 March 2019

Monday 20 May 2019 (Annual Meeting)

Monday 13 May 2019 (Parish Meeting) (Late Easter and Elections)

### 2 Committees

Dates for Committee meetings

Current: Mondays at 7.00pm, as required

## 10 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. At the close of this item members of the public will no longer be permitted to address the Council.)

## 11 Clerk's Report

To Receive the Clerk's Report on items not otherwise listed on this agenda

## 12 Year End and Annual Governance & Accountability Return (AGAR)

### 1 Statement of Finance

To Receive the Statement of Finances as at 31 March 2018 (year end), circulated

### 2 Bank Reconciliation

To Note the Bank Reconciliation as at 31 March 2018, signed by the Chairman and the

Responsible Finance Officer

**3 Annual Governance Statement**

To Complete, Approve and Sign Section 1 - Annual Governance Statement 2017/18, circulated

**4 Accounting Statements**

To Approve and Sign Section 2 - Accounting Statements 2017/18, circulated

**13 Audit Report**

To Consider the report of the Internal Auditor, circulated

**14 Finances**

**1 Statement of Finance**

To Receive the Statement of Finance as at 30 April, circulated

**2 Carry Overs from 2017/2018**

To Agree amounts to be carried forward to 2018/19

**3 Payments and Receipts**

To Approve Payment of Invoices and note any Receipts (income)

**4 Insurance**

To Consider the Insurance quotation for the year 1 June 2018 to 31 May 2019

**15 Planning**

**1 Planning Committee**

To Note Minutes of the Planning Committee held 9 April, 23 April, 14 May (draft), previously circulated

**2 Planning Applications**

To Consider the following applications: -

**EPF/1121/18 35 The Magpies Epping Green**

Garage conversion

**EPF/0917/18 Upper Clapton Rugby Football Club Epping Upland** (neighbouring/boundary)

Construction of 10 dwellings with associated access road and landscaping

**EPF/1018/18 CLD Wintry Park House Thornwood Road** (neighbouring/boundary)

Certificate of Lawful Development for proposed side extension

**3 Local Plan**

To Receive an update on progress

**4 EFDC Constitution – Planning Officer Delegation**

To Consider any further comments on the proposed changes, details circulated

**5 Planning Application by Stansted Airport**

To Consider a request for further funding from SSE and any further action, letter circulated

**16 Playground**

To Receive an update

**17 Allotments and Millennium Garden**

**1 Councillors' and Clerk's reports**

To Receive Councillors' and Clerk's reports

**2 Millennium Garden**

To Consider an idea from CountryCare for a Community Orchard and possible funding

**18 Burial Ground**

**1 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

### **19 Community Safety Liaison**

#### **1 Councillors' and Clerk's reports**

To Receive Councillors' and Clerk's reports

#### **2 Speedwatch**

To Receive an update and Consider any further action

### **20 Highways, Footpaths, Open Spaces and Village Green**

#### **1 Councillors' and Clerk's reports**

To Receive Councillors' and Clerk's reports

#### **2 Wayside Cottage Rye Hill Road**

To Consider a letter from a resident regarding Highways issues, available at meeting

#### **3 Open Spaces Society**

To Consider a request for further funding from the OSS and any further action, letter circulated

### **21 Passenger Transport**

To Receive Councillors' and Clerk's reports

### **22 Standards Committee**

To Note that the next meeting is planned for late July/early August

### **23 Training**

To Receive an update

### **24 General Data Protection Regulations**

To Receive an update on the new legislation, details circulated as available, and Consider arrangements for a Data Protection Officer if required

### **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

15 May 2018

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