

**LOUGHTON TOWN COUNCIL**  
**ANNUAL COUNCIL MEETING**

**Minutes of the Annual Council Meeting held on Wednesday 16 May 2012 at 7.45pm at 1 Buckingham Court.**

**Present:** C P Pond (in the chair until Min no 1)  
S Pewsey (in the chair from Min no 1)

P Abraham	J Angold-Stephens	K Angold-Stephens
P Beales	J Bostock	M Chalk
T Downing	L Girling	J Jennings
I Lawrence	J Mahoney	S Murray
M Owen	C C Pond	E Stacey
T Thomas	S Weston	D Wixley

**Officers:** E K Walsh (Town Clerk)  
P J Hoy (Services Manager)

Cllr Valerie Metcalfe, Essex County Council  
1 member of the public

Cllr C P Pond welcomed all councillors to the new term of office following the recent elections and reported on her engagements as Town Mayor. She thanked the councillors for the opportunity to represent the Council and the town during the past year. Councillors expressed their appreciation for her high standard of work as Mayor in representing the Council and in particular for her high standard of chairmanship at council meetings.

**1 Election of the Town Mayor for 2012/13**

Cllr Pewsey was proposed and seconded and, there being no other nominations, Cllr Pewsey was elected Town Mayor. He took the chair and was presented with the Town Mayor's badge and chain of office. He thanked Cllr C P Pond for her work during her term of office as Town Mayor and presented her with the Past Town Mayor's badge. Cllr Pewsey duly executed the Declaration of Acceptance of Office.

Cllr Pewsey thanked his predecessor for her dedicated service to the town and for the way in which she had carried out her duties with charm, grace and good humour.

**2 Appointment of the Deputy Town Mayor of the Council for 2012/13**

Cllrs J Angold-Stephens and S Murray were proposed and seconded and, following the voting, Cllr J Angold-Stephens was appointed Deputy Town Mayor and presented with the Deputy Town Mayor's badge.

Cllr Pewsey thanked the Council for electing him as Town Mayor and described it as a privilege to serve the town particularly during the Diamond Jubilee and Olympic Games celebrations at the start of the 2012-2016 term.

**3 Declarations of Acceptance of Office**

Declarations of Acceptance of Office had been received from all members of the Council.

**4 Apologies for Absence**

Apologies for absence were received from Cllrs Davies and Mann.

**5 Confirmation of Minutes**

The minutes of the meeting of the Council held on 18 April 2012 were CONFIRMED as a correct record and signed by the Chairman.

**6 Declarations of Interest**

Cllr Murray declared a personal but non-prejudicial interest in Agenda item 8, Appointment of a Representative on the Roding Valley Nature Reserve Consultative Group, as he was the District Council's representative on the Roding Valley Management Committee.

**7 Appointment of Members, and Election of Chairman and Vice Chairman of Council Committees for 2012/13****7.1 Planning and Licensing Committee**

Cllrs J Angold-Stephens, Bostock, Chalk, Davies, Downing, C C Pond and Weston were nominated and appointed to the Planning and Licensing Committee. Cllr C C Pond was elected Chairman and Cllr Davies Vice Chairman.

**7.2 Recreation Committee**

Cllrs Abraham, K Angold-Stephens, Beales, Girling, Mahoney, Murray, Owen, Thomas and Wixley were nominated and appointed to the Recreation Committee. Cllr Wixley was elected Chairman and Cllr K Angold-Stephens Vice Chairman.

**7.3 Environment and Heritage Committee**

Cllrs Beales, Davies, Downing, Jennings, Lawrence, Owen, Pewsey, C C Pond and C P Pond were nominated and appointed to the Environment and Heritage Committee. Cllr C P Pond was elected Chairman and Cllr C C Pond Vice Chairman.

**7.4 Resources and General Services Committee**

Cllrs Abraham, Jennings, Lawrence, Mahoney, Mann, Murray, and Stacey were nominated and appointed to the Resources and General Services Committee together with Cllrs J Angold-Stephens and Pewsey who were ex officio members of this Committee. Cllr J Angold-Stephens was elected Chairman and Cllr Pewsey Vice Chairman.

**7.5** In accordance with Standing Order 22.3(f) it was AGREED that the following persons be authorised to make substitutions for their respective groups:

Cllrs J Angold-Stephens and C C Pond  
Cllrs Bostock and Owen

**8 Nomination of Council Representatives for 2012/13**

**8.1** The Council representatives on outside bodies for 2012/13 were agreed as below:

<b>Organisation</b>	<b>2012/13 representative(s)</b>
<b>The White Bridge County Junior School</b>	Cllr D Wixley (4 years to Oct 2012)
<b>Lopping Endowment</b>	Cllr S Pewsey

<b>Loughton Parochial Charities</b>	D Rhodes (3 years to 23.6.2013) J Boucek (annual appointment)
<b>Essex Association of Local Councils (EALC) – Epping Forest Branch</b>	Cllrs C C Pond and S Weston
<b>Local Councils’ Liaison Committee</b>	Cllrs C C Pond and S Weston
<b>EALC - Larger Local Councils Forum</b>	Cllr D Wixley
<b>Epping Forest Countrycare Liaison Group</b>	Deleted from this list of organisations
<b>ECC Parish Passenger Transport Meeting</b>	Cllrs C C Pond and P Abraham
<b>Tree Wardens</b>	Cllr D Wixley Mr A Copland, Mrs J Davis* and Mr C Mackenzie
<b>Loughton High Road Town Centre Partnership</b>	Cllrs S Pewsey and J Bostock (Cllrs I Lawrence and H Mann as substitutes)**
<b>Loughton Broadway Town Centre Partnership</b>	Cllrs K Angold-Stephens, L Girling and M Owen**
<b>Citizens’ Advice Bureau Management Committee</b>	Cllr J Angold-Stephens
<b>Debden Police Neighbourhood Action Panel</b>	Cllrs L Girling, J Mahoney and D Wixley**
<b>Loughton Police Neighbourhood Action Panel</b>	Cllrs P Abraham, P Beales and M Chalk**
<b>The Brook Project (formerly Roding Project Steering Group)</b>	Cllr K Angold-Stephens
<b>Roding Valley Nature Reserve Consultative Group (formerly Management Committee)</b>	Cllr M Chalk
<b>Loughton Waste Stakeholders Management Group</b>	Cllrs K Angold-Stephens J Mahoney, M Owen, and D Wixley
<b>Debden Tenants’ Panel Meeting Alderton, Broadway and Fairmead Ward Councillors</b>	Cllrs P Abraham, J Bostock, C Davies, L Girling, J Jennings, J Mahoney, M Owen, E Stacey and T Thomas
<b>Roding Valley Management Committee</b>	No appointment at this time

\* To be confirmed.

\*\* As the meetings of these organisations are open to the public, any councillors may attend, however, the nominated representatives are required to provide written reports for the Council.

No appointment was made to the Epping Forest Countrycare Liaison Group as it was reported that this group was no longer in operation.

**8.2** Cllr K Angold-Stephens was APPOINTED a third member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

**9 Membership of internal council groups**

**9.1 Strategy and Staff Group**

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee and Cllrs Owen and Stacey as representatives from the minority groups.

**9.2 Community Centre Working Group**

Membership: Cllrs Abraham, J Angold-Stephens, K Angold-Stephens, Davies and Wixley. The remaining vacancy would be considered at the next Council meeting.

**9.3 Olympics 2012 and Queen's Diamond Jubilee**

Membership: Cllrs K Angold-Stephens, Beales, Pewsey and Wixley. The remaining vacancy would be considered at the next Council meeting.

**Signed.....**  
**Date: 4 July 2012**

## LOUGHTON TOWN COUNCIL

### COUNCIL MEETING

**Minutes of the Council Meeting held on Wednesday 4 July 2012 at 7.45pm at 1 Buckingham Court**

**Present:** S Pewsey (in the chair)  
 P Abraham  
 J Bostock  
 I Lawrence  
 M Owen  
 S Weston  
 K Angold-Stephens  
 L Girling  
 J Mahoney  
 C C Pond  
 D Wixley  
 P Beales  
 J Jennings  
 S Murray  
 C P Pond

**Officers:** E K Walsh (Town Clerk)

#### **10 Apologies for Absence**

Apologies for absence were received from Cllrs J Angold-Stephens, Downing, Mann, Stacey and Thomas.

#### **11 Confirmation of Minutes**

The minutes of the meeting of the Council held on 16 May 2012 were amended at Minute no 7.2, Recreation Committee, to record that Cllr Murray had also been nominated as Chairman but not elected. The minutes were CONFIRMED as a correct record and signed by the Chairman.

#### **12 Public Representations**

None were received.

#### **13 Declarations of Interest**

No declarations of interest were received.

#### **14 Questions Without Discussion**

No questions had been received.

#### **15 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council meeting he had attended the following events:

The presentation of the Sainsbury's Debden Branch sponsorship cheque for Debden Day; the AGM of the Essex Archaeological and Historical Congress at the Lopping Hall; the County of Essex Choral Evensong at Chelmsford Cathedral; the judging of the Diamond Jubilee Decorated Window Competition; the Queen's Diamond Jubilee Street Party in the Broadway; the York Hill Jubilee Picnic; the Loughton Hall Care Home Jubilee Garden Party; the Ceremony of Lighting the Diamond Jubilee Beacon on Hillyfields; the launch of Chigwell Tours; a private viewing of an Art and Design Exhibition at Epping Forest College; a Loughton Film Society screening of "The Help"; the Sparks Will Fly event at Waltham Abbey; the West Essex Olympics at the Davenant School; the Howzat Cricket Festival and the Oaklands School 75<sup>th</sup> Anniversary Celebration.

The Town Clerk reported that, on behalf of the Town Mayor, the Deputy Town Mayor, Cllr J Angold-Stephens had attended the inauguration of Cllr Elizabeth Webster as Mayor of Waltham Abbey, the AGM of Family Care Counselling Service,

the 10<sup>th</sup> anniversary event at Specsavers, the Civic Service at Waltham Abbey, the 2012 Learner Awards at Epping Forest College and the annual tea and AGM of the Loughton Abbeyfield Society.

## **16 Matters for Report**

### **16.1 Membership of internal council groups – Min no 9.2 Community Centre Working Group**

Cllrs Bostock was appointed to this group to fill the remaining vacancy.

## **17 Reports from Members on Outside Organisations**

### **17.1 To receive brief reports from representatives on outside organisations**

The following reports were NOTED:

- (i) ECC Parish Passenger Transport Meeting – 19 June 2012 – Cllr C C Pond
- (ii) Loughton Police Neighbourhood Action Panel – 27 June 2012 – Cllr P Beales

Cllr C C Pond updated his report to clarify that bus route X5 now provided a direct service from Loughton via Epping to Harlow on Mondays to Fridays, also serving Romford on Saturdays. He also confirmed that Senior Railcards were still available to those aged sixty and over.

**17.2** Cllr Wixley provided a written report on meetings of the Tree Wardens on 23 May 2012, the Debden Neighbourhood Action Panel on 28 May 2012 and the Larger Local Councils Forum (LLCF) on 14 June 2012. The minutes of the LLCF meeting were available on request to the Council Office.

**17.3** Cllr Bostock provided a verbal report on her attendance at the recent Debden Tenants Panel meeting.

The Town Mayor reminded representatives on outside organisations of the standing request to provide a written report, which is attached to the agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting.

## **18 Reports from Committees**

### **18.1 Planning and Licensing**

The reports from the meetings held on 16 and 30 April, 21 May, 11 June 2012 were NOTED.

### **18.2 Recreation**

The report from the meeting held on 30 May 2012 was NOTED.

### **18.3 Environment and Heritage**

The report from the meeting held on 6 June 2012 was NOTED.

### **18.4 Resources and General Services**

The report from the meeting held on 20 June 2012 was NOTED.

## **19 Code of Conduct**

The Council considered the report and the recommendations of the Resources and General Services Committee regarding the new arrangements for the Code of Conduct as required under the Localism Act 2011.

The Council unanimously AGREED:

- i. to adopt the Code of Conduct proposed by the Public Law Partnership (PLP) and as implemented by Epping Forest District Council with immediate effect.
  
- ii. to affiliate to a Joint Standards Committee for parish/town councils within the Epping Forest District, with the costs of any investigation under the Code being met by the relevant local council.
  
- iii. to adopt the model complaints procedures under Section 28 of the Localism Act 2011 as developed by the Public Legal Partnership.

The Council NOTED that:

- a. the documents referred to above may be subject to minor revisions that would be reported to the Council at a subsequent meeting.
- b. members were required to complete and submit new Register of Interest forms within 28 days of adoption of the Code of Conduct. The new registration form had now been provided by the Monitoring Officer at Epping Forest District Council and should be completed and returned to the Town Council Office.
- c. there was a new legal requirement to publish the registers of interests on both the District and Town Council websites.
- d. under Section 33 of the 2011 Act a member or co-opted member of a parish council with a disclosable pecuniary interest may submit a written request to the proper officer at the parish council (the Town Clerk) for the parish council to grant a dispensation to relieve him/her of the restrictions in Section 31(4), namely to participate in a discussion or vote on a matter in which he/she had a disclosable pecuniary interest.
- e. a review of the Code and its arrangements would be undertaken after twelve months.
- f. the Town Council may leave the scheme at any time.

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee and Cllr Weston as his substitute.

**Signed**.....  
**Date:**           **12 September 2012**

## LOUGHTON TOWN COUNCIL

### COUNCIL MEETING

**Minutes of the Council Meeting held on Wednesday 12 September 2012 at 7.45pm at 1 Buckingham Court**

**Present:** S Pewsey (in the chair)  
 P Abraham J Angold-Stephens K Angold-Stephens  
 P Beales J Bostock C Davies  
 T Downing L Girling J Jennings  
 J Mahoney S Murray (from Min no 23)  
 M Owen C C Pond C P Pond  
 T Thomas S Weston D Wixley

**Officers:** E K Walsh (Town Clerk)  
 S Haynes (Deputy Town Clerk)

#### **20 Apologies for Absence**

Apologies for absence were received from Cllrs Chalk, Lawrence, Mann and Stacey.

#### **21 Confirmation of Minutes**

The minutes of the meeting of the Council held on 4 July 2012 amended from those circulated at Minute no 17.3, to record that Cllr Bostock had attended the Debden Tenants Panel meeting, were CONFIRMED as a correct record and signed by the Chairman.

#### **22 Public Representations**

None were received.

Cllr Murray joined the meeting.

#### **23 Declarations of Interest**

No declarations of interest were received.

#### **24 Questions Without Discussion**

No questions had been received.

#### **25 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council meeting he had attended the following events:

The Olympic Torch Relay at Waltham Abbey, prize giving at White Bridge Junior School, Ladies' Day at The Warren held by the City of London which included a visit to the new Visitors Centre in Chingford, a centenary celebration at The Avenue Tennis Club, a performance of Jack and the Beanstalk at the Lopping Hall, the Macular Disease Awareness Day at Atkinson's Opticians, a bell ringing ceremony



marking the start of the London 2012 Olympics at The Lindens, Love Loughton Fun Day, the Scouts Explorer Conservation Project 823, Loughton Club Family Fun Day, the presentation of certificates for the Jubilee Shop Window competition, and a Bermuda Discovery Day at Classic Travel in the High Road, Loughton.

The Town Clerk reported that Cllr Wixley had attended the Buckhurst Hill Parish Council Chairman's Tea in celebration of the London 2012 Olympics on behalf of the Town Mayor.

## **26 Matters for Report**

### **Nomination of Council Representatives – Min no 8**

It was NOTED that Epping Forest Countrycare had confirmed the current Tree Wardens for Loughton were Cllr D Wixley and Mr R Blake, and that Mr C Mackenzie was a tree warden for the City of London.

## **27 Reports from Members on Outside Organisations**

**27.1** The following reports were NOTED:

- (i) Debden Police Neighbourhood Action Panel – 27 July 2012 – attended by Cllr Wixley.
- (ii) Loughton Waste Stakeholders Management Group – 14 August 2012 – attended by Cllrs K Angold-Stephens, Girling, Mahoney, Owen, Thomas and Wixley.

### **27.2 Debden Tenants Panel**

It was NOTED that the Panel meeting scheduled for 10 September 2012 had been cancelled and would now take place on 8 October 2012.

**27.3** Cllr Owen provided a written report on the meetings of the Loughton Broadway Town Centre Partnership held on 8 May and 12 July 2012

## **28 Reports from Committees**

### **28.1 Planning and Licensing**

The reports from the meetings held on 25 June, 9 and 23 July, 6 August were NOTED.

### **28.2 Recreation**

The report from the meeting held on 18 July 2012 was NOTED.

### **28.3 Environment and Heritage**

The report from the meeting held on 1 August 2012 was NOTED.

### **28.4 Resources and General Services**

The report from the meeting held on 29 August 2012 was NOTED.

## **29 Investments – Min no RG21.3**

It was RESOLVED that £500,000 should be invested in a twelve-month Fixed Rate Deposit Account with Santander UK PLC offering 3.2 per cent interest.

## **30 Register of Commoners of Epping Forest**

The report was noted and the Council RESOLVED to:

- i. Submit three claims under the Epping Forest Act 1878 to be entered on the Register of Commoners with regard to:
  - a) Hillyfields (Open Space)

- b) Loughton Burial Ground
  - c) Willingale Road Playing Field and Lady Whitaker's Mead; and
2. Exercise its vote for the next election of the Verderers of Epping Forest by delegating this responsibility to the Town Clerk, in discussion with members of the Strategy and Staff Group.

**31 Matter to Report**

The Town Clerk apologised that an item had been omitted from Min no 26 and reported that the recently received consultation document from Essex County Council on a proposal to increase pupil capacity at Hereward Primary School would be an agenda item at the Recreation Committee meeting on 26 September 2012. Any similar school consultation documents subsequently received would also be handled in this manner.

**32 Training and Conferences**

The Council AGREED Cllr Jennings' attendance at the EALC's Budget and Precept Training event on 9 October 2012 and Cllr J Angold-Stephens' attendance at the EALC's second Chairmen's Day on 18 October 2012 to enable them to claim travel expenses.

Signed.....  
Date: **5 December 2012**

## LOUGHTON TOWN COUNCIL

### COUNCIL MEETING

**Minutes of the Council Meeting held on Wednesday 5 December 2012 at 7.45pm at 1 Buckingham Court**

**Present:** S Pewsey (in the chair)

P Abraham	J Angold-Stephens	K Angold-Stephens
P Beales	J Bostock	M Chalk
C Davies	T Downing	L Girling
J Jennings	J Mahoney	H Mann
S Murray	M Owen	C C Pond
C P Pond	S Weston	D Wixley

**Officers:** E K Walsh (Town Clerk)  
S Haynes (Deputy Town Clerk)

2 members of the public

#### **33 Apologies for Absence**

Apologies for absence were received from Cllr Lawrence.

#### **34 Confirmation of Minutes**

The minutes of the meeting of the Council held on 12 September 2012 amended from those circulated at Minute no 32 to record that the Council had approved the attendance of Cllr Jennings at an EALC training event, were also amended in Minute no 25 in the final paragraph to record the celebration of both the London 2012 Olympics and the Paralympics.

The minutes were CONFIRMED as a correct record and signed by the Chairman.

#### **35 Public Representations**

None were received.

#### **36 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda item 7.1, Hereward Primary School, as a member of Essex County Council.

#### **37 Questions Without Discussion**

No questions had been received.

#### **38 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council meeting he had attended the following events:

The opening of the Life Works Creative Arts Centre at the Loughton Methodist Church, the St Clare Hospice Annual General Meeting, the Skate Loughton event, the inaugural meeting of the Loughton Arts Society at Lopping Hall, the annual Remembrance Service on Kings Green, the switching on of the Christmas Lights in

the High Road and The Broadway, Light up a Life and the dedication of the blue plaque at 1 Connaught Avenue, the former Braeside Military Hospital.

The Town Mayor also reported that the Deputy Town Mayor had attended the Margaret Centre 'Silver Jubilee' event at Whipps Cross Hospital on his behalf.

### **39 Matters for Report**

#### **Hereward Primary School – Min nos 31 and RC33**

The Council RESOLVED to actively support the County Council's proposal to enlarge the premises of Hereward Primary School to increase its capacity from 315 to 420 places with effect from September 2013 to reflect the changes in demographics and the projected twenty per cent increase in the population of this age group in the coming seven years.

### **40 Reports from Members on Outside Organisations**

**40.1** The reports from the Council's representatives on the Lopping Endowment, the High Road Town Centre Partnership, the Essex Association of Local Councils, the Parish Passenger Transport meeting, the Epping Forest Branch of the Association of Local Councils, the Local Council Liaison Committee, the Epping Forest Citizens Advice Bureau, the Broadway Town Centre Partnership and the Debden Neighbourhood Action Panel presented in the Agenda were NOTED.

The Council asked the Town Clerk to write to Mr Peter Gordon, the past Chairman of the Epping Forest Citizens Advice Bureau to thank him for his term of office on the Board.

**40.2** Cllr Wixley provided a written report on meetings of the Tree Wardens on 24 September 2012, the Larger Local Councils Forum (LLCF) on 10 October 2012 and the White Bridge Junior School. Cllr Wixley confirmed that this would be his last report as his second four-year term as the Council's representative on the school's governing body had ended in October 2012, but that he would be continuing as a community governor.

### **41 Reports from Committees**

#### **41.1 Planning and Licensing**

The reports from the meetings held on 3, 17 September, 1, 15, 29 October and 12 November 2012 were NOTED.

#### **41.2 Recreation**

The report from the meeting held on 26 September 2012 was NOTED.

The Town Clerk confirmed the success of a £10,000 grant application to Essex County Council's Big Society Fund to provide a range of outdoor gym equipment on the Willingale Road Playing Field and a further £8,640 from the Aiming High for Disabled Children scheme towards the refurbishment of the play area at Colebrook Lane.

The Council thanked the Town Clerk for her work in this regard.

#### **41.3 Environment and Heritage**

The report from the meeting held on 10 October 2012 was NOTED.

Cllr C P Pond reported that the Committee of the Roding Road Allotments and Leisure Gardens Association had now agreed to meet with representatives from the Council and that this would take place in January 2013.

**41.4 Resources and General Services**

The reports from the meetings held on 24 October and 14 November 2012 were NOTED.

**42 Parish Basic Allowance**

The Council AGREED that the Parish Basic Allowance for members wishing to receive this annual payment should remain at £108 for the financial year 2013/14.

**43 Council Precept for 2013/14**

The Council NOTED the Government's response to the consultation on Localising Support for Council Tax and in particular that the proposal for an unadjusted tax base for local precepting authorities was not being implemented. Members had been provided with a briefing note on the implications for local councils.

The Town Clerk reported that the District Council was considering proposals to limit the impact on local parish and town councils and further information would be provided as it became available.

**Signed.....**  
**Date: 23 January 2013**

## LOUGHTON TOWN COUNCIL

### COUNCIL MEETING

**Minutes of the Council Meeting held on Wednesday 23 January 2013 at 7pm at 1 Buckingham Court**

**Present:** S Pewsey (in the chair)

P Abraham	J Angold-Stephens	K Angold-Stephens
P Beales	J Bostock	T Downing
J Jennings	J Mahoney	S Murray
M Owen	C C Pond	C P Pond
T Thomas (from Min no 48)		S Weston
D Wixley		

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**44 Apologies for Absence**

Apologies for absence were received from Cllrs Davies, Lawrence and Mann. Cllr Girling had tendered apologies for a late arrival but did not arrive until the close of the meeting.

**45 Suspension of Standing Orders**

The Council, in accordance with Standing Order 19, AGREED to suspend Standing Orders 4.3. (c), (f) to (l) for this meeting only, as the meeting was a special one with one main agenda item.

**46 Public Representations**

None were received.

**47 Declarations of Interest**

No Declarations of Interest were received.

Cllr Thomas arrived during the next item.

**48 Council Precept for 2013/14**

The Town Mayor presented the recommendations of the Resources and General Services Committee from its meeting on 16 January 2013.

It was NOTED that, following the Government's replacement of Council Tax Benefit with the Local Council Tax Support (LCTS) scheme, the adjusted tax base for 2013/14 had been confirmed as 11,682.8, a significant reduction on that for 2012/13. It was further NOTED that the District Council had agreed that a LCTS grant was to be paid to the Town Council with the Precept and that this sum, £69,526, had been treated as income in the Estimates.

It was AGREED to use £93,000 from the forecast general reserves, which reduced them to £363,431 equivalent to 70.09% of the budgeted net running costs meeting the Council's Reserves Policy.

The Estimates for 2013/14 were agreed as follows:

<b>Committee</b>	<b>Income</b>	<b>Expenditure including recharges</b>
	£	£
Resources and General Services	320	192,950
Environment and Heritage	20,358	181,200
Recreation	100,370	561,270
Planning and Licensing	0	42,500
	<b>121,048</b>	<b>977,920</b>
<b>Interest</b>	<b>20,000</b>	
Use from earmarked reserves		
Resources & General Services	9,100	
Environment & Heritage	26,170	
Recreation	49,500	
Planning and Licensing	15,000	
	<b>99,770</b>	
Use from general reserves	<b>93,000</b>	
LCTS grant (from EFDC)**	<b>69,526</b>	
Total income	<b>403,344</b>	
<b>Council Precept</b>		<b>574,576</b>
<b>Rounding</b>		<b>574,600</b>

The Council unanimously RESOLVED to set the precept for 2013/14 at £574,600.

Signed.....

Date: 20 February 2013

## LOUGHTON TOWN COUNCIL

### COUNCIL MEETING

**Minutes of the Council Meeting held on Wednesday 20 February 2013 at 7.45pm at 1 Buckingham Court**

**Present:** S Pewsey (in the chair)  
 P Abraham J Angold-Stephens K Angold-Stephens  
 P Beales J Bostock C Davies  
 T Downing L Girling J Jennings  
 I Lawrence S Murray M Owen  
 C C Pond C P Pond S Weston  
 D Wixley

**Officers:** E K Walsh (Town Clerk)  
 P Hunt (Administrative Assistant)

1 member of the press

#### **49 Apologies for Absence**

Apologies for absence were received from Cllrs Chalk, Mahoney, Mann and Thomas.

#### **50 Confirmation of Minutes**

The Minutes of the meetings of the Council held on 5 December 2012 and 23 January 2013 were CONFIRMED as a correct record and signed by the Chairman.

#### **51 Public Representations**

None were received.

#### **52 Declarations of Interest**

Cllr Owen declared a non-pecuniary interest in Agenda item 11, Housing Allocations Scheme and the District Council's New Tenancy Policy, as a close family member would be affected by the new policies.

Cllrs K Angold-Stephens, Girling, C P Pond and Wixley declared a non-pecuniary interest in Agenda item 11, Housing Allocations Scheme and the District Council's New Tenancy Policy, as members of Epping Forest District Council.

Cllr Murray declared a non-pecuniary interest in Agenda item 11, Housing Allocations Scheme and the District Council's New Tenancy Policy, as the Chairman of the Housing Scrutiny Panel at Epping Forest District Council.

#### **53 Questions Without Discussion**

No questions had been received.

#### **54 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council Meeting he had attended the following events:

The Roding Players Christmas Concert, the Forest Creative Writers Christmas Party, the Epping Forest District Council's Christmas Carol Service, Loughton Club's Charity



Quiz and the Alderton Infant School's Christmas Concert. He had also made the presentations for the 2012 Christmas Window Competition and attended the opening of the new Boots Opticians' store in the High Road.

The Deputy Town Mayor, Cllr J Angold-Stephens, had attended Chigwell Riding Trust's Nativity Play and Christmas service on the Town Mayor's behalf.

## **55 Matters for Report**

### **55.1 Register of Commoners of Epping Forest – Min no 30**

It was NOTED that written confirmation had been received from the City of London that the name of Loughton Town Council appeared on the Register of Commoners as settled by the Conservators of Epping Forest at their meetings in January 2013.

The septennial nomination of candidates for the Northern Forest Parishes would be held on 25 February 2013 at the Lopping Hall for the purpose of electing two persons to be Verderers for this area of the Forest. If more than two valid nominations were received and a poll demanded, the meeting would be adjourned so that a poll could be held on 28 February 2013.

Members were reminded that, if necessary, the proxy vote would be exercised by the Town Clerk, in discussion with members of the Strategy and Staff Group.

## **56 Reports from Members on Outside Organisations**

**56.1** Cllr Wixley's report of the Debden Police Neighbourhood Action Panel meeting held on 19 December 2012 was NOTED.

**56.2** Written reports on the following meetings were tabled:

- i) Debden Tenants Panel – 11 December 2012 – Cllr Bostock
- ii) Broadway Town Centre Partnership – 14 February 2013 – Cllr K Angold-Stephens

**56.3** Cllr Wixley and the Town Clerk reported on the Larger Local Council Forum meeting held in Great Dunmow on 12 February 2013.

**56.4** Cllr C C Pond reported on the meeting of the Epping Forest Branch of the Association of Local Councils held in the Council Chamber on 13 February 2013.

## **57 Reports from Committees**

### **57.1 Planning and Licensing**

The reports from the meetings held on 26 November and 10 December 2012, 7 and 21 January and 4 February 2013 were NOTED.

### **57.2 Recreation**

The report from the meeting held on 9 January 2013 was NOTED.

### **57.3 Environment and Heritage**

The report from the meeting held on 23 January 2013 was NOTED.

### **57.4 Resources and General Services**

The reports from the meetings held on 16 January and 6 February 2013 were NOTED.

**58 Standing Orders**

The Council received a copy of the draft Standing Orders as recommended by the Resources and General Services Committee. These were based on the National Association of Local Councils' Model Standing Orders for Local Councils.

In accordance with the existing Standing Order no 18, the proposals stood adjourned without discussion until the next ordinary meeting of the Council on 17 April 2013.

**59 Housing Allocations Scheme and the District Council's New Tenancy Policy**

The Council considered the draft Housing Allocations Scheme and new Tenancy Policy and AGREED to express support to the District Council for both of these documents.

**Signed.....**  
**Date: 17 April 2013**

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 17 April 2013 at 7.45pm at 1 Buckingham Court**

**Present:** S Pewsey (in the chair)  
 P Abraham J Angold-Stephens K Angold-Stephens  
 P Beales M Chalk C Davies  
 L Girling J Jennings I Lawrence  
 H Mann S Murray M Owen  
 C C Pond C P Pond E Stacey  
 T Thomas D Wixley

**Officers:** E K Walsh (Town Clerk)  
 S Haynes (Deputy Town Clerk)

Members stood for a minute's silence in memory of Mrs Joan Ormston, former Town Councillor, who served on the Debden Green Ward from May 1996 until January 2000, who had passed away recently.

Cllrs C C Pond and S Murray, who were amongst the founder members of the Town Council with Mrs Ormston, led the councillor tributes, describing her as having forthright views which were valued by all parts of the chamber; a lovely lady who will be much missed.

**60 Apologies for Absence**

Apologies for absence were received from Cllrs Bostock, Downing, Mahoney and Weston.

**61 Confirmation of Minutes**

The Minutes of the meeting of the Council held on 20 February 2013, amended from those circulated to clarify in Minute no 56.2, that Cllr K Angold-Stephens had attended the Broadway Town Centre Partnership meeting on 14 February and Cllr Bostock the Debden Tenants Panel on 11 December 2012, were CONFIRMED as a correct record and signed by the Chairman.

**62 Public Representations**

None were received.

**63 Declarations of Interest**

No Declarations of Interest were received.

**64 Questions Without Discussion**

No questions had been received.

**65 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council Meeting he had attended the following events:

The Life Exhibition at Loughton Methodist Church, the Youth Makes Music Concert at Chigwell School organised by the local Rotary Clubs, the 2013 Civic Service and Citizenship award presentation to Mrs Molly Carter, the Loughton Youth Music

Festival @ LMC, the Annual Town Meeting and Building Design Award presentation in the Murray Hall, the Roding Players Orchestra Easter Concert at St Mary's Church, Motiv8 2013 Youth Dance Showcase at Epping Forest College, and Love Loughton Day. Cllr Pewsey had also attended the Annual Fun Run on the Roding Valley Recreation Ground which had raised £762 for the Dream Factory charity. He thanked the Council staff and volunteers from the Loughton Athletic Club and Chigwell Air Training Corps for their excellent work in ensuring the success of this event.

## **66 Matters for Report**

### **66.1 Register of Commoners of Epping Forest – Min no 55**

It was NOTED that an election of the Verderers had not been required as only two nominations were received for the two posts in the Northern Parishes. Mr Richard Morris, OBE, and Mr Michael Chapman, DL, remained as the Verderers for this area.

## **67 Reports from Members on Outside Organisations**

**67.1** The following reports were NOTED:

- (i) Loughton Citizens Advice Bureau – Cllr J Angold-Stephens
- (ii) Loughton Parochial Charities – Mr Jan Boucek
- (iii) Loughton Waste Stakeholders Management Group – Cllr M Owen
- (iv) Loughton Broadway Town Centre Partnership – Cllr M Owen
- (v) Debden Tenants' Panel – Cllr M Owen

**67.2** Written reports on the following meetings were tabled:

- a) Loughton Memorial Garden (previously Brook Project) – April 2013 – Cllr K Angold-Stephens
- b) The White Bridge County Junior School – Cllr David Wixley
- c) EALC – Larger Local Councils Forum – Cllr David Wixley
- d) Debden Tenants Panel/Debden and Loughton NAP meeting held on 25 February 2013 – Cllr David Wixley
- e) Loughton Waste Management Stakeholders meeting scheduled for 26 February 2013 – Cllr David Wixley
- f) Tree Wardens Open Meeting held on 6 March 2013 – Cllr David Wixley

## **68 Reports from Committees**

### **68.1 Planning and Licensing**

The reports from the meetings held on 18 February, 4 and 18 March, 2013 were NOTED.

### **68.2 Recreation**

The report from the meeting held on 6 March 2013 was NOTED.

### **68.3 Environment and Heritage**

The report from the meeting held on 27 March 2013 was NOTED.

### **68.4 Resources and General Services**

The report from the meeting held on 3 April 2013 was NOTED.

## **69 Accounts and Audit 2012/13**

The Annual Return, the document that forms the Council's statutory accounts for the year 2012/13, and the supporting papers were considered.

**69.1** The Council APPROVED Section One, the statement of accounts and confirmed it was able to answer "yes" to the questions posed in Section Two, the Annual Governance Statement. The Town Mayor signed the statements.

**69.2** The Council NOTED that the actual level of general reserves as at 31 March 2013 stood at £456,569 which, at 70.11% of the estimated net running costs, was within the limits set by the Council's Reserves Policy.

**70 Standing Orders**

The Council discussed the draft of the new Standing Orders presented to the Council at the meeting held on 20 February 2013.

It was AGREED to delete item xvii from Section 5, Motions not requiring written notice, referring to the payment of monies, which members considered was sufficiently covered by the Council's Financial Regulations.

The Council RESOLVED to revoke the existing Standing Orders and replace them with the new Standing Orders as amended above. A copy is annexed to these minutes.

As this was the last meeting of the municipal year, the Town Mayor thanked members and officers for their work this year.

**Signed.....**  
**Date: 8 May 2013**