

**LOUGHTON TOWN COUNCIL**

**ANNUAL COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 28 May 2014 at 7.45 pm at 1 Buckingham Court**

**Present:**

**Councillors:** J Angold-Stephens (in the chair until Min no 140)

S Weston (in the chair from Min no 140)

P Abraham

K Angold-Stephens

P Beales

J Bostock

M Chalk

C Davies (from Min no 140)

T Downing

J Jennings

I Lawrence

J Mahoney

H Mann

S Murray

M Owen

C C Pond

C P Pond

E Stacey

T Thomas

D Wixley

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

P Bryce (Administrative Assistant)

Mr Brian Herring, Chairman of Home-Start Epping Forest

Mr Peter Jones, Vice-Chairman of Home-Start Epping Forest

The meeting was preceded by a minute's silence in memory of David Stannard, an active member of the local community since 1974 and chairman of the Loughton Broadway Town Partnership, who passed away on Friday 23 May 2014.

**139 Election of the Town Mayor for 2014/15**

Cllr J Angold-Stephens invited nominations for the role. Cllr Weston was proposed and seconded and, there being no other nominations, Cllr Weston was elected Town Mayor. She took the chair and was presented with the Town Mayor's badge and chain of office. She thanked Cllr Angold-Stephens for her work during her term of office as Town Mayor and presented her with the Past Town Mayor's badge. Cllr Weston duly executed the Declaration of Acceptance of Office.

Members paid tribute to the work of Cllr Angold-Stephens and in turn Cllr Angold-Stephens thanked councillors and staff for their support during her year as mayor.

Cllr Davies joined the meeting.

**140 Appointment of Deputy Town Mayor for 2014/15**

Cllr Jennings was proposed and seconded, and, there being no other nominations, Cllr Jennings was appointed Deputy Town Mayor and presented with the Deputy Town Mayor's badge.

**141 Apologies for Absence**

Apologies were received from Cllr Pewsey.

**142 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items 9, Home-Start Epping Forest, 10, Execution and Sealing of Legal Deeds, and 11, White Bridge School Consultation, as a member of Essex County Council.

Cllr Wixley declared a non-pecuniary and non-prejudicial interest in Agenda item 11, White Bridge School Consultation, as a governor of the school.

**143 Confirmation of Minutes**

The Minutes of the meeting of the Council held on 16 April 2014 were CONFIRMED as a correct record and signed by the Chairman.

**144 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2014/15**

**144.1 Planning and Licensing Committee**

Cllrs Abraham, J Angold-Stephens, Bostock, Chalk, Davies and Downing were nominated and appointed to the Planning and Licensing Committee with one vacancy remaining. Cllr J Angold-Stephens was elected Chairman and Cllr Davies Vice Chairman.

**144.2 Recreation Committee**

Cllrs Beales, Chalk, Girling, Mahoney, Murray, Owen, Thomas, Weston and Wixley were nominated and appointed to the Recreation Committee. Cllr Wixley was elected Chairman and Cllr Thomas Vice Chairman.

**144.3 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 C Pond was elected Chairman and Cllr C P Pond Vice Chairman.

**144.4 Resources and General Services Committee**

Cllrs J Angold-Stephens, K Angold-Stephens, Jennings, Lawrence, Mahoney, Mann, Murray, Pewsey and Stacey were nominated and appointed to the Resources and General Services Committee. Cllr Pewsey was elected Chairman and Cllr Lawrence Vice Chairman.

The above was subject to confirmation at the next Council meeting owing to member absence.

**144.5** In accordance with Standing Order 16/a/x, it was AGREED that the following persons be authorised to make substitutions for their respective groups:

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

**145 Nomination of Council Representatives for 2014/15**

**145.1** The Council representatives on outside bodies for 2014/15 were agreed as below:

Organisation	2014/15 representative(s)
Lopping Endowment	Cllr S Pewsey
Loughton Parochial Charities	S Short J Boucek
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs C C Pond and C P Pond

<b>Local Councils' Liaison Committee</b>	Cllrs C C Pond and C P Pond
<b>EALC - Larger Local Councils Forum</b>	Cllr D Wixley
<b>ECC Parish Passenger Transport Meeting</b>	Cllrs C C Pond and P Abraham
<b>Tree Wardens</b>	Cllr D Wixley and Mr R Blake Mr C Mackenzie is a warden for City of London
<b>Loughton High Road Town Centre Partnership</b>	Cllrs J Bostock and S Pewsey (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/Loughton Police Neighbourhood Action Panel</b>	Cllrs L Girling, J Mahoney and D Wixley Cllrs P Abraham, P Beales and M Chalk
<b>Roding Valley Nature Reserve Consultative Group</b>	Cllr M Chalk
<b>Loughton Waste Stakeholders Management Group</b>	This item was referred to the Environment and Heritage Committee for further consideration
<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, T Thomas and D Wixley
<b>Roding Valley Management Committee</b>	No appointment at this time as the committee has not been convened

\*Cllr Wixley offered to contact the Tenant Participation Officer at Epping Forest District Council as tenants in St Mary's Ward would like to be included in this meeting.

#### **145.2 Arrangements for reporting back on the activities of outside bodies**

The Council AGREED that the current practice whereby representatives were requested to provide a written report, to be attached to the next Council agenda, on meetings which they have attended, should continue. It was NOTED that a verbal report could be made on meetings attended within ten days of the Council meeting and that members were also requested to provide an annual report for the final Council meeting of the municipal year where appropriate.

#### **145.3 Joint Standards Committee**

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2014/15 and Cllr Weston as his substitute.

#### **145.4 Grievance Hearing and Disciplinary Appeal Panels**

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

**146 Membership of Internal Council Groups**

**146.1 Strategy and Staff Group**

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

The Council AGREED that, because of her knowledge of Council affairs, Cllr C P Pond should also be a member of this group.

**146.2 Community Centres Working Group**

Membership: Cllrs Abraham, J Angold-Stephens, K Angold-Stephens, Davies, Owen and Wixley.

**147 Home-Start Epping Forest**

The Town Mayor welcomed Mr Brian Herring and Mr Peter Jones to the meeting. Mr Herring spoke on a proposal to close the scheme at the end of August this year following a reduction in core funding support.

The Council expressed concern at the likely closure of this service in Epping Forest District and AGREED to write a letter to Cllr Ann Brown, Cabinet Member at Essex County Council and the West Essex Clinical Commissioning Group raising the following issues:

The Town Council notes with regret the loss of this valuable service and writes to express displeasure at the withdrawal of financial support for Home-Start Epping Forest.

The argument that Essex County Council funding has been withdrawn to pass onto the Children's Centres is unsatisfactory given the reduction in these particular services in Epping Forest District.

The Government's Big Society pledge was that any savings should not impact on front line services. Home-Start provides vital support for vulnerable families with children aged 0 to 5 years. Early intervention is vital and the closure of Home-Start Epping Forest will ultimately be at a cost to other services further down the line.

A copy of the letter was to be sent to Mrs Eleanor Laing, MP and Cllr Valerie Metcalfe also requesting an update from them on their recent meeting the Trustees of Home-Start Epping Forest.

**148 Execution and Sealing of Legal Deeds**

The Council RESOLVED to authorise the signing of a licence in respect of the shared use of the property known as the Loughton Youth Centre at 106 Borders Lane.

This would formalise arrangements for new service provision for young people to be delivered by partner organisations in the building which is currently leased to Essex County Council.

**149 White Bridge School Consultation**

The Council RATIFIED the Town Clerk's response made under delegated powers to the consultation on the amalgamation of The White Bridge Infant and Junior Schools with effect from 1 September 2015 which was as follows:

*Thank you for the opportunity to respond to the consultation on the proposed amalgamation of the above schools.*

*On behalf of the Town Council, I write to confirm that we support the proposed amalgamation of the White Bridge Infant and Junior Schools. This view is based on the success of a similar schools' merger in Loughton during 2011, which created the new Staples Road Primary School.*

*The smoother transition this now provides for pupils from Infants through to Juniors has, we understand, made a significant contribution towards improving the school standards. However, based on the experience of one of my members who is a school governor, the process of amalgamation should not be underestimated by those involved.*

**Signed.....**  
**Date:           30 July 2014**

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 30 July 2014 at 7.45 pm at 1 Buckingham Court**

**Present:**

**Councillors:** S Weston (in the Chair)

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

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

A minute's silence was held at the beginning of the meeting in memory of former Councillors Joan Davis and Michael Hogan, both founder members of the Town Council.

Members paid tribute to the work of these councillors who had contributed much to the town and the lives of its residents during their terms of office.

**150 Apologies for Absence**

Apologies were received from Cllrs Chalk, Davies and Mann.

**151 Declarations of Interest**

Cllr Murray declared a non-pecuniary and non-prejudicial interest in Agenda item 9.1, Planning and Licensing Committee minutes, PL506.1, EPF/0980/14, as a governor at Roding Valley High School.

**152 Confirmation of Minutes**

The Minutes of the meeting of the Council held on 28 May 2014 were CONFIRMED as a correct record and signed by the Chairman.

**153 Public Representations**

None were received.

**154 Questions Without Discussion**

No questions were received.

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

The Town Mayor, Cllr Sharon Weston reported that since her appointment she had attended the following events:

The Essex Playing Fields Association 90<sup>th</sup> Anniversary, the Memorial Service for Dave Stannard, the dedication ceremony of the Queen Elizabeth II field – the Willingale Road Playing Field, and the opening of the new outdoor gym, Debden Day, Waltham Abbey Civic Service, the HMS Sickle Commemoration Service of Remembrance in Epping, Haven House coffee morning, the funeral of Cllr Penny Smith (EFDC and Epping Upland Parish Council), Epping Forest College Art Preview,

Oakview School Music Festival, Top Hat Performing Arts School showcase, Haven House Summer Fayre, the Gifted and Talented Regional Gala at Roding Valley High School, Loughton Street Pastors Commissioning Service, the It's A Knockout community event, Chigwell Riding Trust's 50<sup>th</sup> Anniversary Celebration, the Roding Players Orchestra Summer Prom, the opening of Woodland Grove Residential Home's bistro/bar, the opening of Majestic Wines and the AGM and tea at Abbeyfields.

The Deputy Town Mayor, Cllr Judy Jennings reported that on behalf of the Town Mayor she had attended the Epping Forest College Annual Awards evening.

Cllr J Angold-Stephens, as the former Chairman, had attended the Epping Forest Ladies Day on behalf of the Town Mayor.

The Town Mayor also reported on her meeting with Penny Morgan, Principal at Epping Forest College, which had also been attended by the Town Clerk. Various matters concerning the forward plans of the College were discussed. Members commented that Debden library, currently accessed from the College foyer, required improved signage. Members noted there would be a public consultation when plans for further development on College land had been progressed, and that communication with the Principal would be ongoing.

**156 Matters for Report**

**156.1 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2014/15 – Min no 144**

Cllr Pewsey was nominated and appointed to fill the vacancy on the Planning and Licensing Committee.

**156.2 Home-Start Epping Forest – Min no 147**

The Council expressed great regret that the charity, Home-Start Epping Forest, was to close on 29 August 2014 and acknowledged the significant contribution it had made to local children's services over the past years.

**156.3 Nomination of Council Representatives for 2014/15– Min no 145.1**

The Town Clerk reported that following an approach by Cllr Wixley, Jeanette Oates had been added to the list of Loughton Tree Wardens.

**157 Reports from Members on Outside Organisation**

**157.1** Written reports on the following meetings were NOTED.

- (i) Citizens Advice Bureau Management Committee – 16 July 2014 – Cllr J Angold-Stephens
- (ii) Loughton High Road Town Centre Partnership – Cllr Pewsey
- (iii) Lopping Endowment – Cllr Pewsey

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

- (iv) Tree Wardens – 13 May 2014 – Cllr Wixley
- (v) Larger Local Councils Forum – 11 June 2014 – Cllr Wixley
- (vi) Debden Tenants Panel Meeting – 23 June 2014 – Cllr Wixley
- (vii) Neighbourhood Action Panel Meeting – 25 June 2014 – Cllr Wixley
- (viii) Broadway Town Centre Partnership – Cllr K Angold-Stephens
- (ix) Local Councils' Liaison Committee – 10 July 2014 – C P Pond

**158 Reports from Committees**

**158.1 Planning and Licensing**

The reports from the meetings held on 14 and 28 April, 12 May, 2, 16 and 30 June and 14 and 28 July 2014 were NOTED.

**158.1.2 Community Assets – Min no PL504.3**

Cllr J Angold-Stephens advised members that, after careful consideration, the appeal on the District Council's decision to reject the Town Council's nomination of the Sir Winston Churchill's public house as a Community Asset had been withdrawn, but that the Town Council would consider what further action should be taken to address the shortcomings in the process.

**158.2 Recreation**

The report from the meeting held on 18 June 2014 was NOTED.

**158.3 Environment and Heritage**

The report from the meeting held on 2 July 2014 was NOTED.

**158.3.1 Willingale Road Allotments**

Members NOTED that the Debden Horticultural and Allotments Society had recently been dissolved and responsibility for the management of the site transferred to the Town Council as landowner. The new staffing arrangements, as previously agreed by the Resources and General Services Committee, had been actioned. Consideration would be given to convening a special meeting of the Environment and Heritage Committee to confirm management policies for the site.

**158.3.2 Committee meeting dates**

Cllr C C Pond confirmed that the September meeting of the Environment and Heritage Committee had been rescheduled to Wednesday 17 September 2014, as the original date had clashed with an important Local Plan workshop to be held at Epping Forest District Council.

**158.3.3 World War I commemorations**

Cllr C C Pond advised members that plans were being drawn up for a small ceremony to be held on 23 August 2014 to mark the centenary of the award of the Victoria Cross to Private Sidney Godley. Private Godley died in 1957 and was buried in Loughton Cemetery with full military honours.

**158.4 Resources and General Services**

The report from the meeting held on 16 July 2014 was NOTED.

Signed.....

Date: **22 October 2014**



**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 22 October 2014 at 7.45 pm at 1 Buckingham Court**

**Present:**

**Councillors:** S Weston (in the Chair)

P Abraham	J Angold-Stephens	K Angold-Stephens
P Beales	M Chalk	C Davies
T Downing	L Girling	J Jennings
I Lawrence	M Owen	C C Pond
C P Pond	D Wixley	

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

**159 Apologies for Absence**

Apologies were received from Cllrs Bostock, Mahoney, Mann, Murray, Pewsey and Thomas.

**160 Declarations of Interest**

No Declarations of Interest were received.

**161 Confirmation of Minutes**

The Minutes of the meeting of the Council held on 30 July 2014 were CONFIRMED as a correct record and signed by the Chairman.

**162 Public Representations**

None were received.

**163 Questions Without Discussion**

None were received.

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

The Town Mayor, Cllr Sharon Weston reported that since the Council meeting held on 30 July 2014 she had attended the following events:

The WW1 Memorial Service at St Mary's Church and the commemorative service at Loughton Cemetery to mark the centenary of the award of the Victoria Cross to Private Sidney Godley.

The Deputy Town Mayor, Cllr Judy Jennings reported that, on behalf of the Town Mayor she had attended the funeral of Joan Davis, the Annual Allotment Presentation and the Heritage Open Day event at Loughton Cemetery.

**165 Matters for Report**

**165.1 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2014/15 – Min no 144**

The vacancy on the Planning and Licensing Committee was NOTED.

**165.2 UK Town Maps**

The Town Council noted the approach from UK Town Maps, a company that produced the district, city, borough, and town maps seen at superstores, in high streets and on stations. The maps were A0 sized in full colour and provided information about the town and advertisement space for local businesses.

The Council CONFIRMED its acceptance of the free offer of a large advertising box (428mm x 164mm) at the head of the map as a 'community banner' to help promote the Town Council and local services. However, members expressed concern that, where required, planning permission for these maps should be sought by the company in advance.

**166 Reports from Members on Outside Organisations**

**166.1** Written reports on the following meetings were NOTED.

- (i) Essex Association of Local Councils, "Making the Links" Annual Conference and AGM – 18 September 2014 – Cllr Wixley and the Town Clerk.
- (ii) EALC Larger Local Councils Forum – 14 October 2014 – Cllr Wixley and the Town Clerk.

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

- (i) The Broadway Town Centre Partnership – Cllr K Angold-Stephens
- (ii) The Broadway Town Centre Partnership – 12 August and 14 October - Cllr Owen
- (iii) Children's Centre Community Group, Little Oaks Delivery Site – 20 October 2014 – Cllr K Angold-Stephens
- (iv) Loughton NAP – 27 August 2014 – Cllr Wixley
- (v) Debden Tenants Panel -15 September 2014 – Cllr Wixley
- (vi) Tree Wardens – 16 September 2014 – Cllr Wixley
- (vii) EALC Conference and AGM – 18 September 2014 – Cllr Wixley
- (viii) Larger Local Councils Forum at Great Dunmow – 14 October 2014 – Cllr Wixley
- (ix) Epping Forest District Citizens Advice Bureau – 22 October 2014 – Cllr J Angold-Stephens

**166.3** Roding Valley Nature Reserve Consultative Group – a verbal report by Cllr Chalk was received.

Members asked for a report at the next meeting from the Council's representatives on the High Road Town Centre Partnership.

**167 Reports from Committees**

**167.1 Planning and Licensing**

The reports from the meetings held on 18 August, 8 and 22 September and 6 October 2014 were NOTED.

**167.2 Recreation**

The report from the meeting held on 10 September 2014 was NOTED.

**167.3 Environment and Heritage**

The reports from the meetings held on 22 August and 17 September 2014 were NOTED.

**167.4 Resources and General Services**

The report from the meeting held on 8 October 2014 was NOTED.

**168 Standing Orders Review**

The Council AGREED the recommendation made by the Resources and General Services Committee (Min no RG172.3) to amend the Standing Orders as follows:

In order to address the amendment to the Public Bodies (Admission to Meetings) Act 1960 ('the 1960 Act') made by the Openness of Local Government Bodies Regulations 2014 ('the 2014 Regulations'), Section 1(r) of the current Standing Order was to be replaced with the following:

**Section "r"**

*A person may not orally report or comment about a meeting as it takes place if he/she is present at the meeting of the Town Council or its committees, but otherwise may;*

- a film, photograph or make an audio recording of a meeting;*
- b use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; and*
- c report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.*

**169 The Local Council Award Scheme**

The Council NOTED that the Resources and General Services Committee had ratified the actions of the Town Clerk in putting forward the Council for the pilot for the new Award Scheme that will replace the Quality Council Scheme.

The Council RESOLVED that:

- i. Loughton Town Council has achieved items 1 – 15 of the Foundation Level Checklist, items 1 – 10 for the Quality Standard Award and items 1 and 2 for the Gold Level;
- ii. the items listed in (i) are displayed on the Council's website; and
- iii. prepared short statements showing how the Town Council has achieved criteria 3 – 6 at Gold level, sections 16 – 22 at Foundation level and sections 11 – 19 at Quality Standard level.

**Signed.....**

**Date: 17 December 2014**

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 17 December 2014 at 7.45 pm at 1 Buckingham Court**

**Present:**

**Councillors:** S Weston (in the Chair)

P Abraham	J Angold-Stephens	K Angold-Stephens
J Bostock	M Chalk	L Girling
J Jennings	I Lawrence	H Mann
S Murray	M Owen	S Pewsey
C C Pond	C P Pond	D Wixley

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

The meeting was preceded by the presentation of the awards by the Town Mayor to the winners of the Christmas card competition.

**170 Apologies for Absence**

Apologies were received from Cllrs Beales, Davies, Downing, Mahoney and Thomas.

**171 Declarations of Interest**

Cllr Murray declared a non-pecuniary and non-prejudicial interest in Agenda item 13, Review of Housing Allocations and Tenancy Policy, as chairman of the District Council's Housing Scrutiny Panel.

**172 Confirmation of Minutes**

The Minutes of the meeting of the Council held on 22 October 2014 were CONFIRMED as a correct record and signed by the Chairman.

**173 Public Representations**

None were received.

**174 Questions Without Discussion**

None were received.

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

The Town Mayor, Cllr Sharon Weston reported that since the Council meeting held on 22 October 2014 she had attended the following events:

The opening of the new St Clare Hospice shop on Brooklyn Parade, the Remembrance Sunday Service and Parade at the Kings Green War Memorial, a performance by the Loughton Operatic Society of 'Songs that Won the War' at St Mary's Church, the Loughton High Road Town Centre Partnership's Christmas event and Carol Concert at St Mary's Church, the official opening of Mode Beauty Therapy's new premises in Station Road, the Loughton Broadway Town Centre Partnership's Christmas event and Santa's sleigh ride around the Debden Estate, the Light up a Life Service at Kings Green and the award presentations to the winners for the Best Dressed Window Competition.

The Deputy Town Mayor, Cllr Judy Jennings, reported that on behalf of the Town Mayor she had attended the Debden Senior Citizens' Christmas afternoon tea and the Chigwell Riding Trust's carol concert and nativity play. Cllr Jennings also reported on the Roding Players' Christmas concert.

**176 Matters for Report**

**176.1 Future Accommodation**

Cllr C C Pond reported that a meeting had been held with officers from Essex County Council's Library Service and the chairman of the Epping Forest District's Citizens Advice Bureau to discuss premises sharing. A full report would be made to the Resources and General Services Committee in due course.

**176.2 UK Town Maps – Min no 165.2**

The Town Clerk confirmed that a design for the advertising box at the head of the map had been agreed. The company had also been reminded of the need to seek planning permission for the erection of external signs.

**177 Reports from Members on Outside Organisations**

**177.1** Written reports on the following meetings were NOTED.

- (i) Parish Passenger Transport – 11 November 2014 – Cllr C C Pond
- (ii) Lopping Endowment – interim report – Cllr Pewsey
- (iii) Loughton First (Loughton High Road Town Centre Partnership) – interim report – Cllr Pewsey
- (iv) Local Councils' Liaison Committee – 20 November 2014 – Cllrs C C and C P Pond

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

- (i) Debden Tenants Panel – 2 December 2014 – Cllr Owen
- (ii) The Loughton Broadway Town Centre Partnership – 18 November – Cllr Owen
- (iii) Debden Tenants Panel – 2 December 2014 – Cllr Wixley
- (iv) Essex Police Local Community Meeting – 6 November 2014 – Cllr Wixley

**178 Reports from Committees**

**178.1 Planning and Licensing**

The reports from the meetings held on 20 October, 3 and 17 November and 1 December 2014 were NOTED.

**178.2 Recreation**

The report from the meeting held on 5 November 2014 was NOTED.

**178.3 Environment and Heritage**

The report from the meeting held on 19 November 2014 was NOTED.

**178.4 Resources and General Services**

The report from the meeting held on 3 December 2014 was NOTED.

**179 Parish Basic Allowance for 2015/16**

The Council CONFIRMED the recommendation of the Resources and General Services Committee that the Parish Basic Allowance remained at £108 for the year 2015/16.

The Town Clerk was asked to consider a more suitable title for this scheme.

**180 Essex Police**

Members shared the concerns expressed by the Recreation Committee that it was reasonable to expect the police to attend meetings of a local council with the size of town like Loughton. Councillors found the opportunity to discuss local matters in depth with the police at these meetings very constructive.

Recognising, however, that Essex Police resources were stretched, and noting the report of the first of the new Local Community Police meetings held in November, the Council asked the Recreation Committee to keep this matter under review.

**181 Neighbourhood Planning**

The Council RESOLVED to begin the process of preparing a Neighbourhood Plan by submitting an application to Epping Forest District Council for the designation of the civil parish of Loughton as a Neighbourhood Area.

**182 Review of Housing Allocations and Tenancy Policy**

Members considered the draft documents prepared by Housing Services at Epping Forest District Council and AGREED the following responses.

**182.1 Housing Allocation Scheme**

Item 14.3, page 6, Residency Criteria:

The Council welcomed the increase in local residency requirements from 3 to 5 years.

Item 14.7 page 7, Financial Criteria:

The Council considered that the new threshold of £76,000 was too low.

Item 18.9, page 10, Penalty for Refusals of Offers of Accommodation:

The Council supported the revised deferral period of twelve months.

**182.2 Tenancy Policy**

Item 3.10, final bullet point, page 5, Flexible (fixed-term) Tenancy:

Having already expressed an opinion that the revised financial criteria threshold shown in the Housing Allocation Scheme was set too low, members were unhappy with the implications of this section for those existing tenants whose situation may have improved during their tenancy.

Item 7.2, page 10, Introductory Potentially Secure Flexible (fixed-term) Tenancies:

Noting that secure tenancies encouraged the building of strong local communities, members were unable to support this new section which could lead to uncertainty.

Signed.....  
Date: 28 January 2015

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 28 January 2015 at 7pm at 1 Buckingham Court**

**Present:**

**Councillors:** J Jennings (in the Chair)  
P Abraham J Angold-Stephens K Angold-Stephens  
P Beales T Downing I Lawrence  
J Mahoney (from Min no 187) S Murray  
M Owen S Pewsey C C Pond  
C P Pond T Thomas D Wixley

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

**183 Apologies for Absence**

Apologies were received from Cllrs Bostock, Mann and Weston.

**184 Suspension of Standing Orders**

The Council RESOLVED to suspend Standing Order 2 h(i)(iv) for this meeting only, as the meeting was a special one with only one main agenda items.

**185 Declarations of Interest**

No Declarations of Interest were received.

**186 Public Representations**

None were received.

Cllr Mahoney joined the meeting during the next item.

**187 Council Precept for 2015/16**

Cllr Jennings invited Cllr Pewsey, the Chairman of the Resources and General Services Committee, to present the recommendations of his Committee from its meeting on 14 January 2015.

It was NOTED that, following the Government's replacement of Council Tax Benefit with the Local Council Tax Support (LCTS) scheme in 2013, the adjusted tax base for 2015/16 had been confirmed as 11,938.7, a slight increase on that for 2014/15.

It was further NOTED that the District Council had confirmed that the LCTS grant to be paid to the Town Council with the first instalment of the Precept, the sum of £49,529, had been treated as income in the Estimates.

It was AGREED to use £107,100 from the forecast general reserves, which reduced them to £277,858 equivalent to 70.17% of the budgeted net running costs meeting the Council's Reserves Policy.

The Estimates for 2015/16 were AGREED as follows:

Committee	Income		Expenditure including re-charges
	£	£	£
Resources and General Services	6,000		201,200
Environment and Heritage	25,064		187,475
Recreation	112,560		691,978
Planning and Licensing	0		47,500
		<b>143,624</b>	<b>1,128,125</b>
Interest		<b>14,500</b>	
Use from earmarked reserves:			
Resources & General Services	9,700		
Environment & Heritage	30,900		
Recreation	165,700		
Planning and Licensing	20,000		
		<b>226,300</b>	
Local Council Tax Support Grant		<b>49,529</b>	
Use of General Reserves		<b>107,100</b>	
<b>Total income</b>		<b>541,053</b>	
<b>Net requirement</b>			<b>587,100</b>

The Council unanimously RESOLVED to set the precept for 2015/16 at £587,100.

Signed.....  
Date: 25 February 2015



**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 25 February 2015 at 7.45pm at 1 Buckingham Court**

**Present:**

**Councillors:** S Weston (in the Chair)

P Abraham	P Beales	J Bostock
M Chalk	C Davies (from Min no 193)	
L Girling	J Jennings	H Mann
S Murray	M Owen	S Pewsey
C C Pond	C P Pond	T Thomas
D Wixley		

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

**188 Apologies for Absence**

Apologies were received from Cllrs J Angold-Stephens, K Angold-Stephens, Downing, Lawrence and Mahoney.

**189 Declarations of Interest**

Cllr Wixley declared a non-pecuniary and non-prejudicial interest in Agenda item 7.1, White Bridge School Consultation, as a governor at the school.

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda item 7.1, White Bridge School Consultation, and any other items relating to Essex County Council as a member of that authority.

**190 Confirmation of Minutes**

The Minutes of the meetings held on 17 December 2014 and 28 January 2015 were CONFIRMED as a correct record and signed by the Chairman.

**191 Public Representations**

None were received.

**192 Questions Without Discussion**

None were received.

Cllr Davies joined the meeting.

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

The Town Mayor, Cllr Sharon Weston reported that since the Council meeting held on 17 December 2014 she had attended the following events:

A performance of Peter Pan at Oak View School, the lighting of the Menorah on Standard Green, the unveiling of the heritage plaque for Joan Littlewood and Margaret Walker at East 15 Acting School, and a talk on Joan Littlewood's Life at the Corbett Theatre.

The Deputy Town Mayor, Cllr Judy Jennings, reported that, on behalf of the Town Mayor, she had attended the 3<sup>rd</sup> YES Partnership Motivation Conference to present the awards and the Spark Musical Evening fundraiser event at St John's Church, Buckhurst Hill.

The Town Mayor reminded members of the Civic Service at 3pm on Sunday 1 March 2015 in the Loughton Methodist Church and issued an open invitation to the Flying the Flag ceremony to mark Commonwealth Day at 10am on Monday 9 March 2015 at the Council Offices.

**194 Matters for Report**

**194.1 White Bridge School Consultation – Min no 149**

The Committee NOTED that the proposal to close The White Bridge Junior School and expand The White Bridge Infant School (with a raised upper age limit from 7 to 11 years old) to create an all-through primary school from September 2015 had been approved by Essex County Council.

**194.2 The Local Council Award Scheme**

The Committee NOTED that the award of the Gold Level of the Standard of Practice Scheme had been confirmed in writing by the Essex Association of Local Councils. Members thanked the Town Clerk and her staff for their work in achieving this award.

**194.3 Active Essex Grant**

The Town Clerk reported that a grant of £400 had been secured from Active Essex, part of the Essex Legacy from the 2012 Games. This grant would help offset some of the costs associated with the community day and the "It's a Knockout" tournament to be held on Jessel Green on Sunday 19 July 2015.

**195 Reports from Members on Outside Organisations**

**195.1** Written reports on the following meetings were NOTED.

- i. Police Local Community Meeting – 8 January 2015 – Cllr Wixley
- ii. Larger Local Council Forum – 12 February 2015 – Town Clerk and Cllr Wixley
- iii. Loughton Broadway Town Centre Partnership – 20 January and 17 February 2015 – Cllr Owen

Cllr Wixley asked for the name of Cllr Neville from Buckhurst Hill to be added to the list of attendees on the report of the Police Local Community meeting and reminded members that the next meeting was to be held at the Metropolitan Police Sports Club in Chigwell Hall, Chigwell, on 12 March 2015 at 7pm.

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

- i. Loughton Town Centre Partnership (Loughton 1<sup>st</sup>) – 20 January 2015 – Cllr Bostock

**195.3** Cllr C P Pond gave a verbal report on the meeting of the Epping Forest Branch of the Association of Local Councils held on 23 March 2015.

**196 Reports from Committees**

**196.1 Planning and Licensing**

The reports from the meetings held on 15 December 2014, 5 and 19 January and 2 February 2015 were NOTED.

**196.2 Recreation**

The report from the meeting held on 14 January 2015 was NOTED.

**196.3 Environment and Heritage**

The report from the meeting held on 28 January 2015 was NOTED.

**196.4 Resources and General Services**

The reports from the meetings held on 14 January and 11 February 2015 were NOTED.

The Council CONFIRMED the result of the detailed review of the Financial Regulations carried out by the Resources and General Services Committee on 11 February 2015, Min no RG213.

Members thanked the Financial Assistance Working Group for their detailed consideration of the grant applications which had assisted the Committee in its deliberations.

**197 Governance and Accountability**

The Council NOTED its responsibilities with regard to the completion of Section 2 of the Annual Return, the Annual Governance Statement, for the year ended 2014/15 scheduled for the Council meeting on 22 April 2015.

Members were also encouraged to refer to “Governance and Accountability, A Practitioners’ Guide”, which provided guidance on the accounting practices to be followed and set out the appropriate standard of financial reporting to be followed. Any members requiring a paper copy were asked to contact the Town Clerk.

**197.1 Internal Audit – Annual Review**

**197.1.1 Review of the Effectiveness of the System of Internal Audit**

Members considered the detailed report and reviewed the effectiveness of the system of internal audit, including the current system of internal audit, the independence and competence of the internal auditors, the scope of the internal audit and audit planning and reporting systems.

The Council AGREED that the system of internal audit, which had been in place during 2014-15, was satisfactory.

**197.1.2 Review of the Effectiveness of the System of Internal Control**

Members considered the detailed report and reviewed the effectiveness of the system of internal control.

The Council AGREED the following statement:

**STATEMENT OF INTERNAL CONTROL**

**1 Scope and Responsibility**

Loughton Town Council (hereafter called “the Council”) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

## **2 Purpose of the System of Internal Control**

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2015.

## **3 The Internal Control Environment**

The system of internal control is based on a framework consisting of the Code of Conduct, internal regulations (including but not limited to financial regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information as appropriate to fit the Council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the Council. In particular the system incorporates:

- comprehensive budgeting systems, project evaluation and management appraisal
- regular reports of service delivery and project performance
- preparation and dissemination of regular financial reports measuring actual expenditure against forecasts for both revenue and capital projects
- regular review of such reports by officers, and by members in committee and full Council.

## **4 Review of Effectiveness**

The authority has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Council and its committees, especially the Resources and General Services Committee
- the Town Clerk/Responsible Financial Officer and other staff
- the internal auditor
- the external auditor
- any other review agencies and inspectorates in their reports.

### **197.2 Risk Assessment and Management**

The Council carried out the annual review of its Risk Assessment and Management document.

It was AGREED to increase the probability and risk rating of the hazard entry referring to the total destruction, fire, break-in and flood of the Council Offices and administration to include 'adverse action by third parties'. The probability was increased to medium and the risk to '5'.

No further amendments to the document agreed at the meeting on 9 April 2014 were considered necessary at this time.

**198 The Broadway Post Office**

The Council NOTED that the Post Office was proposing to move the branch currently at 12–14 The Broadway to a new location some 200 metres away at McColls, 47–49 The Broadway.

The Town Council AGREED to submit the following responses to the public consultation:

- The extended opening hours were welcomed. However, the Council expected the range and level of services to be maintained;
- Sufficient manned service bays should be provided;
- Arrangements should be put in place to ensure the provision of new disabled parking bays in the immediate proximity of the new premises, as at 12–14 The Broadway;
- Acknowledging the existing problems at the Loughton High Road Branch, sufficient space should be allowed inside the premises to allow those service users with mobility issues to move around freely;
- Good signage should be installed in The Broadway to show the new location of the Post Office;
- A post box with the same capacity and large apertures as the existing should be installed close to the new premises.

**199 North Essex Parking Partnership**

The Council NOTED that Epping Forest District Council was consulting parishes on new parking restriction schemes proposed and to be implemented by the North Essex Parking Partnership (NEPP).

A scheme for Smarts Lane, Loughton, to 'improve parking', was included in the list of proposals and it was noted that this was an historic scheme that had now been evaluated.

The Council AGREED to respond that it was unable to comment because of the lack of details provided on this proposed scheme for Smarts Lane.

Members were also informed that an alternative proposal for a residents parking scheme was shortly to be validated by the Local Highway Panel for Smarts Lane, Forest Road and other nearby roads off the High Road. Concern was expressed that existing parking problems could be displaced onto other nearby roads.

Signed.....  
Date: 22 April 2015

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 22 April 2015 at 7.45pm at 1 Buckingham Court**

**Present:**

**Councillors:** S Weston (in the Chair)

P Abraham	J Angold-Stephens	K Angold-Stephens
P Beales	J Bostock	M Chalk
C Davies	L Girling	I Lawrence
J Jennings	S Murray	M Owen
S Pewsey	C C Pond	C P Pond
D Wixley		

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

A minute's silence was held at the beginning of the meeting in memory of former Town Councillors Rob Sheen and Bob Wilmot, and Audrey Bowles, recipient of the inaugural Citizen of the Year Award in 2009. Councillors paid tribute to their work.

**200 Apologies for Absence**

Apologies were received from Cllrs Downing, Mann and Thomas.

**201 Declarations of Interest**

No Declarations of Interest were received.

**202 Confirmation of Minutes**

The Minutes of the meeting held on 25 February 2015 were CONFIRMED as a correct record and signed by the Chairman.

**203 Public Representations**

None were received.

**204 Questions Without Discussion**

None were received.

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

The Town Mayor, Cllr Sharon Weston reported that since the Council meeting held on 25 February she had attended the following events:

The Civic Service, a 100<sup>th</sup> Birthday celebration at Loughton Hall Care Home, the Fly a Flag for the Commonwealth event at Buckingham Court, a YES Partnership Motivation Conference, the Annual Town Meeting, the Loughton Youth Music Festival at Loughton Methodist Church, the presentation of the Citizenship Award and cheque to Violet Short at Save the Children shop in The Broadway, the Annual Charity Fun Run on the Roding Valley Recreation Ground, and the presentation of the Town Council's Quality Gold Award at the District Council meeting on 21 April 2015.

The Town Clerk reported that the Fun Run had raised £717.52 for the Town Mayor's charity, Oak View School. The Girl Guides had also raised £90 selling tea and cakes at the event towards their jamboree in California.

The Deputy Town Mayor, Cllr Judy Jennings, reported that, on behalf of the Town Mayor, she had attended the YES Partnership Motivation Conference.

**206 Matters for Report**

Cllr C C Pond reported on the meeting he had attended in Enfield with the Town Clerk on 21 April 2015, regarding the North East Enfield Area Action Plan Examination.

**207 Reports from Members on Outside Organisations**

**207.1** Written reports on the following meetings were NOTED.

- iv. Epping Forest District Citizens Advice Bureau – 28 January 2015 – Cllr J Angold-Stephens
- v. Police Local Community Meeting – 12 March 2015 – Cllrs Beales and Wixley
- vi. Local Councils' Liaison Committee meeting – 26 March 2015 – Cllrs C C Pond and C P Pond and the Deputy Town Clerk
- vii. Loughton Parochial Charities – Mr Jan Boucek
- viii. ECC Transport Representatives Meeting – 26 March 2015 – Cllr Abraham.

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

- i. Debden Tenants Panel Meeting – 9 March 2015 – Cllr Wixley
- ii. Police Local Community Meeting – 12 March 2015 – Cllr Beales
- iii. Tree Wardens Meeting – 24 March 2015 – Cllr Wixley

**207.3** A verbal report on the following meeting was given:

- i. Epping Forest Citizens Advice Bureau – 22 April 2015 – Cllr J Angold-Stephens

**208 Reports from Committees**

**208.1 Planning and Licensing**

The reports from the meetings held on 16 February, 2 16 and 30 March and 13 April 2015 were NOTED.

**208.2 Recreation**

The report from the meeting held on 11 March 2015 was NOTED.

**208.3 Environment and Heritage**

The report from the meeting held on 25 March 2015 was NOTED.

**208.4 Resources and General Services**

The report from the meeting held on 8 April 2015 was NOTED.

**209 Accounts and Audit 2014/15**

**209.1** The Annual Return, the document that forms the Council's statutory accounts for the year 2014/15, and the following supporting papers were considered:

- i) Income and expenditure reports by committee;
- ii) The balance sheet as at 31 March 2015;
- iii) Details of the transfers to and from earmarked reserves together with the supporting notes.

**209.2 Reserves Policy**

The Council NOTED that the actual level of general reserves as at 31 March 2015 stood at £386,338 which, at 70.5% of the estimated net running costs for 2015/16, was within the limits set by the Council's Reserves Policy.

**209.3 Accounting Statements 2014/15**

The Council APPROVED Section One, the statement of accounts, as shown in the Agenda.

**209.4 Annual Governance Statement 2014/15**

The Council considered and confirmed, with respect to the accounting statements for the year ended 31 March 2015 each of the following nine specific statements.

**1 We have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.**

The accounts have been prepared by the RFO on an income and expenditure basis in accordance with the Accounts and Audit Regulations and guidance in Governance and Accountability for Local Councils, A Practitioner's Guide, March 2014 (England). This process has been scrutinised by the Resources and General Services Committee and through the internal audit process.

**2 We have maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

The Council carried out the annual review of its systems of Internal Audit and Internal Control and their effectiveness at its meeting on 25 February 2015 (Min no 197.1) and agreed a Statement of Internal Control.

**3 We have taken reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.**

The Council has continued to operate within a robust set of governance arrangements, resulting from controls identified in the Risk Assessment which are reviewed annually. Measures also include regular reviews of Standing Orders and Financial Regulations, training for councillors and staff and identification of powers for all council payments.

**4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.**

The Notice of Appointment of the date for the exercise of electors' rights, 8 June 2015, was displayed on the Council's noticeboards around the town from Friday 24 April and on the Council's website. This entitled any person interested to inspect and make copies of the Annual Return, books, invoices, receipts etc at the Council Offices in normal working hours during the period 8 May to 5 June 2015.

In addition to the statutory requirements, the Statement of Accounts and accompanying documentation will be displayed on the Council's website.



- 5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks including the introduction of internal controls and / or external insurance cover where required.**

At its meeting on 25 February 2015, the Council carried out the annual review of the Risk Assessment and Management document (Min no 197.2) which includes details of internal controls and/or external insurance cover where required. The Council's insurance cover was reviewed on 11 February 2015, Min no RG215.

- 6 We have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and carried out a review of its effectiveness.**

Following the annual review of the system of internal audit and its effectiveness in April 2014, Auditing Solutions were re-appointed as the Council's internal auditors for 2014/15, Min no (RG146.3). There have been two visits during the financial year with a final end of year visit due on 6 May 2015 to inspect the annual accounts. The scope of their work followed the outline programme drawn up in 2010 with councillors and officers afforded the opportunity to request coverage of particular areas especially when new working procedures or responsibilities were introduced. The reports from the internal auditor were presented to all councillors and any issues raised by him reviewed at subsequent meetings of the Resources and General Services Committee.

During 2014/15, the Council has continued the practice of appointing a member to carry out spot checks on the accounts throughout the year. The reports on these visits are minuted.

- 7 We have taken appropriate action on all matters raised in reports from internal and external audit.**

No issues were raised by the external audit for 2013/14.

The only issue raised by the internal auditor during 2014/15 was a suggestion that the Council should consider the use of a fireproof safe to hold the Burial Records and minimise the risk of the records being destroyed. As the Council's records in this regard had already been digitised for reasons of business continuity, this was not viewed as a priority but further action would be considered in 2015/16.

- 8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them in the statement of accounts.**

The Responsible Financial Officer has considered these matters and debtors and creditors have been included in the accounts. The only other issue of significance is the dispute with the Council's bankers, which has been passed to the Financial Ombudsman. As the outcome of this complaint is uncertain, no allowance for loss of interest has been included in the accounts.

- 9 Trust Funds – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the**

**funds / assets, including financial reporting and, if required, independent examination or audit.**

Not applicable.

The Town Mayor, as chair of the meeting, signed the statements.

**210 Annual Council Meeting**

In view of the number of people anticipated to attend the 2015 Annual Council Meeting on 13 May 2015, the Council AGREED that it would be held at The Murray Hall, 106 Borders Lane, Loughton.

**211 Community Events**

The Committee AGREED to take part in the “LiberTea” celebrations commemorating the 800<sup>th</sup> anniversary of the sealing of the Magna Carta, by holding a public picnic on one of the Debden green spaces on Sunday 14 June at 3pm.

Officers were asked to make the necessary arrangements from within the Community Events budget.

**Signed.....**  
**Date: 13 May 2015**