



COUNCIL MEETING

Members are summoned to attend a Meeting
of the Town Council

to be held at

Loughton Town Council, Council Chamber
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

on Tuesday 30 January 2024 at 7pm

to transact the business shown in the agenda.

Mark Squire
Town Clerk
24 January 2024

Councillor M Stubbings (Town Mayor)
Councillor K Valentine (Deputy Town Mayor)

Cllr P Abraham
Cllr C Davies
Cllr W Kauffman
Cllr M Owen
Cllr J Riley

Cllr P Beales
Cllr T Downing
Cllr N MacKinnon
Cllr C.C. Pond
Cllr G Wiskin

Cllr R Brookes
Cllr S Fontenelle
Cllr S Murphy
Cllr C P Pond
Cllr D Wixley

Cllr B Cohen
Cllr L House
Cllr S Murray
Cllr K Rainbow

Note to Councillors:
If you are unable to attend the meeting,
please email your apologies to the office contact@loughton-tc.gov.uk

A G E N D A

- 1 Apologies**
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**
For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.
- 3 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 20 December 2023.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Questions Without Discussion**
To answer any questions which have been submitted in accordance with Standing Order No 4.
- 6 Town Mayor's / Town Clerk's Report**
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members.
- 7 Council Precept for 2024/25**
To consider the recommendation of the Resources and General Services Committee at its meeting held on the 17 January 2024.
See attached report on pages 3 – 4 and Appendix 1, pages 1 – 11.
- 8 Town Mayor's Engagements and Announcements**
The Town Mayor will report on any events he has attended to represent the Town Council. See page 5.
- 9 Reports from Committees**
 - 9.1 Planning and Licensing**
Held on 18 December 2023 and 8 and 22 January 2024.
 - 9.2 Recreation**
Held on 17 January 2024.
 - 9.3 Resources and General Services**
Held on 17 January 2024.
- 10 D-Day 80 - The 80th anniversary of the Normandy Landings**
Members to consider whether the Town Council should mark the 80th anniversary of the Normandy Landings on 6 June 2024 and if so, whether to take part in the Nationwide Beacon Lighting, on Hillyfields at 9.45pm.
[Introduction — D-DAY 80 BEACONS](#)

- 11 Removal of seven Loughton salt bins by Essex County Council (ECC)**
See report pages 6 – 7.
Members to review and recommend a way forward.
- 12 Epping Forest District Council (EFDC) – Funding for Dementia Action Officer /Dementia Projects**
See e-mail attached dated 17 January 2024, page 8.
The Town Clerk has since liaised with the Team Manager, Community Development and Wellbeing, EFDC and further background information will be presented at the meeting. In view of the tight deadline of C.O.B. 30 January 2024, (which will have just passed), members are asked to ratify the support from Loughton Town Council.

**Mark Squire
Town Clerk
24 January 2024**

**Agenda Item 7
Council Precept for 2024/25**

The Council is asked to consider:

- I. the budget for 2024/25;
- II. the movement in earmarked (funds) reserves for 2024/25; and
- III. the level of the precept for 2024/25.

7.1 At its meeting on 17 January 2024, the Resources and General Services Committee considered the Estimates submitted by all the Committees. It also looked at the Council's running costs predicted for Financial Year 2024/25 and the financial forecasts predicted for the Financial Year End of 2023/24.

7.2 Income expenses and receipts for the following Financial Year are still difficult to assess with certainty due to high inflation rates during the year and very heavy utility costs. The Town Clerk will also elaborate on other major factors that will influence the budget. To maintain a satisfactory level of General Reserves, they have been increased by £15,000 and the overall Earmarked Funds have been reduced by £47, 906 from the previous year's levels. The budget proposed in the agenda report was agreed by the Resources and General Services Committee on 17 January 2024. The revised Earmarked Funds summary is shown on Appendix 1 page 11.

7.3 Summary of the Committees' Estimates

The Resources and General Services Committee RECOMMENDED to Council that the precept for 2024/25 be set at £993,909 with the budget details (recharges added in) as set out below.

7.4 Committees' Estimates

A summary of the Committees' estimates (including recharges) is therefore as follows:

Committee	Income	Expenditure
	£	£
Resources and General Services	21,000	216,808
Environment and Heritage	17,253	249,301
Recreation	162,346	708,105
Planning and Licensing	0	53,200
	200,599	1,227,414
Increase / Decrease in Earmarked Reserves		
Resources & General Services		5,000
Environment & Heritage		5,000
Recreation		-57,906
Planning and Licensing		0
Total	200,599	1,179,508
Net requirement	978,909	
Increase in General Reserves	15,000	
Final Net Requirement	993,909	76.35

7.4 Precept for 2024/25

For information the tax base for 2024/25 has been confirmed as 13,017.5* (This is the figure that when divided into the Precept gives the Band D figure).

*Note – Epping Forest District Council re-stated tax base – notification received 4.12.23.

RECOMMEND that the Council's precept for 2024/25 be set at £993,909

This will set the Loughton proportion of the annual council tax for a band D property as £76.35, an increase of £4.96 (£0.09 weekly) from the current year of £71.39, a 6.95% increase.

The Resources and General Services Committee reiterated that the Council have worked intensively to keep this as low as possible, whilst maintaining service standards and the capability to fulfil a few key future projects.

The Council is asked to confirm

- I. the budget for 2024/25
- II. the amount to be taken from Earmarked Reserves; and
- III. the level of the Precept for 24/25

**Agenda Item 8
Town Mayor's Engagements and Announcements – since the last Council meeting
held on 20 December 2023.**

21 December	Nine Lessons and Carols, St John's Loughton
12 January	LADS 'A Murder is Announced' by Agatha Christie
17 January	Alderton Hall Infants School event
17 January	World of Work Conference with the YES Partnership
20 January	New City College Epping Forest Wellness Centre Launch
26 January	Holocaust Memorial Day - Loughton Library, Traps Hill
27 January	The Loughton Pantomime – Lopping Hall

Agenda item 11

Removal of seven Loughton salt bins by Essex County Council (ECC)

Salt bins report

At the time of writing this report, there is an impasse between ECC and LTC, regarding the responsibility of ECC to replace the 7 salt bins , (originally bought by LTC) that were removed by ECC in late November 2023 without any notification to LTC. Cllr CC Pond and the Town Clerk are continuing a strong dialogue with ECC, who so far are refusing to change their stance, stating that LTC have to prove ownership. Cllr C C Pond in his ECC capacity, brought the matter up at the ECC full Council meeting held on 12 December 2023.

It is clearly evident from the files (purchase orders and past agendas and minutes) that the salt bins had been purchased by LTC between 2003 and 2009 and largely positioned in the hillier parts of Loughton to assist the residents during cold snaps, where roads are not gritted by Highways. Whilst the bins have been purchased by LTC, they are on Highways Land. There appears to be no written agreement in place and ownership is open to interpretation.

ECC fill up the Loughton salt bins in October and on occasions (not always) fill up again before the winter freeze. More often these bins are empty / heavily depleted before the cold snap occurs. Under a document recently obtained from ECC - 'Highways Practice Note 024 Salt bins' dated 28.8.2015 (not previously seen by LTC) ECC have no obligation to replace faulty salt bins.

In later years, LTC joined the 'salt bag partnership scheme', instigated by ECC. One tonne* of salt is delivered to LTC in 25kg bags in late September / early October. Under the scheme ECC will not make any ad-hoc or additional re-stock deliveries throughout the winter.

Following the Town Council meeting of 12 December 2023, in addition to the ongoing dialogue with ECC, further actions have been taken,

- a press release, summarising the current situation has been made, which included 'Everything Epping Forest'.
- an LTC website news update has been uploaded
- the Essex Association of Local Councils ,(EALC) have been contacted to highlight and seek their advice on this matter. EALC have responded to say ' Sorry to hear that ECC have removed your salt grit bins from around Loughton, they are going to be needed at this time of year. We have not heard of any other parish or town councils experiencing this issue'. They have offered to put a notice out to the membership on behalf of LTC to ask if anyone else has experienced the same, which the Town Clerk has agreed to.
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In the short and longer term, there appears to be a number of potential scenarios.

1. ECC back down and replace the bins that were taken, and the Town Council continues as before, in this far from perfect scheme, where salt supplies and volunteers are limited and LTC does not have the resources to cope when a really cold snap sets in and meet the expectations of Loughton residents.
2. If ECC continues in this manner, more bins are likely to be removed each year, reducing the obligation of ECC to resupply. Should LTC replace the salt bins? They are relatively cheap to buy (c£200) but ECC quotes to meet their own specifications to restate on their own Highways land, could prove more expensive. Ironically LTC would have to apply to ECC Highways to restate the bins that ECC have taken!
3. A possible way forward is to purchase bins on private land, which would need the landowner's consent. ECC would not fill these bins. LTC cannot readily perform this

function, as it does not have the appropriate vehicle. Salt will rot the flooring of our existing van.

4. Not replace these bins but rely on volunteers to collect the bags from the Town Council collection point.

There is a strong feeling that the Town Council has been left in the lurch on this issue. The health and safety considerations should come first. Town and Parish Councils should not be principally responsible for Highways matters, with the onus being passed to volunteer groups.

MS 23.1.24

*It now transpires that as a larger urban area, LTC is entitled to an annual delivery of two tonnes. The Town Clerk has pressed for an additional delivery.

Agenda Item 12
Epping Forest District Council (EFDC) – Funding for Dementia Action
Officer / Dementia Projects

Hi Mark,

Happy New Year and hope all is well with you.

I wanted to run something by you to check your thoughts. I'm looking into funding options to continue our Dementia Action Officer post / projects, from May 2024.

We have investigated the Carers Community Fund (see attached flyer) of which we feel is a good option however we are unable to apply as a District Council. It does state that applications will be considered from all entities not delivering statutory services which could include Town and Parish Councils. Liz Petyt Start at Buckhurst Hill Parish Council is offering their support as they are linked in with Epping Forest Dementia Friendly Communities, and we will need to provide a briefing paper for their Council meeting on 28th Jan to be shared.

Liz suggested we contact you and Epping Town Council to see if you want to jointly support this. The bid must be in by 30th Jan, so a quick turnaround.

We would of course write the bid and ask the T&P Council's to submit.

If you feel this is something that could be considered, I would be more than happy to arrange a call to discuss in more detail.

Many thanks

Vanessa

Vanessa Gayton
Team Manager Community Development and Wellbeing
Customer and Communities