



COUNCIL MEETING

Members are summoned to attend a Meeting
of the Town Council

**which is to be held by ZOOM (digital meeting platform)
on Wednesday, 8 July 2020 at 7.15pm**

in order to transact the business as shown in the agenda.

Mark Squire
Town Clerk
1 July 2020

Councillor S Murphy (Town Mayor)
Councillor T Cochrane (Deputy Town Mayor)

P Abraham
B Cohen
J Jennings
S Murray
C C Pond

J Angold-Stephens
M Dalton
J Jogia
A Omer
C P Pond

P Beales
C Davies
K Latchford
T Owen
M Stubbings

R Brookes
T Downing
J Mahoney
S Pewsey
D Wixley

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

AGENDA

Changes To Meetings During The Coronavirus Situation

From 24 March 2020 Loughton Town Council AUTHORISED an 'Authority to Act' document to enable Council business to continue in the short-term.

From 4 April 2020 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into effect on 4 April 2020. This enabled Town Councils to hold electronic meetings.

Loughton Town Council will participate in electronic meetings, following our Standing Orders and Financial Regulations as closely as practically possible, supported by our Remote Council Meeting Guidance (NALC), from 8 April 2020.

Electronic meetings will be open to the public in public session, minuted and recorded in accordance with ordinary Council legislation. Press and Public Participation: A meeting code will be publicly displayed to allow access to the public sessions. Members of the press and public who are not able to connect remotely will have the opportunity to input through the Town Clerk in advance of the meeting. Face to face Council and Committee meetings will resume once health and safety allows. Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960 allowing for remote attendance by the press and public. Methods of access will be published as usual.

A minute's silence will be held at the beginning of the meeting in memory of
former councillor Margaret Chalk
who passed away on 22 April 2020

1 Apologies for Absence

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.

Members are reminded that if their interests change they must, within 28 days of becoming aware of the change, complete a new register of members' interests form and return it to the Town Clerk for submission to the Monitoring Officer.

3 Confirmation of Minutes

To confirm the minutes of the meeting held on 11 February 2020.

4 Annual Council Meeting

To note that in lieu of these extraordinary 'covid' circumstances and given this current large agenda, the Annual Council meeting will now take place on Wednesday 28 October (subject to change, if it can be arranged at an earlier date). All member roles that would have normally been allocated in the Annual Council meeting in May 2020 will now remain in place until this deferred meeting.

5 Timetable of meetings

To approve the meeting dates for the remaining Town Council Year, with the recommendation that the Planning and Licensing consultations continue in the same format until such time as formal 'face to face' meetings can resume.

* See Page 4

6 Year End Financials 2019/20 APPENDIX A

To receive and approve

6.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2020, including

- (i) AGAR (Section 1) for the Year ended 31 March 2020 (Appendix A)
- (ii) AGAR (Section 2) for the Year ended 31 March 2020 (Appendix A)
- (iii) AGAR – to NOTE that the internal auditor has completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2019/20 (Appendix A)

6.2 Annual Accounts

To receive and approve the Annual Accounts for the Year ended 31 March 2020 (Appendix A)

7 Town Mayor's Engagements and Announcements

The Town Mayor will report on any events she has attended to represent the Town Council.

* See attached report (page 6).

8 Town Clerk / Town Mayor's Report

To report any further significant information on matters which have occurred since the 'covid' lockdown on 24 March 2020. This will also be an opportunity for the Town Clerk to update members on events and issues that have occurred since this date and that have had also a direct bearing on the:-

8.1 Recreation Committee

The Town Clerk requests authority to proceed in principle with the installation of a gate at the entrance to the car park by the changing rooms at the Recreation Ground to deter consistent anti-social behaviour in the area. An oral update will be provided at the meeting.

8.2 Environment & Heritage Committee

9 Reports from Members on Outside Organisations

9.1 To receive brief reports from representatives on outside organisations

* Council representatives on outside organisations are requested to make a written report, which is attached to the Agenda, (pages 7-8) on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting.

- (i) Transport Representative Meeting – Tuesday 10th March 2020 – Cllr Phillip Abraham
- (ii) Report from the 'virtual' meeting of Citizens' Advice Epping Forest District – Wednesday 20 May – Cllr J Angold-Stephens.

10 Changes to Meetings During The Coronavirus Situation

In lieu of these unparalleled and exceptional circumstances, members to ratify the changes to meetings during the coronavirus situation (as stipulated at the heading of this agenda).

11 Reports from Committees

11.1 Planning and Licensing

- (i) Members to ratify the steps taken to continue processing the planning and licensing applications during the ongoing coronavirus pandemic and 'lockdown' period by the Committee under powers of delegated authority.

- (ii) Members to note the comments made over this period on the planning and licensing applications and weekly lists which were considered by members of the committee under delegated authority. These comments are located on the Town council website, dates listed below;

30 March 2020 20 April 2020 4 May 2020 18 May 2020
1 June 2020 15 June 2020 29 June 2020

11.2 Recreation

Held on 19 February 2020.

11.3 Environment and Heritage

Held on 4 March 2020.

11.4 Resources and General Services

Held on 24 June 2020 (to follow).

Members to approve draft revised Loughton Town Council, Standing Orders as per minute RG239 (document will be submitted separately).

Members to approve draft revised Loughton Town Council, Financial Regulations as per minute RG240 (document will be submitted separately).

Members to note measures taken under minute RG244 – Governance and Accountability.

12 To approve a new Blue Plaque for author and journalist Peter Abrahams 1919 - 2017).

Peter Abrahams was a South African freedom writer. He lived in Jessel Drive; and African independence campaigners frequently met there. This had previously been discussed by the Environment & Heritage Committee and was paused while the result of a trial in Jamaica was awaited.

13 To review how Loughton Town Council can best provide a local Civic Response to Bereavement and Acknowledgement of Key Workers in Loughton

This should be discussed and reviewed at the next Resources and General Services Committee meeting.

14 Members to review whether to support the appeal by the Society of Local Council Clerks, in writing to the Government to provide financial support to the Local Government sector. (see attached example page 9-10)

**Mark Squire
TOWN CLERK
1 July 2020**

Please contact Town Clerk for zoom-access code/ password

**Agenda Item 5
Timetable of meetings**

PROGRAMME OF MEETINGS for 2020/21

All meetings will be held in the Loughton Library & Town Hall, Traps Hill, Loughton, IG10 1HD, at 7.45pm unless otherwise shown**.

Month	Date	Day	Meeting
			Please note that due to the implications of the corona virus all formal Council and Committee meetings from 24 March 2020 up until 23 June 2020 were cancelled. Planning and licensing applications from the weekly lists dated during this period continued to be considered by members of the Planning and Licensing Committee under powers of delegated authority. The dates of these planning discussions are listed below *
May 2020	18	Monday	Planning & Licensing*
June	1	Monday	Planning & Licensing*
	15	Monday	Planning & Licensing*
	24	Wednesday	Resources and General Services (zoom meeting at 7.15pm)
	29	Monday	Planning & Licensing*
July	8	Wednesday	Council (zoom meeting at 7.15pm)
	13	Monday	Planning & Licensing
	27	Monday	Planning & Licensing
August	24	Monday	Planning & Licensing
September	7	Monday	Planning & Licensing
	9	Wednesday	Recreation
	21	Monday	Planning & Licensing
	29	Tuesday	Environment & Heritage
October	5	Monday	Planning & Licensing

	14	Wednesday	Resources & General Services
	19	Monday	Planning & Licensing
	28	Wednesday	Annual Council
November	2	Monday	Planning & Licencing
	16	Monday	Planning & Licensing
	18	Wednesday	Recreation
	25	Wednesday	Environment & Heritage
	30	Monday	Planning & Licensing
December	2	Wednesday	Resources & General Services
	14	Monday	Planning & Licensing
	16	Wednesday	Council
January 2021	4	Monday	Planning & Licensing
	6	Wednesday	RGS (Budgets) 7pm, Recreation
	18	Monday	Planning & Licensing
	27	Wednesday	Council (Budgets) 7pm, Environment & Heritage
February	1	Monday	Planning & Licensing
	10	Wednesday	Resources & General Services
	15	Monday	Planning & Licensing
	24	Wednesday	Council
March	1	Monday	Planning & Licensing
	3	Wednesday	Recreation
	15	Monday	Planning & Licensing
	24	Wednesday	Environment & Heritage
	29	Monday	Planning & Licensing
	31	Wednesday	Annual Town meeting**
April	7	Wednesday	Resources & General Services
	12	Monday	Planning & Licensing
	21	Wednesday	Council
	26	Monday	Planning & Licensing
May	19	Wednesday	Annual Council

** 8pm at the Murray Hall, Borders Lane, Loughton IG10 3SB

Agenda item 7

Town Mayor Engagements since last Council meeting 11 February 2020

11 February	Council meeting Preceded by Joseph and Lilian Sully Foundation Charity cheque presentation	SM
13 February	Loughton Young Artists – Lopping Art Gallery - Time to be confirmed	SM
15 February	National Jazz Archive – Simon Spillett Quartet – Loughton Methodist Church	SM
6 March	Youth Makes Music – New Hall Chigwell School Rotary Club Loughton, Buckhurst Hill and Chigwell	SM
11 March	Annual Town Meeting – Murray Hall 7.45pm	SM
13 March	Cllr Richard Bassett, Chairman of Epping Forest District Council, invite to official opening of new homes at Burton Road, Loughton, marking the completion of Phase Two of our Council Housebuilding Programme which provides 51 new affordable rented homes in Epping Forest – 10.00am	
12 March	YES Partnership WOW Conference – Marriott Hotel	SM
27 March	LADS production of A Tale of Two Cities – Lopping Hall	SM + TC
15 April	A social distancing visit to Abbeyfield Care home to wish resident Louisa a Happy 100 th Birthday	SM
18 April	National Jazz Archive – Loughton Methodist Church	SM + TC
26 April	LADS production of A Tale of Two Cities – Lopping Hall	
30 April	YES Partnership WOW Conference – Marriott Hotel	SM
17 May	Annual Fun Run – 10.30am Roding Valley Recreation Ground	SM

All events cancelled/postponed due to COVID-19

Agenda Item 9
Reports from Members on Outside Organisations

Transport Representative Meetings - 10th March 2020

Held at Epping chaired by Essex County Council's Transport officer Tom Neave

The future of Bus 87 (Harlow to Epping to Forest Shopping Centre) was discussed at the meeting. Two representatives from Arriva, the operator of Bus 87, were present. The route 87 was earmarked for withdrawal as the cost per passenger went above the nominal £5. After discussions with the County councillor, the EEC has agreed to fund the route for six months from 28th March, with funding support from EFDC. Therefore the route is safe until 28th September 2020.

Support Grant for Bus Services

Wendy Jackson from EEC outlined a possible support grant of £965,000 for councils to improve the bus services. This is part of Prime Minister Johnson's plan to improve bus services in the country. EEC will be putting a bid for this grant.

If successful, ECC plans to discuss the following with Stakeholders

- Support for struggling bus services to promote growth (Possible support for 87 after September)
- Marketing, Information and community engagement
- Digitising existing Demand Responsive Transport (DRT) services
- Devolution and Partnership working (Town councils may be able to take over some services)
- Pump-priming services in Tandem with funding from new S106 Funding

Further funding may be available soon for 'Electric Towns' with electric only buses.

Bus Shelter upgrade scheme

The Essex-wide Bus Shelter project is in collaboration with District, Borough and City councils across Essex to give better bus infrastructure.

The project will establish a long-term contract to create a better bus shelter estate, incorporating all maintenance, cleaning, replacement and supply of shelters – all paid for from the generation of income through advertising.

Cllr Philip Abraham

Agenda Item 9
Reports from Members on Outside Organisations

Report from the Virtual meeting of Citizens' Advice Epping Forest District held on Wednesday 20th May 2020

As with everything else Citizen's Advice has needed to adapt to social distancing and lockdown in the face of COVID-19. All volunteer training has been ported online and all face-to-face meetings with clients have been cancelled. Fortunately, staff and volunteers had been trained and were about to move to the new Telephone First service so it has been easier to move to all telephone advice. All staff are now working from home and the Business continuity plan has been implemented. Currently, there are less clients contacting the bureau. It is expected that things could get very busy once the furlough scheme drops out and large numbers of people become unemployed.

All fund raising has been halted for the present and this includes the cancellation of the quiz evening and Bridge Day.

The CEO resigned as from the end of March to take up a new position in Enfield and an interim CEO is in position until such a time as a new permanent CEO can be appointed. A new treasurer is still urgently needed but recruitment has been put on hold. Currently, there is a temporary person from Cit-A doing the accounts.

A meeting was held with Cllr Nigel Bedford at EFDC in January to discuss the objectives for 2020/21. Funding for 2020/21 is to remain the same as last year. EFDC are keen to implement co-location working in the Community space at their new building when it is completed. A new SLA is being drawn up but will include similar objectives to last year. Outreach to both Ongar and Limes Farm is progressing well but Norway House continues to be challenging. All work at New College, Loughton has been halted.

It is likely that in the future there will be more home working and this could widen the pool of possible volunteers to include those who may volunteer but would be unable to work in the offices. This would pose new considerations such as confidentiality, use of equipment and costs. This is being actively considered for the future as well as how the current offices could be reconfigured to take into account of social distancing. The current volunteers will be consulted as to how things might progress in the future.

Jill Angold-Stephens
23rd May 2020

Agenda Item 14

Members to review whether to support the appeal by the Society of Local Council Clerks, in writing to the Government to provide financial support to the Local Government sector.

SLCC

For Local Council Professionals

Robert Smith
Chief Executive Officer

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Email: rob.smith@slcc.co.uk

The Rt Hon Robert Jenrick MP
Secretary of State for Housing, Communities
& Local Government
2 Marsham Street
London
SW1P 4DF

30 June 2020

Sent by email to robert.jenrick@communities.gov.uk

Dear Secretary of State,

Coronavirus Pandemic: Financial Support for Local Councils

We wrote to you in April on behalf of the 4,000 members of the SLCC and their concerns regarding the future financial viability of the town and parish councils which they serve.

While the Government has provided significant financial support to principal local authorities which it says should also cover the needs of town and parish councils, unsurprisingly – given their own dire financial circumstances – these higher tier councils are unable to release any of the support they have received. Some have been offered short term interest free loans which would add substantially to the precept in 2021.

Local councils provide a significant range of services and in many cases fill the gap of service delivery left by principal councils. In doing so, many have developed revenue generation beyond the traditional precept route. Local councils are in a position to play a significant role in the Community Resilience Agenda; providing support to the work of both local and central government. However, to be able to do this and with sufficient funds for this financial year, local councils do require support from Central Government.

The SLCC wholly supports the representations made by the National Association of Local Councils (NALC) and the suite of measures they have put forward in support of local councils. As the professional body representing practitioners in our sector, we would specifically like to propose the following measures that we believe will assist.

1. Business rates relief on community assets, the income from which has been affected by the pandemic. This includes the fast-tracking of regulations to permanently remove business rate liability on public conveniences and temporarily on all other revenue generating buildings in the ownership of town councils.
2. Permission for councils to create their own "Covid-19 Revenue Recovery Package" through the capitalisation of specific revenue impacts (both increased expenditure and losses of income) arising from the Coronavirus pandemic. This is an appropriate accounting treatment to address the unprecedented financial impacts of the virus and would require no financial commitment from central government.

The Society of Local Council Clerks is a company limited by guarantee, registered in England and Wales with company registration number 10566132. Registered office as above.

Agenda Item 14 - continued

3. Reinstatement of the Government grant to meet an increase in Council Tax Benefit payments from this years' baseline estimated figure. This grant to be accounted for in each Billing Authorities' collection fund – not their general fund revenue account – and would be phased over a number of years in line with a return of employment rates to the levels prior to Coronavirus.

A more detailed explanation of points 2 & 3 accompanied by supporting comments are attached as an addendum.

Our members, serving over 5,000 town and parish councils would implore you, in the strongest possible terms, to give urgent consideration to the plight of the local council sector and the need to provide specific support to it. SLCC would be happy to join with colleagues from NALC to meet urgently with Ministers and your officials – through video conference – when we could explain the severity of this matter and our proposals in greater detail.

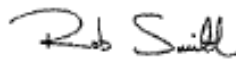
Yours sincerely,



Michael King
Chairman



Linda Larter
President



Robert Smith
Chief Executive

cc Dr Jonathan Owen, CEO, National Association of Local Councils

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