

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 24 April 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: S Murray (in the chair)
P Abraham J Angold-Stephens R Brooks
T Cochrane B Cohen M Dalton
C Davies (from Min no 225) T Downing K Latchford
J Jennings J Mahoney (from Min no 230)
S Murphy T Owen C C Pond
C P Pond M Stubbings D Wixley

Officers: M B Squire (Town Clerk)
P Bryce (Administrative Assistant)

Also present:

Mr Nagaratnam, Principal Engineer, Mr Clive Woodruff, Structures' Manager and Mr Norman Chan, Engineer/Structures Design from ECC Highways
2 members of the public

The meeting was preceded by the presentation of the
Citizen of the Year 2019 award to Peter Medway

222 Apologies for Absence

Apologies for absence were received from Cllrs Beales, Jogia, Omer and Pewsey. Cllr Mahoney had previously given notice that he may arrive late.

223 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in any matters concerning Essex County Council and Epping Forest District Council as a member of those councils.

224 Confirmation of Minutes

The Minutes of the meeting held on 13 February 2019 were CONFIRMED as a correct record and signed by the Town Mayor.

Minute number 213, typo should read 'bona fide' and minute number 217 'Committee' should read 'Council'.

Cllr Davies joined the meeting during the next item.

225 Public Representations

None were received.

226 Essex County Council (ECC) Highways North footway deck replacement works Summer 2019 Presentation – ECC No.759

ECC Highways presentation from Mr Nagaratnam, Principal Engineer, Mr Clive Woodruff, Structures' Manager and Mr Norman Chan, Engineer/Structures Design was received. They provided details (with relevant drawings/maps) and reassurances on the

work to be carried out at the bridge on Alderton Hill over Loughton Brook, directly east of the mini-roundabout.

Reassurances were provided that

- advance warning signs to be installed at least two months before the work commences, and at all major junctions outside Loughton
- a diversion route for light vehicles and a separate diversion route for HGV and tall vehicles would be implemented
- pedestrian access will be maintained at all times
- the entire length of Brooklyn Avenue will be a clear way (requested by relevant bus companies)
- communication will be made to local residents in the vicinity by letters, on site posters, Essex Highways website and 'Contact Essex'.

The length of working hours / weekend / night shifts were reviewed and the ECC representatives explained that this is a difficult balance to achieve given the need to give local residents and workers some respite and to comply with Health and Safety legislation.

227 Questions Without Discussion

No questions were received.

228 Financial Regulations

At its meeting on 6 February 2019 the Resources and General Services Committee carried out the annual review of the Financial Regulations. As the Committee did not consider any amendments were necessary at this time, the Council CONFIRMED that the regulations still meet its requirements. Subsequent to the aforementioned meeting and to accommodate the current staffing structure, please note that any references in the Financial Regulations to the Town Clerk as 'her' shall be amended to 'his/her' and any reference to the 'Deputy Town Clerk' shall be amended to 'Assistant Clerk'. The Council also confirmed its agreement to these cosmetic changes.

229 Governance and Accountability

229.1 Internal Audit

229.1.1 Review of the Effectiveness of the System of Internal Audit

In accordance with the Practitioners Guide, assertion 6, the Council AGREED that key systems and appropriate processes and measures were in place.

229.1.2 Review of the Effectiveness of the System of Internal Control

In accordance with the Practitioners Guide, the Council AGREED that appropriate processes and measures were in place.

229.2 Risk Assessment and Management

In accordance with the Practitioners Guide, assertion 5, the Council AGREED that key systems and appropriate processes and measures were in place.

Cllr Mahoney joined the meeting during the next item.

230 Village Green Applications

The Council considered a letter from Essex Legal Services dated 11 April 2019.

Cllr C C Pond outlined several reasons why the *Barkas* judgment might not apply fully to the Loughton situation. Council agreed to persevere with the applications towards a Hearing. It might be necessary to take further legal advice. Members thanked Cllr C C Pond for his endeavours in this regard.

231 Town Mayor's Engagements and Announcements

Cllr Murray reported that since the last Council meeting he had attended the following events:

- Sculpture Exhibition - Lifeworks – Loughton Methodist Church
- Loughton Young Artists – Lopping Hall Art Gallery
- Forgotten Shores - Art Exhibition - Woodland Grove
- Youth Makes Music - New Hall Chigwell, Rotary Club of Loughton, Buckhurst Hill and Chigwell
- Marlescroft Way Green “tea party event”
- Annual Town Meeting
- Redbridge Samaritans Open Day
- Waltham Abbey Town Council Civic Service, Waltham Abbey Church
- YES event - Marriott Hotel Waltham Abbey
- Loughton Voluntary Care Association AGM
- EFDCs Chairman's Charity Concert
- LADS Production “Pygmalion” – Lopping Hall
- Honorary Reeve presentation to Richard Morris - Lopping Hall
- Epping Forest Heritage Trust 5th Anniversary Celebration of the operation of the Epping Forest Visitor Centre at High Beach on behalf of the City of London
- Dementia Club 4th Anniversary – Loughton Club
- Easter Bonnet Competition at the Oakwood Hill Estate Senior Citizens Club
- Surprise 99th birthday party for one of the resident's at the Abbeyfield Home in Loughton - Ryder House
- Stylers hairdressers in Valley Hill. Easter Raffle in aid of Cancer Research UK
- Jack Petchey Regional Speak Out Finals at Roding Valley High School

232 Matters for Report

The Town Clerk reported that he had responded to the message dated 14 February 2019 from Epping Forest District Council (EFDC) Democratic Services Manager, regarding the 'Review of Polling Districts & Polling Places, which had also been circulated to all members. He had passed the comments provided from Cllrs Murray and Wixley specifically on Loughton's Roding Ward.

The Town Clerk also updated members on the ongoing Local Plan Hearings that would now be extended in to June 2019. All remaining Town Council statements for consideration had now been submitted to the Programme Officer. He would circulate the remaining dates which would involve the Town Council at the hearings.

Members NOTED that the appropriate corrective action (i.e. unpaid direct debits to be treated as creditors) has been taken in respect of the 'except for matters' comments in the external auditors report, in the 2017/2018 Annual Governance and Accountability Return (AGAR). Minute RG139.1 refers.

Members Allowances would be paid in May 2019

233 Reports from Members on Outside Organisations

233.1 Written reports on the following meetings were NOTED

- i) Broadway Town Centre Partnership Meeting 14 March 2019 – Cllr K Latchford
- ii) Larger Local Council Forum – 28 February 2019 – Town Clerk

- iii) Epping Forest Local Council's Liaison Committee – 11 March 2019 –
Town Clerk

234 Reports from Committees

234.1 Planning and Licensing

The reports from the meetings held on 18 February, 4 and 18 March and 1 and 15 April 2019 were NOTED.

234.2 Recreation

The report from the meeting held on 6 March 2019 was NOTED.

234.3 Environment and Heritage

The report from the meeting held on 3 April 2019 was NOTED.

Cllr C C Pond confirmed that minute number EH120 should read Cllr Beales if he so requires leave of absence until 30 September 2019. The Council agreed and wished Cllr Beales all the best for a speedy recovery.

234.4 Resources and General Services

The report from the meeting held on 10 April 2019 was NOTED.

Signed:

Date: 15 May 2019