

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 24 May 2022 at 7.30pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: R Brookes (in the chair until Min no 84)
B Cohen (in the chair from Min no 84)

P Abraham	B Cohen	C Davies
T Downing	S Fontenelle	L House
J Jennings	W Kauffman	N MacKinnon
S Murphy	S Murray	C C Pond
C P Pond	K Rainbow	J Riley
M Stubbings	K Valentine	G Wiskin
D Wixley		

Officers: M Squire (Town Clerk)
K Lumb (Deputy Town Clerk)
P Bryce (Community Manager)

Also present: 10 Members of the public

Cllr Brookes, as outgoing mayor, welcomed the Councillors and members of the public to the meeting and gave a very warm thank you speech for her year in office. She thanked her fellow councillors and the officers for their support.

84 Election of the Town Mayor for 2022/23

Cllr Brookes invited nominations for the role of Town Mayor. Cllr Cohen was proposed and seconded and, there being no other nominations, Cllr Cohen was elected Town Mayor for 2022/23. Cllr Brookes presented her with the Town Mayor's badge and chain of office. Cllr Cohen took the chair and duly executed the Declaration of Acceptance of Office.

Cllr Cohen thanked Cllr Brookes for her work during her term of office as Town Mayor and presented her with the Past Town Mayor's badge. Cllr C C Pond led the Council's tributes to Cllr Brookes for her work during her year of office.

Cllr Cohen thanked the Council for honouring her with the opportunity to serve the community in this role and said that it had been a pleasure and delight being Cllr Brookes Deputy.

85 Appointment of Deputy Town Mayor for 2022/23

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

86 Apologies for Absence

Apologies for absence were received from Cllr P Beales. It was agreed to extend Cllr Beales apologies to the end of the year, to be ratified at the next appropriate Council meeting.

87 Declarations of Interest

None were received. 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.

88 Confirmation of Minutes

The minutes of the meeting held on 26 April 2022 were CONFIRMED as a correct record and signed by the Chairman.

89 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2022/23

Cllr Pond proposed that all Cllrs remain in office with the exception of Cllr T Downing who is standing down as Chairman of the Planning and Licensing Committee.

89.1 Planning and Licensing Committee

Cllrs P Abraham, S Murphy, K Rainbow, J Riley and G Wiskin were nominated and appointed to the Planning and Licensing Committee.
Cllr C Davies was elected Chairman and Cllr W Kauffman, Vice Chairman

89.2 Recreation Committee

Cllrs L House, S Fontenelle, N MacKinnon, S Murray, and M Stubbings were nominated and appointed to the Recreation Committee. Cllr D Wixley was elected Chairman and Cllr K Valentine, Vice Chairman.

89.3 Environment and Heritage Committee

Cllrs P Beales, B Cohen, S Fontenelle, K Valentine and G Wiskin were nominated and appointed to the Environment and Heritage Committee.
Cllr C C Pond was elected Chairman and Cllr C P Pond Vice Chairman.

89.4 Resources and General Services Committee

Cllrs R Brookes, B Cohen, W Kauffman, S Murray, and M Stubbings were nominated and appointed to the Resources and General Services Committee.
Cllr J Jennings was elected Chairman and Cllr M Owen Vice Chairman.

89.5 In accordance with Standing Order 5e it was AGREED that Nomination of up to three persons per political group authorised to make substitutions. Cllrs C C Pond and J Jennings are authorised to make substitutions during the year.

90 Nomination of Council Representatives for 2022/23

90.1 The Council representatives on outside bodies for 2022/23 were AGREED as below:

Organisation	2022/23 representative(s)
Lopping Endowment	J. Jogia (as District Councillor)
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs CC Pond and Wixley
Local Councils' Liaison Committee	Cllrs CC Pond and Wixley

EALC - Larger Local Councils Forum	Cllr Wixley
ECC Parish Passenger Transport Meeting	This is now defunct / in abeyance
Tree Wardens (appointed by Epping Forest Countrycare)	Cllrs Cohen, Davies, Wiskin and Wixley
Loughton Broadway Town Centre Partnership	Cllrs Brookes, Cohen, Davies, Fontenelle, Murphy, Murray, Owen and Rainbow
Citizens Advice Epping Forest District – Management Committee **	
Essex Police local community meetings ***	Cllrs Fontenelle and Wixley
Roding Valley Nature Reserve Consultative Group	Cllr Wixley

** These meetings have become remote and the Council has not been invited to attend.

*** Whilst the Council has not been invited by Essex Police to nominate official representatives, it is best practice to ensure the Town Council has a presence at any Divisional meeting which may be held in Epping.

90.2 To review arrangements for reporting back on the activities of outside bodies

Members were reminded that it is 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.

90.3 Joint Standards Committee

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2022/23 with Cllr Davies as his substitute.

90.4 Grievance Hearing and Disciplinary Appeal Panels

Cllr Abraham was APPOINTED a third member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

91 Membership of Internal Council Groups

To confirm or amend the membership of the following internal groups:

91.1 Strategy and Staff Group (includes the Complaints Panel)

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee and Cllr C P Pond and Cllr Murray as representative from the minority group.

91.2 Financial Assistance Working Group

Membership: Chairman and Vice Chairman of the Resources and General Services Committee and Cllr Murray. It was agreed that Cllr Fontenelle appointed to be on standby if required.

91.3 Roding Valley Recreation Ground Improvements Project Working Group

Membership: Chairman and Vice Chairman of the Recreation Committee and

Cllrs Brookes, MacKinnon, Murray and Valentine.

92 General Power of Competence

The Council AGREED to reassert the use of the General Power of Competence in the forthcoming Civic Year.

93 Confirmation of Standing Orders

The Council AGREED and confirmed the Town Council's Standing Orders.

94 Confirmation of Financial Regulations

The Council AGREED and confirmed the Town Council's Financial Regulations.

95 Year End Financials 2022/23

95.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2022, including

- (i) The Council AGREED AGAR (Section 1) for the Year ended 31 March 2022
- (ii) The Council AGREED AGAR (Section 2) for the Year ended 31 March 2022
- (iii) The Council AGREED AGAR – NOTING that the internal auditor has completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2021/22.

95.2 Annual Accounts

The Council APPROVED the Annual Accounts for the Year ended 31 March 2022. This statement of accounts has been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, i.e. on an income and expenditure basis with a statement of balances and complies with Proper Practices in completing Sections 1 and 2 of the Annual Governance and Accountability Return.

96 Town Mayor's/Town Clerk's Report

The Town Clerk reported that some members of staff and Cllr Wixley attended the funeral of Alex Wilson, our retired Cemetery Attendant on Monday 23 May. The Service was well attended and his coffin was accompanied by the Epping Forest Pipers.

The Town Clerk reminded members of the Beacon Lighting event will be taking place on Thursday 2 June 2022.

97 Local Government Boundary Commission Consultation on new ward patterns/electoral review for Epping Forest District Council

Members agreed that a working group would be set up and a response made.

Signed:
Date: 13 July 2022

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Wednesday 13 July 2022 at 7.30pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors:

B Cohen		
R Brookes	C Davies	S Fontenelle
L House	J Jennings	W Kauffman
N MacKinnon	S Murphy	S Murray
M Owen	C C Pond	C P Pond
K Rainbow	J Riley	M Stubbings
K Valentine	G Wiskin	D Wixley

Officers:

M Squire (Town Clerk)
P Bryce (Community Manager)

Also present: 2 x Members of the public

98 Apologies for Absence

Apologies for absence were received from Cllrs Abraham, Beales and Downing

99 Declarations of Interest

Councillor C C Pond declared a non-pecuniary interest in any Agenda items relating to Essex County Council (ECC) and Epping Forest District Council (EFDC) as he is a member of both councils.

100 Confirmation of Minutes

The minutes of the meeting held on 24 May 2022 were CONFIRMED as a correct record and signed by the Chairman, after Agenda Item 84 2nd paragraph Cllr C P Pond was amended to Cllr C C Pond who led the Council's tributes to Cllr Brookes.

101 Public Representations

None were received.

102 Questions Without Discussion

None were received.

103 Highways Presentation from Essex County Councillor Lee Scott

Cllr Lee Scott gave an informative and brief description of the procedures of Essex County Council Highways and the processes involved in dealing with potholes, utilities, streetlights and bus operators etc. He took questions from Councillors on various matters. He also reported on the change in reporting 'speeding traffic', via the True Cam system and highlighted a bill to run through Parliament which could offer some powers to issue penalty notices to County and District Councils.

Members thanked Cllr Scott for his time.

104 Town Mayor's / Town Clerk's Report

The Town Mayor announced that she will be supporting the Lopping Hall charity in her term of office with funds being raised for air conditioning units to be installed in the

Lopping Hall. A family treasure hunt will be organised for the residents of Loughton to be held on a Sunday at the end of April 2023, with the registration, refreshments and presentation to the winning family to be held in the Lopping Hall. The event will be attended by the Pearly King and Queen based in Loughton. Further details of the event will be advertised in the autumn.

The Town Clerk reported that a sixth form student from Roding Valley High School would be attending the following week to gain work experience. As is customary, a modest gift voucher would be purchased to show appreciation of her contribution to the Town Council. He also reported that he had now responded on behalf of the Town Council on the Local Government Boundary for England consultation, which had been routed via EFDC.

105 Town Mayor's Engagements and Announcements

Cllr Cohen reported that since the last Council meeting, she had attended the following events:

- Lighting of the Beacon Hillyfields for the Queen's Platinum Jubilee
- Beechlands Care Home Queen's Jubilee Residents Garden Party
- Queen's Jubilee Tea at Trinity Church
- 150th Anniversary St Mary's Church
- New City College – Creative Week Private Viewing
- New City College – Epping Forest Sport and Wellness Centre
- Fred and James Comedy Show at Lopping Hall
- Jessel Green Fun Day
- New City College – Epping Forest Campus Student Awards evening
- Abbeyfield Care Home Summer Garden Party
- Grow Community Garden 6th year anniversary and volunteers' celebration day.

Additionally, the Lopping Art 22, Opening Celebration, had been attended by the Deputy Town Mayor, Cllr M Stubbings. Further, the Inauguration of the Mayor of Waltham Abbey event had been attended by Cllr Rose Brookes.

106 Thames Water (TW)

Members NOTED a further letter from TW dated 1 July 2022. Cllr Murray reported that a meeting with officers from Thames Water had taken place. The outcome from the meeting was that TW were doing the best they could within the serious constraints they faced with the archaic cast iron pipework /drainage system in Loughton which is over 120 years old. The delays in repairs appeared to be legitimate reasons and further quarterly Zoom meetings will take place going forward.

The Town Clerk also provided an update on the drainage problems in and around the Loughton Cricket Club / Uplands area of Loughton, whereby TW continue to work toward a solution.

107 Reports from Committees

107.1 Planning and Licensing

The reports from the meetings held on 25 April, 16 May, 30 May, 13 June and 27 June 2022 were NOTED. Members thanked Cllr C C Pond for agreeing to represent the Town Council at a forthcoming licensing appeal meeting at the Magistrates' Court.

107.2 Recreation

The report from the meeting held on 7 June 2022 was NOTED.

107.3 Environment and Heritage

The report from the meeting held on 22 June 2022 was NOTED.

107.4 Resources and General Services (RGS)

The report from the meeting held on 5 July 2022 was NOTED.

Members asked why Loughton Town Council (LTC) were not represented at the Citizens Advice (CA) meetings. It was agreed that the CA's work and Financial Assistance would be considered at the next RGS committee meeting.

108 Reports from Members on Outside Organisations

108.1 The following reports were NOTED:

108.1.1 Minutes of the Epping Forest District Local Councils' Liaison Committee held on 14 March 2022.

108.1.2 Notes from the Broadway Town Centre Partnership meetings held on 10 March 2022 and 12 May 2022.

The Planters arranged by EFDC (which will be serviced by LTC) have been ordered and are ready to go. However planning permission to install them has not yet been agreed by EFDC.

Members agreed that a thank you letter from the Town Council will be written to Judy Lovell who has now retired from the Chairman's post.

109 Local Plan - Inspector's note to Epping Forest District Council

Cllr C C Pond reported that a new planning inspector had taken over and it was taking a long time to bring deliberations to a head. Members need to watch out for the consultation timetable and clarification will be required for developments on Transport for London (TFL) land.

110 Management of large scale Community Events

Following the very successful Jessel Green Fun Day on 26 June 2022, the Town Clerk provided an oral update and suggested some necessary strategic changes for running future such events, which were NOTED by Members. Members AGREED that this Agenda item should be put on the next Staff and Strategy Committee meeting for further discussion, and that a comprehensive report on the event would also follow onto the next Recreation Committee meeting.

Signed:

Date: 19 October 2022

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Wednesday 19 October 2022 at 7.30pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors:

B Cohen		
P Abraham	R Brookes	C Davies
T Downing	L House	N MacKinnon
S Murphy	S Murray	M Owen
C C Pond	C Pond	
K Rainbow	J Riley	M Stubbings
(from Min No 118.2)		
K Valentine	G Wiskin	D Wixley

Officers:

M Squire (Town Clerk)
P Bryce (Community Manager)

1 x Member of the public

111 Apologies for Absence

Apologies for absence were received from Cllrs Beales, and Jennings.

112 Declarations of Interest

Councillor C C Pond declared a non-pecuniary interest in any Agenda items relating to Essex County Council (ECC) and Epping Forest District Council (EFDC) as he is a member of both councils.

Councillors S Murray and D Wixley declared non-pecuniary interests relating to the Citizens Advice (CA) as they are Trustees and Members of this organisation respectively.

113 Confirmation of Minutes

The minutes of the meeting held on 13 July 2022 were CONFIRMED as a correct record and signed by the Chairman.

114 Public Representations

None were received.

115 Questions Without Discussion

None were received.

116 Town Mayor's / Town Clerk's Report

There were none to report.

117 Town Mayor's Engagements and Announcements

Cllr Cohen reported that since the last Council meeting, she had attended the following events:

- Woodland Grove Care Home Loughton Historical Talk

- Loughton Horticultural Show and presentation of the Town Mayor's Best Allotment Competition.
- Essex Heritage Trust Annual Meeting Copped Hall
- Her Majesty Queen Elizabeth II floral tribute at the War Memorial, Kings Green
- Royal Proclamation of the succession of King Charles III at the Balcony of Town Hall/Library
- Chrysalis Nursery and Pre-school 10 years of being a local independent childcare provider Fun Day
- Official Opening of Rouge Restaurant at New City College – Chadwell Heath campus
- Woodland Grove Care Home – Music Therapy
- YES Partnership Motivation Conference

Cllr Stubbings, Deputy Town Mayor attended the 2nd Anniversary of 3Food4U in Loughton.

Cllrs Cohen, C C Pond and the officers were thanked for their conduct in ensuring the procedures relating to the death of Queen Elizabeth II were carried out correctly.

118 Reports from Committees

118.1 Planning and Licensing

The reports from the meetings held on 25 July, 8 and 30 August, 12 and 26 September and 10 October 2022 were NOTED.

Cllr Murray thanked the Planning Committee for their decision on 121 Roding Road.

Cllr Rainbow joined the meeting during the following item.

118.2 Recreation

The report from the meeting held on 7 September 2022 was NOTED.

Cllr Wixley reported that these were draft minutes and Min RC131 'EFDC Green Infrastructure Strategy Roding Valley Recreation Ground Project' should read that Cllrs S Murray and R Brookes also attended the meeting on the Roding Valley Recreation Ground (RVRG) with EFDC officers. Also that the rationale of the 'Suitable Natural Alternative Green Space' (SANG) should be included

Cllrs MacKinnon and Valentine were thanked for their contribution to the RVRG Playground public consultation and tender process. Min RC132 refers.

118.3 Environment and Heritage

The report from the meeting held on 20 September 2022 was NOTED.

Cllr Murray gave his thanks for the 'Loughton Wombles' initiative (Min No 135.2) refers and added that it was a wonderful community minded team.

118.4 Resources and General Services (RGS)

The report from the meeting held on 5 October 2022 was NOTED.

119 Reports from Members on Outside Organisations

119.1 The following reports were NOTED:

- (i) The Broadway Town Centre Partnership Meetings – 14.7.22 and 8.9.22.
- (ii) Essex Association of Local Councils 78th AGM. Held on 22nd September 2022 at Hylands House, Chelmsford – Cllr David Wixley.

Cllr S Murray thanked Cllr R Brookes for chairing the Broadway Town Centre Partnership Meeting. Cllr Brookes reported that permission for her to carry out this role had been given until the end of the year.

Councillors asked why the Grant Funding from Loughton Town Council (LTC) to Citizens Advice had not been mentioned at their AGM and why a LTC Councillor had not been invited to attend. Cllr S Murray reported that he attended as a Trustee and Councillor D Wixley attended as a member.

It was agreed that the CA, 'Grant Funding' would be an agenda item on the next RGS Agenda, and a member of the CA would be invited to attend the next Grant Funding meeting.

120 Voluntary Action Epping Forest Warm and Well Sessions – Loughton

Councillors AGREED to make a donation up to £500 to Loughton Voluntary Action Epping Forest to assist with the Warm and Well Sessions being held at St Mary's Church for the residents of Loughton.

**121 The Local Government Boundary Commission for England
Electoral Review of Epping Forest District Council: Draft Recommendations**

Members discussed in some detail. Cllr C C Pond reported that the suggested parameters of a formal response would be circulated via the Town Clerk in due course, for Councillors to make their views and a proposal would be formulated and ratified at the next appropriate committee meeting before the deadline of 11 December 2022.

Signed:
Date: 20 December 2022

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 20 December 2022 at 7.45pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present:

Councillors:

B Cohen	S Fontenelle	L House
P Abraham	W Kauffman	N MacKinnon
J Jennings	CC Pond	K Rainbow
S Murphy		
G Wiskin		

Officers:

M Squire (Town Clerk)
D Paris (Planning Clerk)

1 Member of the public. A further 10 members of the public has attended prior to the meeting for the 2022 Christmas Cards Awards presentation.

122 Apologies for Absence

Apologies for absence were received from Cllrs P Beales, R Brookes, C Davies, T Downing, S Murray, M Owen, C P Pond & D Wixley. A number of 'dual hatted' District Councillors were unable to attend as there was a District Council meeting also held on the same evening.

123 Declarations of Interest

Councillor C C Pond declared a non-pecuniary interest in any Agenda items relating to Essex County Council (ECC) and Epping Forest District Council (EFDC) as he is a member of both councils.

124 Confirmation of Minutes

The minutes of the meeting held on 19 October 2022 were CONFIRMED as a correct record and signed by the Chairman.

125 Public Representations

None were received.

126 Questions Without Discussion

None were received.

127 Town Mayor's / Town Clerk's Report

The Town Clerk reported that the responses on 'Local Plan modifications' and potential ward boundary changes has been submitted in good time. He also ran through a housekeeping matter.

The Town Mayor asked members to note Sunday 26 February 2023 as the date earmarked for the Town Council Civic Service and also Sunday 23 April 2023 as the date for the 'Treasure Hunt'.

128 Town Mayor's Engagements and Announcements

Member NOTED the list of the Town Mayor's Engagements and Announcements.

129 Reports from Committees

129.1 Planning and Licensing

The reports from the meetings held on 24 October, 7 and 21 November and 5 December 2022 were NOTED.

129.2 Recreation

The report from the meeting held on 2 November 2022 was NOTED.

129.3 Environment and Heritage

The report from the meeting held on 22 November 2022 was NOTED.

129.4 Resources and General Services

The report from the meeting held on 7 December 2022 was NOTED.

130 Reports from Members on Outside Organisations

The following reports were NOTED:

- (iii) Essex Association of Local Councils- Epping Forest Branch meeting. - 26.10.22.
- (iv) Epping Forest Local Council's Liaison Committee meeting – 29.11.22
- (v) Loughton Broadway Town Centre Partnership – 13.12.22.

131 Report from the Strategy & Staffing Group (SSG) meeting of 19 December 2022

Cllr CC Pond and the Town Clerk provided an oral update from the preceding day's meeting, which predominantly centred on the 2023/2024 budget estimates.

The Town Clerk reiterated the current and unprecedented difficult economic environment, including the 'cost of living' and the 'utilities costs' crises which had not been previously anticipated. The financial future is uncertain as exemplified by the Epping Forest District Council (EFDC) recent announcement of a £4.5m budget deficit and potential redundancies. In the future, Loughton Town Council (LTC) would need to

- think more laterally 'outside the box,
- act more as a 'stand-alone' business,
- change level of expectations in some areas,
- make some more radical changes now, to ensure less financial strain further down the line,
- focus on some areas of Council activity which may longer be sustainable / value for local residents.

The Year End March 2023 would therefore see a deficit and a proportion of Earmarked Funds would be used up, although LTC does have healthy General Reserves. The purchase/ leasing of a new van is also an immediate priority. Internal measures would be taken to freeze further expenditure during the remaining three months of the financial year.

Similarly some further measures would be needed for the following financial year's budget, and further necessary savings might be needed in the future. A number of proposals would be discussed further at the forthcoming Resources and General Services budget meeting in the New Year.

Cllr Pond recommended that areas where potential savings can be made, should form an agenda item for each subsequent Committee meeting.

Members NOTED the oral reports

132 Proposed removal of Speed Humps, Smarts Lane, Loughton – Section 90A-90 C of the Highways Act 1980

The Town Clerk reported that Essex Highways had been unwilling to extend the deadline by two days in order for the Town Council to respond, following this meeting. Any further responses should be sent directly to Essex County Councillor, Marshall Vance. There was a diversity of views regarding the merits and demerits of speed humps, along the lane, and also the use of alternative measures such as vehicle chicanes.

After some discussion, it was AGREED that individual Ward Councillors (for the area concerned) present at the meeting should respond directly with their own recommendations.

Signed:
Date: 24 January 2023

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 24 January 2023 at 7.00pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present:

Councillors: B Cohen
S Fontenelle (joined during Min No 139)
S Murray C C Pond C P Pond
K Rainbow M Stubbings G Wiskin
D Wixley

Officers: M Squire (Town Clerk)
K Lumb (Deputy Town Clerk)
P Bryce (Community Manager)

- 133 Death of a former Town Councillor**
Members NOTED the death of Patricia Richardson, former Town Councillor.
- 134 Apologies for Absence**
Apologies for absence were received from Cllrs Abrahams, Beales, Brookes, Davies, Downing, Jennings, Murphy, Owen and Riley. It was reported that Cllr Brookes was attending a select committee meeting at Epping Forest District Council (EFDC).
- 135 Declarations of Interest**
None were received.
- 136 Confirmation of Minutes**
The minutes of the meeting held on 20 December 2022 were CONFIRMED as a correct record and signed by the Chairman.
- 137 Public Representations**
None were received.
- 138 Questions Without Discussion**
None were received.
- 139 Town Mayor's / Town Clerk's Report**
The Town Mayor reported that a Holocaust Memorial Service organised by the Epping Forest Holocaust Educations Trust will be taking place on the side of Loughton Library, Traps Hill on Friday 27 January 2023 at 11.30 am and were invited to attend. This is the first of this type of service to be held in Loughton and will be taking place on the site where a memorial stone will be placed in due course. The Town Mayor reminded Councillors that invitations to her Civic Celebration will be sent via email, to save on costs. She also reminded Councillors of the Treasure Hunt date 23 April 2023.

Cllr Fontenelle joined the meeting during the following item.

140 Council Precept for 2023/24

The Council NOTED that the tax base for 2023/24 had been confirmed as £12,667.90 and the Estimates and financial forecast reports presented.

The Council AGREED

- I. the budget for 2023/24
- II. the amount to be taken from and adjustments to Earmarked Reserves; and
- III. the level of the Precept for 2023/24

The Council unanimously RESOLVED to set the precept for 2023/24 at £904,300. This will set the Loughton proportion of the annual council tax for a band D property as £71.39, an increase of £6.23 from the current year of £65.16.

141 Town Mayor’s Engagements and Announcements

Members NOTED the list of the Town Mayor’s Engagements and Announcements.

142 Reports from Committees

142.1 Planning and Licensing

The reports from the meetings held on Held on 19 December 2022 and 9 January 2023 were NOTED.

142.2 Recreation

The report from the meeting held on 11 January 2023 was NOTED.

142.3 Resources and General Services

The report from the meeting held on 11 January 2023 was NOTED.

143 Reports from Members on Outside Organisations

No reports were presented.

144 King Charles Coronation Day

The Town Clerk reported that details had just emerged from Buckingham Palace about the focus of each three days of the Coronation Weekend 6-8 May 2023. The formal Coronation will take place on Saturday 6 May, this will be televised. Sunday 7 May is the day for local celebrations, with Big Lunch and street parties, before a televised concert from Windsor that evening. Bank Holiday Monday 8 May is called ‘The Big Help Out’ and focuses the attention of volunteering and community groups.

Tentative ideas discussed were community picnics and provision of bunting in the High Road and Broadway and it was AGREED to pass this to the next Resources and General Services Committee meeting for further discussion.

Signed:

Date: 21 February 2023

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 21 February 2023 at 7.30pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present:

Councillors:

B Cohen	R Brookes	S Fontenelle
P Abraham	W Kauffman	N MacKinnon
L House	M Owen	C C Pond
S Murray	K Rainbow	J Riley
C P Pond	K Valentine	G Wiskin
M Stubbings		
D Wixley		

Officers:

M Squire (Town Clerk)
P Bryce (Community Manager)

Also present:

Epping Forest District Council (EFDC) Corporate and Data Protection Officer

145 Apologies

Apologies for absence were received from Cllrs Beales, Davies, Downing, Jennings and Murphy.

146 Leave of absence

Members AGREED to extend leave of absence from all Council and Committee meetings for Cllr P Beales until 30 September 2023 on health grounds, Cllr Beales will no longer need to give his apologies for these meetings.
Members sent their best wishes to Cllr Beales.

147 Declarations of Interest

None were received.

148 Confirmation of Minutes

The minutes of the meeting held on 24 January 2023 were CONFIRMED as a correct record and signed by the Chairman.

149 Public Representations

None were received.

150 Questions Without Discussion

None were received.

151 Town Mayor's / Town Clerk's Report

The Town Mayor is looking forward to her Civic Celebration taking place on Sunday 26 February, and reminded members to be seated for a prompt start at 3.30pm.

The Town Clerk reported on the following matters;

151.1 Reminded all Councillors of the Annual Town Meeting which is taking place at Murray Hall on 15 March 2023.

151.2 The Local Plan had been approved by the Inspector and will be presented at the Epping Forest District Council Extraordinary meeting to be held on 6 March 2023.

151.3 The Town Clerk referred to the Consultation from City of London on Epping Forest Conservation Proposals, which have just been received and the tight response deadline of Friday 10 March. The Town Clerk will be preparing a response, under delegated authority, on behalf of the Town Council which he will distribute to member for comment before sending off. He will be asking for members for input and the response will be ratified at the next E&H Committee meeting.

152 Town Mayor’s Engagements and Announcements

Members NOTED the list of the Town Mayor’s Engagements and Announcements.

153 Reports from Committees

153.1 Planning and Licensing

The reports from the meetings held on 6 and 20 February and were NOTED.

153.2 Environment and Heritage

The report from the meeting held on 24 January 2023 was NOTED. Cllr Murray was pleased to read Min No 168.3 and Min No 173.3 that the Horticultural Show together with the Loughton Day had been agreed and would be taking place on 2 and 16 September respectively.

153.3 Resources and General Services

The report from the meeting held on 8 February 2023 was NOTED. Cllr Murray reported that Loughton Town Council should be very proud of the Financial Grant Awards, Min No. 194.1 and was pleased that 19 local projects will be benefitting from this scheme.

154 Reports from Members on Outside Organisations

No reports were presented.

155 Loughton Citizenship Awards ‘LCA’

In the recent meeting of the LCA Working Party, some anomalies had been raised, regarding the scope and procedures of the scheme which may need some revamping for the future. Members AGREED that the criteria and other aspects of this award should be reviewed at the next Resources and General Services (R&GS) committee meeting.

In the meantime it was appropriate that certificates of recognition could be awarded to other deserving candidates, who had not received the main award.

Signed:

Date: 25 April 2023

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 25 April 2023 at 7.30pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present:

Councillors:

B Cohen	R Brookes	T Downing
P Abraham	W Kauffman	N MacKinnon
S Fontenelle	S Murray	C C Pond
S Murphy	M Stubbings	K Valentine
C P Pond	D Wixley	
G Wiskin		

Officers:

M Squire (Town Clerk)
P Bryce (Community Manager)

156 Apologies

Apologies for absence were received from Cllrs Beales, Davies, House, Jennings, Rainbow and Riley.

157 Declarations of Interest

None were received.

158 Confirmation of Minutes

The minutes of the meeting held on 21 February 2023 were CONFIRMED as a correct record and signed by the Chairman.

159 Public Representations

None were received.

160 Questions Without Discussion

None were received.

161 Town Mayor's / Town Clerk's Report

The Town Clerk reported on the following matters.

- The Town Council accounts had been completed for financial year end March 2023 on the RBS Omega financial software system. As anticipated, there was a large fall in General Reserves and Earmarked Reserves. A fuller report will be provided for the Annual Council meeting on 24 May 2023, following the sign off of the accounts from the internal auditor.
- The Town Council has been approached from a market provider, to potentially set up a weekly food market in Loughton High Road. The Town Clerk is entering discussions and following due diligence. He will update members at the next appropriate Committee meeting.
- The relocation and refurbishment of the playground on the Roding Valley Recreation Ground has been delayed for a couple of weeks because of the saturated ground conditions. The work is expected to start as soon as the ground dries out.
- The Town Council meetings timetable for 2023/24 has now been agreed and distributed to members.

- The NHS attended Buckingham Court on Saturday 22 April for their ‘first walk-in centre’ for the next round of Covid booster vaccination, for the over 75’s and vulnerable. The NHS employees were very happy with the set up and the room, but attendance was minimal and they will be working on further publicity.
- Loughton Library, Traps Hill will be hosting a Heritage Blue Plaque walk on Saturday 27 May starting at 11am. Residents will be invited to attend this free event and can register their interest directly with the library to reserve their space.

162 Town Mayor’s Engagements and Announcements

Cllr Cohen reported that since the last Council meeting, she had attended the following events:

- Town Mayor’s Civic Celebration held at the Loughton Synagogue
- YES Partnership Conference
- National Jazz Archive – Celebrating Billie Holiday at Loughton Methodist Church
- Opening of a new building at Roding Valley High School
- Rotary Club of Roding – Youth Makes Music, New Hall, Chigwell School
- Epping Town Council Town Mayor’s Charity Dinner (proceeds to the Earthquake Appeal)
- Local Angels Lunch in Aid of Jewish Care held at the Kings Oak Hotel, High Beach
- Community Security Trust (CST) Annual Dinner
- LADS production of The Father at Lopping Hall
- YES Partnership Conference
- Woodland Grove Care Home, World Earth Day
- Town Mayor’s Treasure Hunt, Lopping Hall

163 Additional Bank Signatories

Members NOTED the report and Cllrs M Stubbings and G Wiskin agreed to become additional bank signatories.

164 Reports from Committees

164.1 Planning and Licensing

Held on 6, 20 March, 3 and 17 April 2023 were noted.

164.2 Recreation

Held on 8 March 2023 was noted. Cllr Wixley reported that further to Min No 196.2 regarding the tree planting, they were in fact ‘tree whips’ that were donated by a friend of Cllr MacKinnon. On 31 March 2023, Cllr Wixley, Cllr MacKinnon and the friend planted the whips on the Roding Valley Recreation Ground. Cllr Wixley was also very pleased to report that finally the trees had been planted by Epping Forest District Council (EFDC) as part of the flood alleviation scheme outlined by the Environment Agency some years ago.

164.3 Environment and Heritage

Held on 28 March 2023 was noted. Cllr C Pond drew members attention to Min No EH192 regarding the ineffective bus route. On the following day of the Town Council Committee meeting, the Essex County Council (ECC), Parish Passenger Transport meeting took place, and unfortunately, they are still not taking seriously the importance and negative effects of the missing bus route.

164.4 Resources and General Services

Held on 12 April 2023 was noted.

165 Reports from Members on Outside Organisations

Reports from the following meetings were noted.

- (i) Minutes of Loughton Broadway Town Centre Partnership 12.1.23
- (ii) Report from Roding Valley Meadows Local Nature Reserve Consultative Group Meeting 1.3.23. – Cllr D Wixley
- (iii) Report from Epping Forest Local Councils' Liaison Meeting 28.3.23 – Cllr D Wixley.

166 The Local Government Boundary Commission for England

166.1 Electoral Review of Epping Forest District Council – Final Recommendations

Members noted that the final recommendations are now in place subject to parliamentary approval and will be effective in Epping Forest at the time of the local elections in 2024. The recommendations from Loughton Town Council were not taken on board.

166.2 Consultation on division boundaries for Essex County Council

Members noted the consultation and requested that the Town Clerk make representations on the unsatisfactory existing groupings of Buckhurst Hill / Loughton Roding Wards and also ECC divisions, the Broadway and Chigwell grouping was particularly inapposite.

Signed:

Date: 24 May 2023