

LOUGHTON TOWN COUNCIL
ANNUAL COUNCIL MEETING

MINUTES of the Annual Council Meeting held on 23rd June 2004 at 7.30 p.m. at Buckingham Court.

Present:

R E Pearce (in the Chair for minute nos. 1 and 2)		
C C Pond (in the Chair from minute no. 3)		
K E Angold-Stephens	C E Baggarley	J Benjamin
R E Brookes	M R M A Chalk	L Daniel
M L Daniel	S M Harper	W T Lattimore
B W Moore	E C Murphy	R J Pennington
S Pewsey	C P Pond	P S Sheen
D J Wixley	J L Woods	

Officers:

- L R Fuller (Town Clerk)
- E Walsh (Deputy Town Clerk)
- J Innis (Administrative Assistant)

2 members of the press

7 members of the public

1 Apologies for Absence

Apologies for absence had been received from Cllrs J Davis, R W Sheen and M W Wardle.

2 Election of the Chairman of the Council for 2004/2005

Cllr C C Pond was proposed and seconded and, there being no other nominations, Cllr C C Pond was elected Chairman. He duly executed the Declaration of Acceptance of Office and took the chair and was presented with the Chairman's badge. Cllr Pond thanked Cllr Pearce for his year in office and recorded thanks to past members of the Town Council who had not been re-elected.

3 Appointment of Vice-Chairman of the Council for 2004/2005

Cllr M W Wardle was proposed and seconded and, there being no other nominations, Cllr Wardle was appointed Vice Chairman.

4 Declarations of Acceptance of Office

It was AGREED that the outstanding Declaration of Acceptance of Office should be signed and returned to the Council within 14 days of the meeting.

5 Confirmation of Minutes

The minutes of the meeting of 19th May 2004 were CONFIRMED as a correct record and signed by the Chairman.

6 Declarations of Interest

No Declarations of Interest were made. Members were reminded to return the forms for the Register of Members' Interests by 9th July at the latest.

7 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2004/2005

With the agreement of the meeting, the Chairman took the Committees in alphabetical order.

7.1 Community

Cllrs Brookes, Harper, Lattimore, Murphy, P Sheen, R Sheen and Wixley were nominated and appointed to the Community Committee. Cllr Harper was elected Chairman and Cllr Murphy Vice Chairman.

7.2 Environment, Heritage and Leisure

Cllrs Chalk, M Daniel, Davis, Pennington, Pewsey, C C Pond and Woods were nominated and appointed to the Environment, Heritage and Leisure Committee. Cllr Woods was elected Chairman and Cllr C C Pond Vice Chairman.

7.3 Finance and General Policy

Cllrs Angold-Stephens, Baggarley, Benjamin, L Daniel, Pearce, C C Pond and Wardle were nominated and appointed to the Finance and General Policy Committee. Cllr Pearce was elected Chairman and L Daniel Vice Chairman.

7.4 Planning

Cllrs M Daniel, Moore, Murphy, Pearce, P Sheen, Wardle and Woods, were nominated and appointed to the Planning Committee. Cllr P Sheen was elected Chairman and Cllr Moore Vice Chairman.

8 Nomination of Council Representatives for 2004/2005

8.1 The Council representatives on outside bodies for 2004/05 were AGREED as below:

Alderton County Infant School	Cllr J Davis (4 years to 9.10.2005)
Alderton County Junior School	S W Murray (4 years to 2003)
The Hereward County Primary (Single School)	S Barnes (4 years to 26.7.2006)
Staples Road County Infant School	Cllr S M Harper (4 years to 2008)
Staples Road County Junior School	Cllr K E Angold-Stephens (4 years to 31.8.2006)
The White Bridge County Infant School	P Galloway (4 years to 11.03.2007)
The White Bridge County Junior School	T G J Owen (4 years to 9.10.2005)
St John Fisher RC Primary School	A Davis (4 years to 24.10.2006)
Loughton Lopping Endowment Fund	C Harper
Loughton Parochial Charities	D Rhodes E J Retter (indefinitely)
Corporation of London Forest Forum	Cllr W Lattimore*(1)
Essex Association of Local Councils – Epping Forest Branch	Cllrs R E Pearce and J Woods
Local Councils Liaison Committee	Cllrs R E Pearce and J Woods
EALC - Larger Local Councils Forum	Cllr K Angold Stephens
Epping Forest College – Development of Education	Cllrs R E Pearce and P Sheen
Epping Forest Countrycare Liaison Group	Cllr J Benjamin
ECC Parish Passenger Transport Meeting	Cllrs L Daniel and C C Pond
ECC Archives Working Group	This group no longer meets
Tree Wardens	Cllrs S M Harper and D J Wixley
Town Centre Partnership Steering Group (High Road, Loughton)	Cllrs P S Sheen and M W Wardle
Town Centre Partnership Steering Group (The Broadway, Loughton)	Cllrs P S Sheen and E C Murphy
Citizens' Advice Bureau Management Committee	Cllr J L Woods
Community Health	P Meadows
Town Centre Enhancement Focus Group (High Road)	Cllrs R Pearce, P S Sheen, M W Wardle

Town Centre Enhancement Focus Group (The Broadway)	Cllrs L Daniel, M Chalk and P S Sheen
Loughton Police Community Forum	Cllrs R E Brooks and M Daniel *(2)
Loughton Gateway Project Steering Group	Cllr M Chalk

* (1) plus Cllr Baggarley if an additional representative is permitted.

* (2) Cllrs J Davis and W Lattimore if more than two representatives are permitted.

8.2 The following Councillors were APPOINTED to assume responsibility for the noticeboards:

(a) High Road near Woolworths	Cllr J L Woods
(b) High Road by Brook Path	Cllr B W Moore
(c) Pyrles Lane	Cllr Baggarley
(d) Outside Homebase car park, Church Hill	Cllr R E Pearce
(e) Roding Road/Oakwood Hill intersection	Cllr M Chalk
(f) Torrington Drive by bus terminal	Cllr W Lattimore
(g) The Housing Office in The Broadway	Cllr J Davis
(h) Traps Hill outside former Town Council offices	Cllr M Wardle
(i) Loughton Library foyer	Cllr M Wardle
(j) Longcroft Rise	Cllr M Chalk
(k) Station Parade, Loughton	Cllr J Benjamin

8.3 Cllr M Daniel was APPOINTED as a third member to sit on the Grievance Hearing Panel and Cllr C P Pond to sit on the Disciplinary Appeal Panel.

9 Past Chairman's Engagements

Cllr Pearce reported he had attended the D Day Commemoration Service, the Postal Heritage Museum Store and the Service of Induction for the new Team Vicar of St. John's Church Loughton, the Revd Mark Ball.

Cllr Pearce thanked the officers and members of the Council for their support during his year of office.

10 Councillor Training

Cllrs Benjamin, Lattimore, Moore, Pearce, P Sheen, Wixley and Woods were approved as the members attending the EALC Councillor Training Day on 14th July 2004 and the expenditure was approved.

11 Accounts for Payment

11.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
DD	Compuserve	Subscription (May)		16.61
2142	Arwin Services	Kingsley Hall cleaning	63.00	423.00
2143	Thames Water Utilities Ltd	Kingsley Hall		76.93
2144	DBJ (Woodford) Ltd	Repairs to boiler, Buck Court	19.58	131.47
2145	KPMG LLP	VAT advice re Community Centre	87.50	587.50
2146	SLCC	The Clerks Manual 2004		24.00
2147	Royal Mail Group plc	Newsletter delivery		620.73
2148	East of England Regional Assembly	Subscription	18.38	123.38
2149	Theydon Timber Ltd	Noticeboard repairs	5.02	33.72

2150	Epping Forest District Council	Refuse collection, Cemetery & Kingsley Hall	120.75	810.75
2151	Index Business Supplies Ltd	Stationery	4.62	31.02
2152	Acumen Wages Service	Payroll (June)	2.54	17.04
2153	Epping Forest District Council	Rates; RVRec Ch Rms, K Hall, WRPf Ch Rms, Buck Crt		1203.00
2154	Newsquest (London) Ltd	Advertisement re Cemetery Attendant	64.54	433.36
Tfr	No2 a/c	Reimburse imprest		15271.84
2155	RBS Software Solutions	End of year accounts 2003/04	175.00	1175.00
2156	AtoZ Supplies	Paper towels for Buck Crt and Kingsley Hall	9.01	60.51
2157	Printing Supplies	Toner cartridges	1.52	10.18
2158	DBJ (Woodford) Ltd	Boiler service & repairs Buck Crt	35.80	240.27

Signed.....

Date

15th September 2004

LOUGHTON TOWN COUNCIL
EXTRAORDINARY COUNCIL MEETING

Minutes of an Extraordinary Council Meeting held on Wednesday 28th July 2004 at 7.30 pm at 1 Buckingham Court

Present: **C C Pond (in the Chair)**
 K E Angold-Stephens J Benjamin R E Brookes
 M R M A Chalk (from min no. 15) L Daniel
 M L Daniel J Davis S M Harper
 W T Lattimore B W Moore E C Murphy
 R E Pearce R J Pennington C P Pond
 P S Sheen D J Wixley J L Woods

Officers: L R Fuller (Town Clerk)
 J Innis (Administrative Assistant)

1 member of the press
 1 member of the public

12 Apologies for Absence
 Apologies for absence were received from Cllrs Pewsey, R Sheen and Wardle.

13 The Council agreed to suspend Standing Orders 4.3 (b,d,f-k).

14 Declarations of Interest
 No Declarations of Interest were made.

Cllr M Chalk joined the meeting.

15 Loughton Hall
 Cllr C C Pond referred to previous Council meetings regarding the restoration of Loughton Hall for community use and introduced Audrey Nash, the Manager of Action in Mental Health, who spoke on the proposal to restore the hall and bring back the Victorian flavour. She explained the major expansion plan for mental health service provision and took some questions from the floor with Andy Mattin, Area Director of North Essex Mental Health Partnership
 Cllr C C Pond thanked the visitors for attending and for presenting their ideas for the future use of Loughton Hall.

16 Change of Title for Town Council Chairman
 The Chairman spoke to the proposal to change the style of the Council's Chairman to Town Mayor. He stated that this proposal was the suggestion of Loughton Residents' Association; the title of Town Mayor was an honourable title and its use was a widely held practice within town councils generally.

Various points were made in support of and opposition to the proposal.

It was proposed that the Chairman and Vice Chairman of the Council should adopt the style of "Town Mayor" and "Deputy Town Mayor" respectively. A vote was taken and the motion was CARRIED. Cllrs J Davis and P Sheen wished their votes against the motion to be recorded.

17 Amendments to Standing Orders

The Council noted the report. The proposed changes to Standing Orders would stand adjourned without discussion to the next ordinary meeting of the Council.

It was agreed that the decision made at the Council meeting on 19th May 2004 to refer the motion submitted by Cllrs. Davis, Sellaers and Owen to the Finance and General Policy Committee, be not carried out.

18 Nomination of Council Representatives on outside bodies for 2004/2005

18.1 Loughton Broadway Regeneration Steering Group.

Cllrs Murphy and Sheen were nominated for the position of representatives on the Loughton Broadway Regeneration Steering Group. Cllr Murphy was elected, with Cllr P Sheen as substitute.

18.2 The Hereward County Primary (Single School).

Cllr W Lattimore was nominated to be the Council's representative on the governing body of The Hereward County Primary (Single School).

Signed.....

Date 15th September 2004

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 15th September 2004 at 7.30 pm at 1 Buckingham Court.

Present:

Councillors: C C Pond (in the Chair)
 K E Angold-Stephens C E Baggarley J Benjamin
 M R M A Chalk L Daniel M L Daniel
 J Davis S M Harper W T Lattimore
 B W Moore E C Murphy R E Pearce
 R J Pennington S Pewsey C P Pond
 P S Sheen R Sheen M W Wardle
 D J Wixley

Also in attendance:

Officers: L R Fuller (Town Clerk)
 E K Walsh (Deputy Town Clerk)

19 Apologies for Absence

Apologies for absence had been received from Cllrs Brookes and Woods.

20 Public Questions

No questions had been received.

21 Confirmation of Minutes

The minutes of the meetings held on 23rd June and 28th July 2004 were CONFIRMED as a correct record and signed by the Chairman.

22 Declarations of Interest

Councillors P Sheen and R Sheen declared a personal and prejudicial interest in Agenda item 7.2, Willingale Road Allotments. Councillors Angold-Stephens, Davis and C C Pond declared a personal but non-prejudicial interest in Agenda item 7.2, Willingale Road Allotments.

23 Questions without Discussion

No questions had been received.

24 Town Mayor's Engagements and Announcements

The Town Mayor reported on his discussions with the town mayors of Epping and Waltham Abbey regarding a campaign to encourage people to shop locally.

The Deputy Town Mayor reported on a meeting he had attended with Councillor P Sheen at North Weald Parish Council, which formed part of a series of meetings regarding Regional Planning Guidance 14 to which representatives from local councils across the District had been invited. The group of representatives will refer to itself as the RPG14 Action Group; its aims are to contain development to locally manageable proportions and ensure that the necessary infrastructure is in place before any resulting developments are completed.

The Town Mayor announced that an invitation to all members had been received from Action in Mental Health to the launch of a TeenAIM Project on 28th September 2004 at the Epping Forest College Theatre.

25 Matters for Report**25.1 Route 167 Bus Service – Min. no. 343**

The response from Essex County Council was NOTED. The route closure has not yet been implemented and the Council's representatives on the relevant groups would press for the retention of this service.

Councillors P Sheen and R Sheen left the meeting.

25.2 Willingale Road Allotments – Min. no. 292 and 350.5

It was AGREED that the Strategy and Staff Group at its next meeting with the Leader of Epping Forest District Council, Councillor John Knapman, should express extreme disappointment at the turn of events and re-enter negotiations in order to reach an improved settlement, reporting back as necessary.

Councillors P Sheen and R Sheen returned to the meeting.

26 Reports from Members on Outside Organisations**26.1 Nominations of Representatives on Outside Organisations**

The report was NOTED.

26.2 Loughton Lopping Endowment Fund

Councillor Pewsey was nominated to be the Council's representative as a trustee to the Loughton Lopping Endowment Fund.

26.3 White Bridge Junior School

Councillor Wixley was nominated to be the Council's representative on the governing body of the White Bridge Junior School.

26.4 Roding Valley Nature Reserve Management Committee

Councillor Chalk was nominated to be the Council's representative on the Roding Valley Nature Reserve Management Committee.

26.5 To receive brief reports from representatives on Outside Organisations

Reports of the meetings of the Epping Forest Local Councils' Liaison Committee and the Essex Association of Local Councils Epping Forest District Association were NOTED.

27 Reports from Committees**27.1 Planning**

The reports from the meetings held on 17th May, 1st, 28th June, 12th, 26th July, and 16th August 2004 were NOTED.

27.2 Community

27.2.1 The report from the meeting held on 21st July was NOTED. Councillor Harper advised the Council of the background and the current position on the progress of the Community and Youth Centre project.

It was AGREED to move the next meeting of the Community Committee to 20th October in order to receive a summary report of the public consultation being held on 14th October and approve the Scheme and Estimate.

27.2.2 It was AGREED that a Community Centre Working Group comprising Councillors Brooks, M Daniel, Harper, Pearce and P Sheen be set up.

27.3 Environment, Heritage and Leisure

The report from the meeting held on 28th July was NOTED.

27.4 Finance and General Policy

The report from the meeting held on 1st September was NOTED.

28 Amendments to Standing Orders – Min. no. 17

It was AGREED that the Standing Orders agreed by the Council on 3rd March 2004 be amended as follows:

- (i) To change all references in the Standing Orders to the Chairman and Vice Chairman of the Council to Town Mayor and Deputy Town Mayor respectively.
 - (ii) To amend Standing Order 1.4 to read “ shall be held at 7.45 in the evening ”.
 - (iii) Insert new Standing Order 22.3 as below, and re-number existing Standing Orders 22.3 and 22.4 accordingly.
- 22.3 (a) Substitution of a member for another member who is unable to attend a meeting of a committee of which he is a member may be made by a nominated person giving notice in writing, signed by the nominated person, to the Town Clerk, the original notice to be delivered to the Town Council office by 12 noon on the day of the meeting. Such notice shall state the name of the person for whom the substitution is being made, and the name of the substitute.
- (b) Any such substitution shall conform to Standing Order 22.2.
 - (c) A member attending a meeting as a substitute under this Standing Order shall be accounted a full member of the committee for that meeting only, and shall be entitled to speak and vote thereat.
 - (d) The Chairman of the committee shall direct the committee’s attention to the substitution under the agenda heading of apologies for absence.
 - (e) If a meeting of a committee is adjourned, any member attending that meeting as a substitute shall be entitled to attend the adjourned meeting, and the original member for whom the substitution was made shall not be entitled to attend the adjourned meeting, as a member of the committee.
 - (f) Up to two persons per political group will be nominated to be authorised to make substitutions as in (a) above, the nominations to be notified to the Annual Meeting.

In respect of (f) it was AGREED that Councillors L Daniel, M Daniel, Harper and Pearce be authorised to make substitutions for their respective political groups and that the Labour Group must notify the Town Clerk of its nominated persons within 7 days.

29 Members’ Expenses – Reference from Finance & General Policy Committee

It was AGREED to amend the scheme for payment of members’ expenses as follows:

Main Scheme

- 8(1) Insert “maximum” between “the” and “rates”

Appendix 1

part 1

2 new (1) and renumber subsequently.

The amount payable shall be the lesser of the rates below or the maximum amount allowed by the Inland Revenue before the allowance becomes taxable.

- 6 Amend to read "...shall not exceed the lower of 48.5p per mile or the maximum amount permitted by the Inland Revenue before the allowance becomes taxable."

Proposals for further amendments were made and referred to the Finance and General Policy Committee for consideration.

30 Councillors' attendance at events

The Council approved the following attendance at events for the purpose of paying expenses:

- (1) Cllrs Benjamin, Pearce, P Sheen and Woods at the course "Planning for the future of your village/community" at Dunmow on 19th October.
- (2) Deputy Town Mayor M Wardle and Cllr P Sheen at a meeting on 9th September 2004 called by North Weald Parish Council for council chairmen to discuss RPG14.
- (3) Cllr Angold-Stephens and Pearce at the course "Budgeting and the Precept" at Dunmow on 9th September.
- (4) Any councillors who request to attend training by Epping Forest District Council at Epping on Thursday 23rd and 30th September 2004.

31 Christmas Card Competition

Councillors volunteered to take blank entry forms and posters for the Christmas Card Competition into schools and encourage entries, and to collect entries and return them to the Town Council offices on 25th October.

32 Epping Forest – Olympic Mountain Bike event

It was AGREED that should circumstances arise as part of the 2012 Committee's bid for the Olympics, Epping Forest is proposed as the site for an Olympic mountain biking event, the Town Clerk, in discussion with the Town Mayor and Deputy Town Mayor, is authorised to oppose anything that would cause material detriment to the forest in the short or long term.

33 Accounts for Payment

The following accounts were approved for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2253*	Glenny	Buck Crt service charge	100.26	673.16
2233	Service Publications Ltd	Newsletter printing		950.00
2234	Arwin Services	Cleaning at RVRec changing rooms and Kingsley Hall	133.00	893.00
2235	P&S Engraving	Brass die	33.25	223.25
2236	Essex County Council	WRPF grounds maintenance (August 2004)	120.20	807.03

2237	EALC	Training course		41.00
2238	Becker Tree Contracts Ltd	Works at WRPF	10.50	70.50
2239	A F Woodward & Sons	Annual service of showers at WRPF & RVRec changing rooms	103.40	694.20
2240	J McLintock & Sons Ltd	Kingsley Hall decorating	550.61	3696.99
2241	Orion Media Marketing Ltd	Toner cartridge	6.76	45.38
2242	Public Works Loans Account	Community Centre		18,295.62
2243	DBJ (Woodford) Ltd	Electrical inspection RVRec changing rooms	27.30	183.30
2244	Cash	Reimburse petty cash	4.38	102.08
2245	Browns of Loughton Ltd	Replacement wheel for van	6.87	46.10
2246	WPP Architects	Loughton Community Centre consultancy fees instalment	1,763.30	11,839.30

*It was noted that the cheque number 2232 had been cancelled and re-issued as cheque number 2253.

Signed.....
Date 8th December 2004

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 8th December 2004 at 7.45 p.m. at 1 Buckingham Court.

Present:

C C Pond (in the Chair)		
K E Angold-Stephens	C E Baggarley	J Benjamin
R E Brookes	M R M A Chalk	L Daniel
M L Daniel	J Davis	S M Harper
B W Moore	E C Murphy	R E Pearce
R J Pennington	S Pewsey	C P Pond
P S Sheen	R W Sheen	M W Wardle
D J Wixley	J L Woods	

Also in attendance:

Officers:

- L R Fuller (Town Clerk)
- P S Roden (Properties and Projects Officer)
- A L Harriss (Planning Committee Clerk)

1 Member of the press

Prior to the start of the Council meeting the Town Mayor was pleased to make a presentation to the winners and runners-up in the Council's Christmas card competition.

34 Apologies for Absence

Apologies for absence were received from Cllr Lattimore.

35 Public Questions

No questions had been received.

36 Confirmation of Minutes

The minutes of the meeting held on 15th September 2004 were CONFIRMED as a correct record and signed by the Chairman.

37 Declarations of Interest

No Declarations of Interest were made.

38 Questions Without Discussion

No questions had been received.

39 Town Mayor's Engagements and Announcements

The Town Mayor reported on his engagements as follows: Mayor of Waltham Abbey's Civic Service, pottery exhibition at Loughton Library, West Essex Transport Forum, Remembrance Day service at the War Memorial, switching on the Town Centre Partnership festive lights in the High Road, Light up a Life ceremony at Kings Green, Buckhurst Hill Parish Council's Carol Service, judging the Town Council's Christmas Best Dressed Window Competition, Loughton Voluntary Care luncheon and Christmas Concert at the Loughton Methodist Church.

The Deputy Town Mayor attended on behalf of the Town Mayor the opening of the new Information Technology suite at Roding Valley High School and switching on the Christmas lights in the Broadway.

- 40 Matters for Report**
There were no matters for report.
- 41 Reports from Members on outside organisations**
- 41.1 Tree Wardens**
The Council AGREED to reinstate Mr Laverton as a Tree Warden.
- 41.2 To receive brief reports from representatives on outside organisations**
Reports of the meetings of the Primary Care Trust, the Essex Association of Local Councils Larger Councils Forum and the Epping Forest Local Councils' Liaison Committee were NOTED.
- 42 Reports from Committees**
- 42.1 Planning**
The reports from the meetings held on 6th, 20th September, 4th, 18th October, 1st, 15th November 2004 were NOTED.
- 42.2 Community**
The report from the meeting held on 20th October 2004 was NOTED.
- 42.3 Environment, Heritage and Leisure**
The report from the meeting held on 27th October 2004 was NOTED.
- 42.4 Finance and General Policy**
The reports from the meetings held on 10th, 24th November 2004 were NOTED.
- 43 Members' Remuneration Scheme – reference from Finance and General Policy Committee**
- 43.1 Revision of Scheme**
It was AGREED to amend the scheme for payment of members' expenses as follows:
- i Delete 7(1)
Replace with
Parish Basic Allowance will be paid quarterly in arrears, for the quarters 1st April – 30th June, etc.
- ii Delete 7(2)
Replace with
- 7(2)(a) Claims for payment in respect of travelling and subsistence expenses shall be made quarterly (1st April – 30th June, etc) in the form prescribed by the Council.
- 7(2)(b) Claims submitted within five days of the end of the quarter to which they refer will be processed for payment within that month.
- 7(2)(c) Claims submitted more than five days after but within 28 days of the end of the quarter to which they refer will be held over and processed for payment with claims for the following quarter.
- 7(2)(d) Claims should not be submitted more than 28 days after the end of the quarter to which they refer. Claims submitted outside this time limit will be referred to the Chairman of Finance and General Policy Committee (or, in his/her absence, the Vice Chairman) and will only be authorised for payment if there are extenuating circumstances for the late submission.
- iii Appendix 1
Part 1
2(4)(a)
Delete "not exceeding 4" in the first line.
- iv 6(4)
insert "maximum" in "the rates" in first line.

The amendments will apply to allowances and expenses due in respect of the period from 1st January 2005.

43.2 Amount of Parish Basic Allowance

It was AGREED that the Parish Basic Allowance would remain at £100 p.a. for 2005/06.

44 Council Precept for 2005/06

The precept for 2005/6 was discussed. The Vice Chairman of the Finance and General Policy Committee expressed the committee's concern at the long term result of continuing to use general reserves to maintain the precept at a low level. It was proposed and seconded that the recommendation of the Finance and General Policy Committee should be amended to increase the precept by 5% on the 2004/05 amount. A vote was taken and the motion was defeated. A motion to accept the recommendation of the Finance and General Policy Committee was moved and seconded. A vote was taken and the motion was carried. The estimates were agreed as below:

Committee	Income £	Expenditure £
Democratic Services		37,000
Finance and General Policy		88,200
Environment, Heritage and Leisure	23,820	476,215
Community	13,500	801,500
Planning		11,700
Total	37,320	1,414,615
Use from earmarked reserves		
Environment, Heritage and Leisure	87,715	
Community	597,000	
Interest	45,000	
General reserves	114,440	
Net requirement	533,140	

The Council RESOLVED to set the Council's precept at £533,140.

45 Quality Parishes Investment Fund

The Council noted the information about the new Quality Parishes Investment Fund and the opportunities it afforded the council. The criteria and timescales were also noted. It was AGREED that an application should be made to the fund. Any suggestions for suitable projects, along with details and costings, should be forwarded to the Town Clerk. A decision on what to include in the application was delegated to the Strategy and Staff Group meeting on 20th December 2004.

46 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2341	EFDC	Election expenses		9,922.44
2342	FIRMCO Ltd	Fencing for former URC site	322.88	2,167.88
2343	Browns of Loughton Ltd	Van maintenance	45.96	308.61
2344	British Telecommunications plc	Buck Court & Cemetery	76.20	511.70
2345	Thames Water Utilities Ltd	WRPF, Buck Court & Cemetery		408.07

2346	EFDC	Rates; RVRec Ch Rms, K Hall, WRPF Ch Rms, Buck Crt		1203.00
2347	Arwin Services	Cleaning at Buck Crt & KHall	109.38	734.38
2348	Inter County	Office furniture	25.20	169.20
2349	Chubb Fire Ltd	Fire extinguishers maintenance, K Hall	6.91	46.41
2350	SMP (Playgrounds) Ltd	Playground equipment for RVRec	16.10	108.10
2351	Lloyds TSB Commercial Finance Ltd	Signage, K Hall	4.38	29.38
2352	British Red Cross	Training fees	21.70	145.70
2353	Economyprint	Christmas cards	15.43	103.60
2354	Royal Mail Group plc	Newsletter delivery		620.95
2355	Parker Merchanting	Parks and Amenities Warden supplies	11.63	78.07
2356	Service Publications Ltd	Newsletter printing		990.00

Signed.....
Date: 23rd February 2005

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 23rd February 2005 at 7.45 pm at 1 Buckingham Court.

Present:

C C Pond (in the Chair)		
K E Angold-Stephens	C E Baggarley	J Benjamin
R E Brookes	M R M A Chalk	M L Daniel
S M Harper	W T Lattimore	B W Moore
E C Murphy	R E Pearce	R J Pennington
S Pewsey	C P Pond	P S Sheen
D J Wixley	J L Woods	

Officers:

L R Fuller (Town Clerk)
J Innis (Administrative Assistant)

47 Apologies for Absence

Apologies for absence were received from Cllrs Davis, R Sheen and Wardle.

48 Public Questions

No questions had been received.

49 Confirmation of Minutes

The minutes of the meeting held on 8th December 2004 were CONFIRMED as a correct record and signed by the Chairman.

50 Declarations of Interest

Cllr Murphy declared a personal but non-prejudicial interest in agenda item 11 as she will be speaking against the planning application at the Epping Forest District Council Plans A meeting.

51 Questions without discussion

No questions had been received.

52 Town Mayor's Engagements and Announcements

The Town Mayor announced an important event arranged by Epping Forest NHS Primary Care Trust entitled "Talking Health" to be held at The Marriott Hotel, Waltham Abbey, on 17th March 2005 10 am – 4 pm. The Council's representative cannot attend as she is indisposed.

The Town Mayor reported on his engagements as follows: Epping Forest District Council's Carol Service, presenting the prizes to the winners of the Best Dressed Window Competition, an event at the Catholic Church on Christmas Day, a talk at the British Legion.

53 Matters for Report

The Town Mayor reported that at a recent Strategy and Staff group meeting with the leader of Epping Forest District Council, matters discussed included the progress on the transfer of the Willingale Road Allotment site and the lease for Roding Valley Recreation Ground.

54 Reports from Members on Outside Organisations

54.1 Cllr Pearce reported on a special meeting he had attended with Cllr Woods of the Epping Forest Local Councils' Liaison Committee on 25th January 2005 to discuss the impact that the East of England Plan will have on Epping Forest district and its communities with a view to coordinating a joint strategy and response on the government's proposed consultation. The meeting was reported to the Planning Committee.

54.2 Reports of the meetings of Roding Valley Nature Reserve Management Committee, Loughton Broadway Regeneration Steering Group and Loughton Broadway Town Centre Partnership were NOTED.

55 Reports from Committees**55.1 Planning**

The reports from the meetings held on 29th November, 13th December 2004, 10th and 31st January 2005 were NOTED.

Cllr C C Pond asked the Committee to consider the position where items taken under Matters for Report were unknown to members of the public.

55.2 Community

The report from the meeting held on 12th January 2005 was NOTED.

55.3 Environment, Heritage and Leisure

The report from the meeting held on 26th January 2005 was NOTED.

55.4 Finance and General Policy

The report from the meeting held on 9th February 2005 was NOTED.

56 East of England Plan

The Council noted the report and thanked the Planning Committee for producing the report. Some amendments were accepted and the Council agreed the response to the East of England Plan. The officers were asked to consider the optimum presentation for the response.

57 Community and Youth Centre – Building Contract

Members noted the report and that the Community Committee would consider any revised figures. The Chairman of that committee and the Clerk were thanked for the time spent on this project.

Cllr Murphy left the meeting.

The Council RESOLVED to sign and seal the building contract and any necessary associated documents.

58 Standing Orders – Committees' Terms of Reference

The Council noted the report. The proposed changes to Standing Orders would stand adjourned without discussion to the next ordinary meeting of the Council.

59 Accounts for payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
DD	Compuserve	Subscription (January)		15.33
2416	Mr & Mrs Willson	Part refund of Kingsley Hall deposit		10.00
2417	Whizzywig Ltd	Newsletter design	82.69	555.19
2418	British Telecommunications plc	Buck Crt	68.18	457.78

2419	J McLintock & Sons Ltd	Roof repairs at K/Hall	22.20	149.05
2420	LCR	Subscription 05/06		39.00
2421	Becker Tree Contracts Ltd	Tree works at Hillyfields	26.25	176.25
2422	Foskett Marr Gadsby & Head	Legal fees for drinking fountain	96.25	688.25
2423	Arwin Services	Cleaning at Buck Crt	46.38	311.38
2424	Thames Water Utilities Ltd	Cemetery, WRPF & Buck Crt		496.58
2425	Acumen Wages Service	Payroll (February)	3.55	23.80
2426	A to Z Supplies	Stationery	0.83	5.59
2427	EALC	Training fees		25.00
2428	Cash	Reimburse petty cash		136.86
2429	A F Woodward & Sons	RVRec changing room repairs	26.50	177.95
Tfr	No2 a/c (Feb 05)	Reimburse imprest		15709.95
2430	Audit Commission	Conference fees	7.87	52.87

Signed.....
Date: 20th April 2005

