

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

MINUTES of the Annual Council Meeting held on Wednesday 16th May 2007 at 7.45 p.m. at 1 Buckingham Court.

Present:

J L Woods (in the Chair for minute nos. 225 and 226)		
S M Harper (in the Chair from minute no. 227)		
K Angold-Stephens	C E Baggarley	R Barrett
J Benjamin	R E Brookes	M R M A Chalk
L Daniel	M L Daniel	J Davis
B W Moore	E C Murphy	R E Pearce
S Pewsey	C C Pond	C P Pond
P S Sheen	D J Wixley	

Officers:

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

225 Apologies for Absence

Apologies for absence were received from Cllrs W Lattimore and R W Sheen.

226 Election of the Town Mayor of the Council for 2007/08

Cllr S M Harper was proposed and seconded and, there being no other nominations, Cllr Harper was elected Town Mayor. She duly executed the Declaration of Acceptance of Office and took the chair and was presented with the Town Mayor's badge. She thanked Cllr Woods for her term of office as Town Mayor and presented her with the Past Town Mayor's badge.

227 Appointment of the Deputy Town Mayor of the Council for 2007/2008

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

228 Confirmation of Minutes

The minutes of the meeting held on Wednesday 2nd May 2007 were amended at minute no. 220.1, last paragraph, second line, to read "...reported on the recent meeting which had dealt with the re-routing of local bus services" and the penultimate line to read "...halved the level of service to the Newman's Lane area, St Mary's Ward..." The minutes were then CONFIRMED as a correct record and signed by the Chairman.

229 Declarations of Interest

No Declarations of Interest were made.

230 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2007/08

230.1 Planning and Licensing Committee

Cllrs R Barrett, M Daniel, B Moore, E Murphy, R Pearce, P Sheen, and J Woods were nominated and appointed to the Planning and Licensing Committee. Cllr P Sheen was elected Chairman and M Daniel Vice Chairman.

230.2 Recreation Committee

Cllrs R Barrett, J Benjamin, R Brookes, M Chalk, L Daniel, J Davis, S Harper, W Lattimore and D Wixley were nominated and appointed to the Recreation Committee. Cllr D Wixley was elected Chairman and Cllr R Brookes Vice Chairman.

230.3 Environment and Heritage Committee

Cllrs C Baggarley, R Brookes, M Chalk, J Davis, E Murphy, R Pennington, S Pewsey, C C Pond and D Wixley were nominated and appointed to the Environment and Heritage Committee. Cllr C C Pond was elected Chairman and Cllr S Pewsey Vice Chairman.

230.4 Resources and General Services Committee

Cllrs K Angold-Stephens, C Baggarley, L Daniel, S Harper (ex officio), B Moore, R Pearce, C P Pond, P Sheen (ex officio) and J Woods were nominated and appointed to the Resources and General Services Committee. Cllr J Woods was elected Chairman and Cllr R Pearce Vice Chairman.

230.5 In accordance with Standing Order 22.3 (f) it was AGREED that the following persons be authorised to make substitutions for their respective groups:
Cllrs R Pearce and C C Pond, L Daniel and M Daniel, J Davis and C Baggarley.

231 Nomination of Council Representatives for 2007/2008

231.1 The Council representatives on outside bodies for 2007/2008 were agreed as below:

Staples Road County Infant School	Cllr S M Harper (4 years to 2008)
The White Bridge County Junior School	Cllr D J Wixley (4 years to 9.10.2008)
Loughton Lopping Endowment Fund	Cllr S Pewsey
Loughton Parochial Charities	D Rhodes (3 years to 23.6.2010) E J Retter (indefinitely)
City of London Forest Forum	Cllr S Pewsey (Cllr C E Baggarley as substitute)
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 Countrycare Liaison Group	Cllr M Chalk
ECC Parish Passenger Transport Meeting	Cllrs E Murphy and C C Pond
Tree Wardens	Cllrs D J Wixley, J Davis and Mr C Mackenzie
Town Centre Partnership Steering Group (High Road, Loughton)	Cllrs P S Sheen and M Chalk (Cllr K Angold-Stephens as substitute)
Town Centre Partnership Steering Group (The Broadway, Loughton)	Cllrs J Davis and W T Lattimore (Cllr E C Murphy as substitute)
Citizens' Advice Bureau Management Committee	Cllr J L Woods

Community Health	Cllr K Angold-Stephens
Fit for the Future – Whipps Cross Hospital	Cllr J Woods
Loughton Police Neighbourhood Action Panel	Cllr J Davis (Cllr R E Brookes as substitute)
Epping Forest Police and Community Consultative Group (and Loughton Police Community Forum, if called)	Cllrs R E Brookes, M Daniel, J Davis and J L Woods
Roding Project Steering Group	Cllr K Angold-Stephens
Broadway Regeneration Steering Group	Cllrs J Davis and R Pearce
Roding Valley Nature Reserve Management Committee	Cllr M Chalk
Epping Forest District Council Loughton Waste Management Group	Cllrs R E Brookes, J Davis, S Pewsey and D Wixley
Loughton Broadway Town Centre Partnership Working Group (Community Music Event)	Cllrs M Chalk and W Lattimore

231.2 Cllr C Baggarley was APPOINTED a third member to sit on the Grievance Hearing Panel, and Cllr R Brookes to sit on the Disciplinary Appeal Panel.

232 Membership of internal council groups

232.1 Strategy and Staff Group

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee plus Vice Chairman of the Resources and General Services and Planning and Licensing Committees (until May 2008). The composition of this group would be the subject of a report to the Resources and General Services Committee.

232.2 Willingale Road Playing Field Management Committee

Membership: Cllrs M Chalk, M Daniel, J Davis, P Sheen, D Wixley (plus up to 4 representatives from outside bodies)

232.3 Community Centre Working Group

Membership: K Angold-Stephens, R Brookes, M Daniel, S Harper, P Sheen, D Wixley

232.4 Town Future Group:

Membership: C Baggarley, L Daniel, W Lattimore, S Pewsey, C C Pond, C P Pond, and P Sheen

232.5 Council Accommodation Working Group

Membership: Strategy and Staff Group

233 Accounts for Payment

The following accounts were APPROVED for payment:

233.1 The Council NOTED the following cheque which had been signed between meetings as a matter of urgency.

Cheque no.	Payee	Purpose	VAT	Gross Amount
3462	Able Group UK	MHall maintenance	170.62	1,145.62

233.2 The following accounts were approved for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3463	Mr D Richards	Refund of WRPf changing room key deposit		30.00

3464	Hagemeyer (UK) Ltd	MHall grounds maintenance & supplies and RVRec equipment & supplies	8.45	56.67
3465	EALC	Subscription 07/08		1,551.74
3466	Samaritans of Redbridge	Grant 07/08		300.00
3467	Select Business Equipment	Photocopying	23.14	155.39
3468	Pinnacle Essex	WRPF maintenance	91.41	613.74
3469	Public Works Loans Account	MHall		17,849.90
3470	British Telecommunications plc	MHall & BCrt	80.22	538.58
TRF	Deposits account	Reimburse imprest account		1,271.88
3471	Southern Electric	MHall supply	32.48	218.13

Signed.....
Date: 11th July 2007

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 11th July 2007 at 7.45 p.m. at 1 Buckingham Court.

Present:

P S Sheen (in the Chair)		
K E Angold-Stephens	J Benjamin	R E Brookes
M R M A Chalk (from Min. no. 237)		L Daniel (to Min. no. 241)
J Davis	B W Moore	R E Pearce
R J Pennington	S Pewsey	C C Pond
C P Pond (from Min. no. 240)		D J Wixley

Also in attendance:

Officers:

- L R Fuller (Town Clerk)
- P Hoy (Properties and Projects Officer)
- T Hudson (Senior Finance & Administration Officer)
- I Willett, Deputy Monitoring Officer, Epping Forest District Council

234 Apologies for Absence

Apologies for absence were received from Cllrs Barrett, M L Daniel, Harper, Lattimore, Murphy, R W Sheen, C P Pond and Woods.

235 Public Questions

No questions had been received.

236 Confirmation of Minutes

The minutes of the annual meeting of the Council held on 16th May 2007 were CONFIRMED as a correct record and signed by the Chairman.

Cllr Chalk joined the meeting.

237 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 8.3, 9.3 and 10.4.2, as a member of Essex County Council.

238 Questions Without Discussion

No questions had been received.

239 Town Mayor's Engagements and Announcements

New member of staff Terry Hudson, Senior Finance & Administration Officer, was introduced. The Deputy Town Mayor reported that the Town Mayor had attended the NALC Mayors' Networking Lunch and the Howzat Festival, and that he (Deputy Town Mayor) had attended on her behalf the Alzheimer's Society fund raising event and Debden Day.

240 Presentation on the New Code of Conduct for Councillors

Ian Willett, Deputy Monitoring Officer at Epping Forest District Council, delivered a presentation on the salient points of the new code of conduct for councillors. The members were invited to ask questions and accepted the opportunity. Mr Willett was thanked for his input and then left the meeting.

Cllr C P Pond joined the meeting.

241 Matters for Report**241.1 Police meeting – Min. no. 219.1**

The Council NOTED that the meeting had been held.

Cllr L Daniel left the meeting.

241.2 Police Neighbourhood Action Panel – Min. no. 220.1

The Council NOTED the report and asked the Town Clerk to write to the chair of the Police Authority, with a copy to the Chief Constable, requesting that Loughton should be covered by just one Neighbourhood Action Panel.

241.3 Re- routing of bus services – Min. no. 220.1

The Council NOTED the response from Essex County Council.

242 Reports from Members on Outside Organisations

242.1 The reports of the meetings of Essex Association of Local Councils – Larger Local Councils Forum, Police Meeting at Epping Hall, Essex Association of Local Councils – Epping Forest Branch AGM, Epping Forest Local Councils' Liaison Committee, Town Councillors' Meeting with Police and Loughton Police Neighbourhood Action Panel were NOTED. In respect of the Town Councillors' Meeting with Police on 20th June 2007, it was agreed that the question about CCTV should be considered by the Recreation Committee, that the weekly crime update from the police would be forwarded to councillors, that the police JAG reports would be forwarded to councillors who wanted them, and that Epping Forest District Council Planning Department would be asked to inform the police when planning permission for significant residential development was granted.

242.2 Police Neighbourhood Action Panel for Debden

It was AGREED that Cllr Davis would be the Council's representative on the Police Neighbourhood Action Panel for Debden, and that Cllr L Daniel would be her deputy.

242.3 Waste Management Stakeholders Group for Loughton

The Council declined the offer to nominate one councillor from each ward to sit on this group, although Cllrs Chalk, L Daniel and Woods were nominated to deputise for Cllrs Brookes, Davis and Pewsey who were all unable to attend the next meeting.

243 Reports from Committees**243.1 Planning and Licensing**

The reports from meetings held on 23rd April, 8th, 21st May, 4th, 18th June 2007 were NOTED.

243.2 Recreation

The report from the meeting held on 30th May 2007 was NOTED.

243.3 Environment and Heritage

The report from the meeting held on 13th June 2007 was NOTED.

243.4 Resources and General Services

The report from the meeting held on 27th June 2007 was NOTED.

243.4.1 Financial Regulations – Min. no. 221.4

The Council AGREED to the proposed change from "2003" to "2006" in 4.1 of the Financial Regulations, which was adjourned from the last ordinary meeting of the Council.

243.4.2 Council Accommodation – Min. no. 232.2

The Council ACCEPTED the recommendation of the Resources & General Services Committee not to proceed with the possibility of the council being accommodated at Loughton Library.

244 Code of Conduct 2007

The Council RESOLVED:

- 1) to note the Ten General Principles of Public Life;
- 2) to adopt the Model Code of Conduct, including paragraph 12(2), as from 12th July 2007;
- 3) to suspend Standing Order 18 for this item only;
- 4) to amend the Standing Orders as follows:

Delete 4.3(b) which says, "To adjourn the meeting to allow members of the public to ask questions for up to 15 minutes on any matters concerning the Town Council, provided that notice of the questions is received by the Town Clerk, in writing, seven clear days before the date of the meeting."

Insert new 4.3(b):

- i Members of the public shall be permitted, on request, to address meetings of the Council in relation to any business to be transacted at that meeting, for a period not normally exceeding fifteen minutes.
- ii A person addressing the Council shall be allowed no more than three minutes to make the address. There shall be no further discussion of any such address at the time it is made.
- iii The Town Mayor may curtail or disallow any address which is felt to be inappropriate, abusive, indecent, frivolous, irrelevant or otherwise unacceptable.
- iv Persons wishing to address the Council must give notice to the Town Council by 3 p.m. on the day of the meeting, signifying the official position of the person and the agenda item about which it is desired to make the address.
- v No item will be deferred owing to the absence of someone who had indicated an intention to address the meeting.
- vi If there are five or more persons wishing to address the Council the Town Mayor will encourage them to elect representatives to speak preserving a balance of views as far as possible.

245 Consultation on Proposals for Mental Health Services

The Council declined to comment on the West Essex Primary Care Trust's proposed changes to mental health services.

246 Christmas Card Competition

Councillors volunteered to distribute and subsequently collect the Christmas card competition entry forms.

247 Accounts for Payment

The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
DD	NatWest (Credit Card)	Diesel & MHall supplies & grounds maintenance	31.27	209.98
3529	AtoZ Supplies	Supplies for Parks & Amenities Warden, MHall, KHall & BCrt	6.48	43.48
3530	Citygate (London) Ltd	Stationery & MHall supplies	17.86	119.93
3531	Epping Forest District Council	Rates B/Crt, KHall, RVRec, WRPf, & MHall (August)		2,188.00
3532	Floor Protection Services Ltd	MHall & BCrt supplies	4.74	31.83
3533	Newsquest (London) Ltd	Guardian subscription		17.55

3534	Public Works Loans Account	B/Crt Loan repayment		14,103.23
3535	Regional Waste Recycling (Commercial) Ltd	Refuse collection KHall, Cemetery & MHall	46.68	313.28
3536	TBS Hygiene Ltd	Bin emptying WRPF	10.92	73.32
3537	Wicksteed Leisure Ltd	Colebrook Lane playground supplies	3.15	21.10
3538	EDF Energy 1 Ltd	BCrt supply	13.67	287.06
3539	Pinnacle Essex	WRPF maintenance	91.41	613.74
3540	Cash	Reimburse Petty Cash	5.64	72.82
TRF	Deposits account	Reimburse imprest account		849.82

Signed.....

Date: **17th October 2007**

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 17th October 2007 at 7.45 p.m. at 1 Buckingham Court.

Present:

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

Also in attendance:

Officers: L R Fuller (Town Clerk)
 T Hudson (Senior Finance & Administration Officer)
 Peter Baggott, Chairman of the Essex Association of Local Councils
 Mat Roberts and Colin Thompson of the Local Strategic Partnership

248 Apologies for Absence

Apologies for absence were received from Cllrs Baggarley and Moore.

249 Public Representations

None were received.

250 Confirmation of Minutes

The minutes of the meeting of the council held on 11th July 2007 were CONFIRMED as a correct record and signed by the Chairman.

251 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda item 12 as a member of Essex County Council.

Cllrs Angold-Stephens and C P Pond declared a personal but non-prejudicial interest in agenda item 12 as members of Epping Forest District Council.

252 Questions Without Discussion

No questions had been received.

253 Town Mayor's Engagements and Announcements

The Town Mayor offered congratulations to Cllr M Daniel on the recent birth of his son. She had attended the Loughton Abbeyfield Society AGM and tea, Loughton Stroke Club (as speaker), Debden Park High School Poetry Day and Epping Forest District Museum/E15 Acting School event. The Deputy Town Mayor had attended the Civic Service at Waltham Abbey Church.

254 Newsletter of the Year

Peter Baggott presented the Town Mayor with a trophy and certificate for the council publication "Think Loughton" which won first prize in the Local Council Review/Cooperative Bank Communications Award 2007 for Newsletter of the Year. There was also a cash prize of £350. Peter Baggott reported the judge's comments that the Think Loughton newsletter was put together very well, was eye catching, informative and user friendly, and of good quality.

The council recorded a vote of congratulations to the Town Clerk and the team on winning the prize, and to the committees for their input over that time.

255 Epping Forest Local Strategic Partnership

Mat Roberts and Colin Thompson delivered a presentation on the salient points of the scheme. The members asked a number of questions. Mat Roberts and Colin Thompson were thanked for their input and then left the meeting.

In response to the invitation to get involved in the Local Strategic Partnership action groups the council agreed to refer this to the Resources and General Services Committee.

256 Matters for Report Police Meeting

Cllr Pearce referred to a meeting between a group of town councillors and the police held in June; it was AGREED that with the arrival of Chief Inspector Ivor Harvey as Epping Forest District Commander now would be an opportune time to request a further meeting.

257 Reports from Members on Outside Organisations

257.1 Waste Management Stakeholders Group meeting – 26th July 2007

The report of the Waste Management Stakeholders Group meeting on 26th July 2007 was NOTED.

257.2 Reports from the Roding Valley Meadows Local Nature Reserve Management Committee on 3rd October 2007, Influenza Pandemic Awareness Training, and Neighbourhood Action Panel on 20th September 2007 were circulated.

257.3 Cllr Woods had attended the Citizens Advice Bureau Management Committee on 10th October 2007. She reported on new data recording systems, the impact of the adjacent building works, a funding deficit for this year and an anticipated deficit of £10-15,000 for next year.

257.4 Cllr Wixley reported on a further meeting of the Waste Management Stakeholders Group on 16th October 2007, referring to on-going problems round the stations, fallen leaves, the new contract with SITA, and litter at the rear of Woolworths.

258 Reports from Committees

258.1 Planning and Licensing

The reports from meetings held on 2nd, 16th, 30th July, 20th August, 10th, 24th September 2007 were NOTED.

258.2 Recreation

The report from the meeting held on 25th July 2007 was NOTED.

258.3 Environment and Heritage

The report from the meeting held on 19th September 2007 was NOTED.

258.4.1 Resources and General Services

The report from the meeting held on 3rd October 2007 was NOTED.

258.4.2 Parish Basic Allowance – Min. no.RG103

The council AGREED that the Parish Basic Allowance be increased to £104.p.a. (taxable) from 1st April 2008.

258.4.3 New Code of Conduct – Standing Orders – Min. RG104

The council considered the recommendations of the Resources and General Services Committee. It was AGREED to suspend Standing Order 18 for this item.

The following changes to the Standing Orders were AGREED and due to the suspension of Standing Order 18 they would be implemented immediately.

Standing Order 4.3

Renumber sub-clauses (c) and (d) as (b) and (c) respectively.

Renumber sub-clause (b) as (d).

Delete (former) 4.3.b.i; replace with:

To adjourn the meeting to permit members of the public, on request, to address the meeting in relation to any business to be transacted at that meeting, for a period not exceeding fifteen minutes (save in exceptional circumstances and at the discretion of the Chairman of the meeting).

Standing Order 33

Amend date to 12th July 2007.

Standing Order 34

Delete the first paragraph of existing Standing Order 34.2 and replace with:

If a member who has declared a personal interest then considers the interest to be prejudicial he shall declare that; he may then make representations, answer questions or give evidence relating to that business and immediately after must withdraw from the chamber for the remainder of the consideration of the item to which the interest relates, unless.....

Appendix C

Delete section 2; replace with:

The meeting shall be adjourned to hear any such representation after the signing of the minutes, for a period not exceeding fifteen minutes (save in exceptional circumstances and at the discretion of the Chairman of the meeting).

258.4.4 Payment of Accounts Procedure – Financial Regulations – Min. no. RG105

The council considered the recommendations of the Resources and General Services Committee. It was agreed to suspend Standing Order 18 for this item.

The following changes to the Financial Regulations were AGREED and due to the suspension of Standing Order 18 they would be implemented with effect from 18th October 2007.

1 New 5.4, re-number subsequently:

The operational parameters of any further accounts to be operated by the council shall be set by the RGS Committee. Accounts which are operated by the council and on which officers are signatories shall be operated on an imprest basis at a figure to be set and reviewed as necessary by the RGS Committee.

2 Amend (existing) 5.4:

Replace “(except the no. 2 account)” in line one with “(except any accounts on which officers are signatories)”; replace “the no. 2 account” in line two with “any accounts on which officers are signatories”.

3 Delete 6.3 and replace with:

A schedule of accounts for payment will be drawn up on a regular basis. Cheques will be written and signed in accordance with the schedule.

4 In 6.5:

Delete “initial the cheque counterfoils” and replace with “sign the schedule”.

5 New 6.6 and re-number subsequently:

A report of the total of payments made since the last meeting will be made to RGS Committee. The schedules of accounts for payment included in that total and information to support the payments will be available for inspection at the meeting.

6 (Existing) 6.6:

Delete all before first comma and insert "If an urgent payment is necessary"; delete and shall report the payments to the next appropriate meeting".

259 Notice of Motion

The council noted the motion proposed by Cllrs Pearce and Woods and in accordance with Standing Order 5 it was remitted to the Environment and Heritage Committee.

260 Letter from Tewkesbury Borough Council

The council agreed to support Tewkesbury Borough Council in its call for reinstatement of the provision whereby Armed Forces serving overseas can receive parcels free of charge.

261 Accounts for Payment

The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
3653	Royal British Legion (Loughton Branch)	Remembrance wreath		50.00
3654	Cash	Reimburse petty cash	6.43	78.85
3655	Epping Forest Youth for Christ	Grant 07/08		400.00
3656	WEA Loughton & Epping	Grant 07/08		100.00
3657	S M Harper	Town Mayor's expenses		6.70
3658	EALC	Training		50.00
3659	Acumen Wages Service	Payroll (October)	8.88	59.58
3660	Hutton Construction Ltd	MHall construction	3,963.75	26,613.75
3661	East of England Regional Assembly	Training	27.56	185.06
3662	Panther Security System Ltd	MHall security maintenance	15.31	102.81
3663	Allied Mechanical Services Ltd	MHall building works	341.25	2,291.25
3664	Arwin Services	Cleaning at BCrt, KHall & Broadway toilet	131.95	885.95
3665	EDF Energy 1 Ltd	KHall supply	5.02	105.34
3666	Galleon Supplies	BCrt supplies	12.25	82.24
3667	Newbury Internet Services	Internet service	52.50	352.50
3668	PHS Group plc	MHall & BCrt supplies	4.74	31.83
3669	Pinnacle Essex	Grounds Maintenance at WRPf	95.05	638.22
3670	RBS Software Solutions	Accounts software maintenance	43.75	293.75
3671	TBS Hygiene Ltd	Bin emptying at WRPf	11.39	76.49
3672	TBS Hygiene Ltd	Replacement seat, Homecroft Gardens	111.06	745.75

Signed.....

Date: 9th January 2008

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 9th January 2008 at 8.45 p.m. at 1 Buckingham Court.

Present:

S M Harper (in the Chair)		
R Barrett	J Benjamin	R E Brookes
M R M A Chalk	L Daniel	M Daniel
J Davis	R E Pearce	R J Pennington
S Pewsey	C C Pond	C P Pond (from min. no. 270)
P S Sheen	D J Wixley	
J L Woods		

Also in attendance:

Officers: L R Fuller (Town Clerk)
T Hudson (Senior Finance & Administration Officer)

262 Apologies for Absence

Apologies for absence were received from Cllrs Angold-Stephens and Moore, and for lateness from Cllr C P Pond.

263 Public Representations

None were received.

264 Confirmation of Minutes

The minutes of the meeting of the council held on 17th October 2007 were CONFIRMED as a correct record and signed by the Chairman.

265 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda item 8.1 as a member of Essex County Council.

266 Questions Without Discussion

No questions had been received.

267 Town Mayor's Engagements and Announcements

The Town Mayor reported that earlier that evening she and Cllr R Pearce had signed the lease for the Roding Valley Recreation Ground, Epping Forest District Council having already signed its part of the lease.

The Town Mayor had attended the judging of the Christmas Card competition and presented the prizes, laid a wreath at the Remembrance Day ceremony, attended a performance of "Coram Boy" at Davenant School, Light Up a Life, switched on the Christmas lights in the Broadway, attended a Christmas carol service at Loughton Methodist Church, judged and presented prizes for the best dressed Christmas window competition, attended Vineyard Church's "Christmas with a Swing", and attended Cllr C C Pond's retirement reception at the state rooms in the Speaker's House.

- 268 Matters for Report**
Police Meeting – Min. no. 256
 Cllr Pearce asked for any questions on this matter to be directed to him. He reported that the Response Officers will be based at Loughton Police Station from 21st January 2008.
- 269 Reports from Members on Outside Organisations**
- 269.1** The reports of the meetings of the Essex County Council Parish Passenger Transport Meeting, Trustees of Lopping Hall and Local Councils' Liaison Committee were NOTED.
- 269.2 Public Transport**
 Cllr C C Pond reported on a meeting held on 4th December 2007 with Essex County Council and Epping Forest District Council in the Broadway, about the bus stopping arrangements. It had been agreed to revert to the previous arrangements, subject to funding availability.
- 269.3 Lopping Hall**
 Cllr Pewsey reported on a further meeting; serious problems had been found with the roof at Lopping Hall.
- 269.4 Local Councils' Liaison Committee**
 Cllr Pearce reported further on his attempts to persuade the police to hold public meetings with senior police officers present.
- Cllr C P Pond joined the meeting.
- 270 Reports from Committees**
- 270.1 Planning and Licensing**
 The reports from meetings held on 8th, 22nd October, 5th, 19th November, 10th December 2007 were NOTED.
- 270.2 Recreation**
 The report from the meeting held on 31st October 2007 was NOTED.
- 270.3 Environment and Heritage**
 The report from the meeting held on 14th November 2007 was NOTED.
- 270.4 Resources and General Services**
 The reports from meetings held on 21st November, 12th December 2007 were NOTED.
- 271 Reference from Recreation Committee – Roding Valley Recreation Ground Lease**
 The Town Mayor stated that as the lease had now been signed, there was no need for further comment. Cllr C C Pond felt that the strong position taken by the Council led to the successful signing of the lease. He wished to thank the Town Clerk for her work in this matter.
- 272 Council Precept 2008/09**
 The Chairman of Resources and General Services Committee presented the Committee's recommendations for the precept for 2008/09. The budgets were prudent and resulted in an increase less than inflation.

The estimates were agreed as follows:

Committee	Income	Expenditure
Resources and General Services	0	174,200
Environment and Heritage	15,090	148,470
Recreation	65,420	543,300
Planning and Licensing	0	35,000
Total	80,510	900,970
Interest	50,000	
Use from earmarked reserves		
Resources and General Services	15,000	
Environment & Heritage	6,500	
Recreation	36,000	
Planning and Licensing	10,000	
Use from general reserves	89,960	
	207,460	
Council Precept		613,000

The Council RESOLVED to set the Council's precept for 2008/09 at £613,000.

Signed.....

Date: **27th February 2008**

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 27th February 2008 at 7.45 p.m. at 1 Buckingham Court.

Present:

S M Harper (in the Chair)		
K E Angold-Stephens	C E Baggarley	J Benjamin
M R M A Chalk	L Daniel	M Daniel
J Davis	B W Moore	S Pewsey
D J Wixley	J L Woods	

Also in attendance:

Officers: L R Fuller (Town Clerk)
T Hudson (Senior Finance & Administration Officer)

273 Apologies for Absence

Apologies for absence were received from Cllrs Barrett, Brookes, Pearce, C C Pond and C P Pond.

274 Confirmation of Minutes

The minutes of the meeting of the council held on 9th January 2008 were CONFIRMED as a correct record and signed by the Chairman.

275 Public Representations

None were received.

276 Declarations of Interest

There were no declarations of interest.

277 Questions Without Discussion

No questions had been received.

278 Town Mayor's Engagements and Announcements

The Town Mayor had attended the service of thanksgiving and commissioning of the Abbey Church Centre, and the opening of the Roding Valley Recreation Ground playground. Cllr C C Pond had represented the town mayor at the signing of Essex County Council's concordat with town and parish councils.

279 Matters for Report

There were no matters to report.

280 Reports from Members on Outside Organisations

280.1 The reports of the Town Councillors' meeting with police on 22nd January 2008 at Loughton Police Station and the Waste Management Stakeholders Group on 15th January 2008 were NOTED.

280.2 Cllr Angold-Stephens reported on a meeting of the Debden Neighbourhood Action Panel which he had attended as a member of the Broadway Town Centre Partnership. The meeting was poorly attended. Several topics were discussed, including methods of improving attendance, and a possible youth club at Debden Park High School.

281 Reports from Committees**281.1 Planning and Licensing**

The reports from the meetings held on 7th, 21st January, 4th February 2008 were NOTED.

281.2 Recreation

The report from the meeting held on 16th January 2008 was NOTED.

281.3 Environment and Heritage

The report from the meeting held on 30th January 2008 was NOTED.

281.3.1 Town Centre Enhancement – Min. no. EH107.4

The council noted the view of the Environment & Heritage Committee and a report submitted on behalf of Cllr Pearce. It was agreed to convey to the leader of Epping Forest District Council the council's extreme disappointment with her response, to seek her assurance that the final planning for phases three & four will be prepared in sufficient time to allow actual completion of the project to commence as nearly as possible to 1st April 2012, and to draw her attention to the many individuals who have contributed a huge amount of time to the town centre enhancement.

281.4 Resources and General Services

The report from the meeting held on 13th February 2008 was NOTED, and a request made to consider Citizen of the Year Awards at the next meeting of the Committee.

Signed.....

Date: 23rd April 2008

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of Special Council Meeting held on Wednesday 12th March 2008 at 7.30 p.m. at 1 Buckingham Court.

Present:

S M Harper (in the Chair)		
R Barrett	R E Brookes	Cllr M R M A Chalk
Cllr L Daniel	Cllr J Davis	Cllr B W Moore
Cllr R E Pearce	R J Pennington	Cllr S Pewsey
P S Sheen	Cllr D J Wixley	Cllr J L Woods

Also in attendance:

Officers: L R Fuller (Town Clerk) to Min. no. 286

282 Apologies for Absence

Apologies for absence were received from Cllrs Angold-Stephens, Baggarley, Benjamin, M L Daniel, C C Pond and C P Pond.

283 Suspension of Standing Orders

The Committee agreed in accordance with Standing Order 19, to suspend Standing Orders 4.3(c), (f) to (l) for this meeting only as the meeting was a special one with one main agenda item.

284 Public Representations

None were received.

285 Declarations of Interest

No Declarations of Interest were made.

286 Exclusion of the Press and Public

The Council RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information relating to staffing matters.

287 Staffing Review

The Council considered the report from the Special Resources and General Services Committee on 5th March 2008 and DECIDED as follows:

Item 1 agreed in principle.

Item 2 agreed; Cllr L Daniel wished his vote against the proposal to be recorded and Cllrs Brookes and Davis wished their abstention to be recorded.

Item 3 agreed subject to re-wording.

Item 4 agreed subject to re-wording.

Item 5 withdrawn.

Item 6 It was agreed to set up an Appointment Panel and an Implementation Panel, each consisting of five members, and the Implementation Panel also to include two officers.

The five members of the Appointment Panel to be Cllrs C C Pond, S Pewsey, S Harper and one member each of the Labour and Conservative groups.

The five members of the Implementation Panel to be Cllrs C C Pond, S Pewsey, S Harper and one member each of the Labour and Conservative groups.

Item 7 agreed.

Item 8 agreed with a maximum time of two days for training and 6½ days for the Appointment Panel.

Item 9 agreed.

The detailed proposal as agreed at the meeting is kept on a confidential file.

Signed.....

Date: 23rd April 2008

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 23rd April 2008 at 7.45 p.m. at Murray Hall, 106 Borders Lane, Loughton

Present:

S M Harper (in the Chair)		
C E Baggarley	R Barrett	J Benjamin
R E Brookes	M R M A Chalk	L Daniel
M L Daniel	J Davis	B W Moore
R E Pearce	R J Pennington	S Pewsey
C C Pond	C P Pond	D J Wixley

Also in attendance:

Officers: L R Fuller (Town Clerk)
T Hudson (Senior Finance & Administration Officer)

8 members of the public

288 Apologies for Absence

Apologies for absence were received from Cllrs Angold-Stephens and Woods.

289 Confirmation of Minutes

The minutes of the meetings of the council held on 27th February and 12th March 2008 were CONFIRMED as a correct record and signed by the Chairman.

290 Public Representations

None were received.

291 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda item 9.3 as a member of Essex County Council.

292 Questions Without Discussion

No questions had been received.

293 Town Mayor's Engagements and Announcements

The Town Mayor had attended the opening of the Limber Therapy Room in Church Lane, a youth concert at Loughton Methodist Church and an exhibition at Epping Forest District Museum. She reported that she would be attending an Onward and Upward exhibition at Waltham Abbey prior to the first meeting of the new council.

294 Matters for Report

There were no matters to report.

295 Reports from Members on Outside Organisations

295.1 The annual reports of the Essex County Council Parish Passenger Transport meetings, White Bridge Junior School 2007/08, Tree Warden, Waste Management Stakeholders Group, Roding Valley Meadows Local Nature Reserve, Loughton and District Citizens Advice Bureau, Epping Forest Local Councils' Liaison Committee and the Essex Association of Local Councils – Epping Forest Branch and the meeting of the Local Councils' Liaison Committee on 26th March 2008 were NOTED; also the tabled annual reports

on Staples Road Infants School, Debden Neighbourhood Action Panel, Town Centre Partnership (Broadway), the Essex Association of Larger Councils, Community Health and the Roding Project Steering Group.

The problems with the police Neighbourhood Action Panels were discussed and it was AGREED that the first meeting of the Recreation Committee should consider the council's relationship with the NAPs.

296 Reports from Committees

296.1 Planning and Licensing

The reports from the meetings held on 18th February, 3rd, 17th, 31st March 2008 were NOTED.

296.2 Recreation

The report from the meeting held on 12th March 2008 was NOTED.

296.3 Environment and Heritage

The report from the meeting held on 26th March 2008 was NOTED. Cllr C C Pond reported that the Street Museum lamp standards were to be erected the following day, that there was confusion in Essex County Council over the status of the proposed "Search and Repair" project and that Epping Forest District Council had agreed that the Concessionary Travel Passes would be valid from the original start time of 9.00 a.m. with effect from 1st May 2008.

296.4 Resources and General Services

The reports from the meetings held on 5th March, 9th April 2008 were NOTED.

297 Annual Town Meeting 2007

The members noted the matters raised at the Annual Town Meeting and AGREED that the issue of by-laws on the Roding Valley Recreation Ground should be considered after the election by the Recreation Committee.

298 Standing Orders and Financial Regulations

It was AGREED

- (i) To suspend Standing Order 18 for this item only.
- (ii) To delete "no. 4 Approval of accounts for payment" from Appendix A, Terms of Reference of Committees, General matters delegated to all committees, of the Standing Orders.
- (iii) To replace "£2,500" with "£5,000" in line 4 of no. 3.4 in the Financial Regulations.

299 Payment of expenses for Councillors attending training courses after the election

It was AGREED that the expenses of councillors attending training courses up to 31st August 2008 were hereby approved in advance.

300 Roding Valley Recreation Ground – Lease to Loughton Athletic Club

The members NOTED the report and RESOLVED that the lease to Loughton Athletic Club for the track and pavilion, and use of part of the tennis courts for a running track if that project came to fruition, could be SIGNED and SEALED when it was ready for execution.

301 Supplementary Budget 2008/09

The members noted the report from Resources and General Services Committee on the Supplementary Budget for 2008/09.

302 Town Mayor's closing remarks

Before closing the meeting the Town Mayor congratulated the council for its achievements over the last few years and referred specifically to the acquisition of the

lease for the Roding Valley Recreation Ground and the construction of the Loughton Community Centre (Murray Hall). She thanked all those councillors who have chosen not to stand for re-election next term for their service to the community, and made a presentation of gift vouchers to Cllrs Davis and Pearce, members of the council for the twelve years since its inception. She referred to members who sadly were unwell, and also to those who had died during the three terms of the council.

The Town Mayor also wished to thank the council staff, past and present, for their hard work and John Wheeldon for being responsible for the council's web site.

The Town Mayor went on to thank the retiring Town Clerk, Louise Fuller, for her contribution towards the running of the council since she joined on 1st March 1997, for her commitment to the council including the purchase of the new cemetery land, Murray Hall construction and the production of Think Loughton. The Chairman wished her a long and happy retirement and made a presentation of a cut glass engraved bowl and flowers.

Cllrs C C Pond, Pearce, C P Pond and Davis likewise paid tribute to their councillor colleagues, both past and present, to the work of the Town Council and of the Town Clerk. They spoke of the council's achievements, its progress through various meeting places to its own premises, the awards received, and the growing confidence of the new council over subsequent terms of office.

Retiring Town Clerk Louise Fuller said she had enjoyed being the Town Clerk of the new Town Council and watching it grow from a fledgling organisation to the large and successful organisation it was today. She spoke of the need to recognise the council's many achievements which can too easily be taken for granted, and praised the councillors and the staff for their commitment and hard work. She felt the council had a sound foundation and was ready for the challenges ahead.

The Town Mayor invited all present to join her in an informal reception.

Signed.....

Date: 14th May 2008