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**LOUGHTON TOWN COUNCIL**
**ANNUAL COUNCIL MEETING****Minutes of the Annual Council Meeting held on Wednesday 12<sup>th</sup> May 2010 at 7.45 p.m. at 1 Buckingham Court**

**Present:** K E Angold-Stephens (in the Chair for min no 147)  
 D J Wixley (in the Chair from min no 148)

J W Angold-Stephens	R E Brookes	M R M Chalk
A Copland	T Frankland	B Glassman
S M Harper	P J C House	L J Howe
R T Law	S W Murray	K Nicholson
T G Owen	S Pewsey	C C Pond
C P Pond	P Richardson	R Thomson

**Officers:** E K Walsh (Town Clerk)  
 J Innis (Administrative Assistant)

Cllr K Angold-Stephens thanked the councillors and officers for their support during his term of office. Councillors thanked him for his hard work over the past year and the dedication and integrity he had shown in carrying out his duties.

**147 Election of the Town Mayor for 2010/11**

Cllr D J Wixley was proposed and seconded and, there being no other nominations, Cllr Wixley was elected Town Mayor. He duly executed the Declaration of Acceptance of Office, took the chair and was presented with the Town Mayor's badge and chain of office. He thanked Cllr K E Angold-Stephens for his work during his term of office as Town Mayor and presented him with the Past Town Mayor's badge.

**148 Appointment of the Deputy Town Mayor of the Council for 2010/11**

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

Cllr Wixley took the opportunity to thank members for his appointment as Town Mayor and looked forward to the year ahead with Cllr C P Pond as his deputy. He also announced that he would be using his original vote on any motions during the meeting.

**149 Apologies for Absence**

Apologies for absence were received from Cllr C Davies.

**150 Confirmation of Minutes**

The minutes of the meeting held on Wednesday 28<sup>th</sup> April 2010 amended from those circulated at minute no 139, Town Mayor's Engagements and Announcements, fourth line, to read: "the Loughton Youth Music Festival" were CONFIRMED as a correct record and signed by the Chairman.

**151 Declarations of Interest**

No Declarations of Interest were made.

**152 Appointment of Members, and Election of Chairman and Vice Chairman of Council Committees for 2010/11**

The following appointments were confirmed, but would be subject to review at the first council meeting to follow the filling of the current vacancy, at which time the proportional representation would be revisited.

**152.1 Planning and Licensing Committee**

Cllrs Chalk, Davies, Frankland, Glassman, C C Pond and Thomson were nominated and appointed to the Planning and Licensing Committee. Cllr C C Pond was elected Chairman and Cllr Davies Vice Chairman. One other member would be appointed at a later date.

**152.2 Recreation Committee**

Cllrs J Angold-Stephens, Chalk, Harper, Law, Murray, Nicholson, Thomson and Wixley were nominated and appointed to the Recreation Committee. Cllr Harper was elected Chairman and Cllr Wixley Vice Chairman. One other member would be appointed at a later date.

**152.3 Environment and Heritage Committee**

Cllrs Davies, Frankland, House, Howe, Law, Owen, S Pewsey, C P Pond and C C Pond were nominated and appointed to the Environment and Heritage Committee. Cllr C P Pond was elected Chairman and Cllr C C Pond Vice Chairman.

**152.4 Resources and General Services Committee**

Cllrs J Angold-Stephens, Brookes, Copland, Glassman, House, Pewsey, Richardson and were nominated and appointed to the Resources and General Services Committee together with Cllrs C P Pond and Wixley who were ex officio members of this Committee. Cllr Pewsey was elected Chairman and Cllr J Angold-Stephens Vice Chairman.

**152.5** 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 Harper and C C Pond  
Cllrs Law and Richardson

**153 Nomination of Council Representatives for 2010/11****153.1** The Council representatives on outside bodies for 2010/11 were agreed as below:

<b>Organisation</b>	<b>2010/11 representative(s)</b>
<b>Staples Road County Infant School</b>	Cllr S M Harper (4 years to 2012)
<b>The White Bridge County Junior School</b>	Cllr D J Wixley (4 years to Oct 2012)
<b>Lopping Endowment</b>	Cllr S Pewsey
<b>Loughton Parochial Charities</b>	D Rhodes (3 years to 23.6.2013) Vacancy**
<b>City of London Forest Forum</b>	Cllr S Pewsey (Cllr A Copland as substitute)
<b>Essex Association of Local Councils (EALC) – Epping Forest Branch</b>	Cllrs C C Pond and P Richardson
<b>Local Councils' Liaison Committee</b>	Cllrs C C Pond and P Richardson
<b>EALC - Larger Local Councils Forum</b>	Cllr K E Angold-Stephens
<b>Epping Forest Countrycare Liaison Group</b>	Cllr K E Angold-Stephens

<b>ECC Parish Passenger Transport Meeting</b>	Cllrs C C Pond and A Copland
<b>Tree Wardens</b>	Cllrs A Copland, R Thomson and D J Wixley Mrs J Davis and Mr C Mackenzie
<b>Loughton High Road Town Centre Partnership</b>	Cllrs S Pewsey and R Thomson (Cllr K E Angold-Stephens as substitute)
<b>Loughton Broadway Town Centre Partnership</b>	Cllrs R E Brookes and T G Owen (P Richardson as substitute)
<b>Citizens' Advice Bureau Management Committee</b>	Cllr J W Angold-Stephens
<b>Debden Police Neighbourhood Action Panel</b>	Cllr T G Owen (D J Wixley as substitute)
<b>Loughton Police Neighbourhood Action Panel</b>	Cllr L Howe (Cllr M Chalk as substitute)
<b>Loughton Brook Project (formerly Roding Project Steering Group)</b>	Cllr K E Angold-Stephens
<b>Roding Valley Nature Reserve Management Committee</b>	Cllr M R M Chalk
<b>Loughton Waste Stakeholders Management Group</b>	P House, R Law, C P Pond and D J Wixley
<b>Debden Tenants' Panel Meeting Alderton, Broadway and Fairmead Ward Councillors</b>	Cllrs R E Brookes, A Copland, C Davies, T Frankland, B Glassman, R Law, K Nicholson, T G Owen, P Richardson
<b>Local Highways Panel</b>	Cllr K Angold-Stephens (nomination to be confirmed by the Epping Forest Branch of the EALC)

\*\* The Council received the resignation of Mr Jim Retter, former trustee and Council appointee with the Loughton Parochial Charities. It was AGREED to seek more information on the Parochial Charities and invite Mr Retter's nominee, Mr Jan Boucek, to make a presentation on his suitability for the role to the Resources and General Services Committee. The appointment of the second trustee would be considered at the next Council meeting.

**153.2** Cllr House was APPOINTED a third member to sit on the Grievance Hearing Panel, and Cllr K Angold-Stephens to sit on the Disciplinary Appeal Panel.

#### **154 Membership of internal council groups**

##### **154.1 Strategy and Staff Group**

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee and Cllrs Frankland, Glassman and Owen as representatives from the minority groups.

##### **154.2 Willingale Road Playing Field Management Committee**

Membership: Cllrs J Angold-Stephens, Chalk, Harper and Wixley (plus up to four representatives from outside bodies)

##### **154.3 Community Centre Working Group**

Membership: Cllrs J Angold-Stephens, Brookes, Chalk, Harper, Thomson and Wixley

##### **154.4 Town Future Group**

Membership: Cllrs Chalk, Davies, House, Pewsey, C C Pond, C P Pond, Richardson and Wixley

##### **154.5 Council Accommodation Working Group**

Membership: Strategy and Staff Group

**154.6 Implementation Panel**

Membership: Strategy and Staff Group

**153.7 Cemetery Regulations Working Party**

Membership: Chairman and Vice Chairman of Environment and Heritage Committee, Cllrs Pewsey and Richardson

Signed.....

Date: 30<sup>th</sup> June 2010

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of Council Meeting on Wednesday 30<sup>th</sup> June 2010 at 7.45 p.m. at 1 Buckingham Court**

**Present:** D J Wixley (in the Chair)  
 K E Angold-Stephens J W Angold-Stephens  
 R E Brookes (from Min no 150) M R M Chalk A Copland  
 T Frankland B Glassman P J C House (until Min no 153)  
 L J Howe (until Min no 154) R T Law S W Murray  
 K Nicholson C C Pond C P Pond  
 T G Owen S Pewsey T Thomas (from Min no 154)  
 R Thomson

**Also in attendance:**

**Officers:** E K Walsh (Town Clerk)  
 Shirley Haynes (Deputy Town Clerk)

3 applicants for agenda item 10  
 2 members of the public

**147 Apologies for Absence**

Apologies for absence were received from Cllrs Davies, Harper and Richardson.

**148 Confirmation of Minutes**

The minutes of the meeting of the Council held on 12<sup>th</sup> May 2010 were CONFIRMED as a correct record and signed by the Chairman.

**149 Public Representations**

None were received

Cllr Brookes joined the meeting during the following item.

**150 Declarations of Interest**

Cllrs K Angold-Stephens, J Angold-Stephens, Brookes, Chalk, House, Howe, Nicholson, C C Pond, C P Pond, Pewsey, Thomson and Wixley declared a personal but non-prejudicial interest in Agenda item 10, Co-option of Councillor, as Tracey Thomas, one of the applicants, was a member of the Loughton Residents Association.

Cllrs K Angold-Stephens, K Nicholson, C P Pond and C C Pond also declared a personal but non-prejudicial interest in Agenda item 10, Co-option of Councillor regarding applicant Luke Lowrie, as he was an acquaintance.

Cllr Glassman declared a personal but non-prejudicial interest in Agenda item 10, Co-option of Councillor regarding applicant Iqbal Kalkat, as he was known to him.

Cllr Murray declared a personal but non-prejudicial interest in Agenda item 9.4, minutes of the Resources and General Services Committee held on the 23<sup>rd</sup> June 2010, concerning the financial assistance application for the Alzheimer's Society, as his mother was President of the Society.

**151 Questions Without Discussion**

No questions had been received.

The Council AGREED to bring forward agenda item 10, Co-option of Councillor to immediately after item 6 as Cllr Law may have needed to leave the meeting early due to work commitments.

**152 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council meeting he had attended the Sainsbury's presentation of a cheque in support of Debden Day to the Loughton Broadway Town Centre Partnership, Debden Day events and in particular the senior citizens' lunches, met with Brian Mooney, a long-distance walker undertaking the trip from Coggeshall to Rome, attended the Essex Savers Credit Union opening at Debden Library, the Forest Creative Writers event at the National Jazz Archives, Waltham Abbey Town Council Civic Service and an Art Exhibition at Epping Forest College.

**153 Co-option of Councillor**

The Town Mayor, in accordance with Standing Order no 10.2, declared his intention to vote on this item.

**153.1** The Council NOTED the procedure for co-option ratified by the Resources and General Services Committee on 27<sup>th</sup> September 2006 but AGREED that the Strategy and Staff Group should now be asked to review the document and prepare recommendations for consideration by this Committee.

**153.2** The Council welcomed the three applicants and NOTED their applications and eligibility to stand as a councillor.

**153.3** Presentations from the three applicants were received.

**153.4** The Council RESOLVED to suspend the first sentence of Standing Order no 10 and to conduct the vote by signed ballot, for this agenda item only.

**153.5** Following the signed ballot, the Chairman announced that Mrs Tracey Thomas had been co-opted to the Council by a clear majority of the votes cast. He thanked the other applicants for their interest in the vacancy.

**153.6** The Council asked for the number of votes for each of the applicants to be confirmed and the Town Mayor announced the following:

- |       |               |          |
|-------|---------------|----------|
| (i)   | Iqbal Kalkat  | 3 votes  |
| (ii)  | Luke Lowrie   | 3 votes  |
| (iii) | Tracey Thomas | 11 votes |

One councillor had abstained from voting.

**153.7** Mrs Tracey Thomas was invited and accepted the opportunity to sign the Declaration of Acceptance of Office and took her place at the table for the remainder of the meeting.

Cllr House left the meeting.

**154 Matters for Report****154.1 Nomination of Council Representatives for 2010/11 – Min no 153.1**

Further to the recommendation from the Resources and General Services Committee the Council RESOLVED to appoint Mr Jan Boucek as the Council's representative on the Loughton Parochial Charities.

Cllr Howe left the meeting and Cllr Chalk left the room.

## **155 Reports from Members on Outside Organisations**

**155.1** The reports from the Parish Passenger Transport meeting, the Tree Wardens, Loughton Waste Management Stakeholders Group, West Essex Area Forum, Epping Forest Branch of the Essex Association of Local Councils and the EALC Larger Local Council Forum presented in the Agenda were NOTED.

Cllr Chalk returned to the meeting.

**155.2** Cllr K Angold-Stephens gave a verbal report on the meeting of the Local Highways Panel on 22<sup>nd</sup> June 2010.

**155.3** Cllr Wixley presented a written report on the Debden Tenants' Panel meeting on 10<sup>th</sup> May 2010 and gave a verbal report of the Debden NAP meeting held on 28<sup>th</sup> June 2010.

## **156 Reports from Committees**

### **156.1 Planning and Licensing**

The reports from the meetings held on 19<sup>th</sup> April, 4<sup>th</sup> and 24<sup>th</sup> May and 7<sup>th</sup> June 2010 were NOTED.

### **156.2 Recreation**

The report from the meeting held on 19<sup>th</sup> May 2010 was NOTED. Members welcomed the appointment of the Assistant Park Warden.

### **156.3 Environment and Heritage**

The report from the meeting held on 9<sup>th</sup> June 2010 was NOTED.

Cllr C C Pond declared a personal but non-prejudicial interest in Min no EH124.2 as a member of Essex County Council.

It was confirmed that funding through the Safer Journeys to School scheme would be explored in order to progress road safety improvements at the Borders Lane/Traps Hill/Sparelease Hill/Church Lane/Alderton Hill and Alderton Hall Lane junctions.

### **156.4 Resources and General Services**

The report from the meeting held on 23<sup>rd</sup> June 2010 was NOTED.

## **157 Consultations**

### **157.1 Draft Community Strategy**

The Council AGREED to delegate responsibility for preparing the Council's response to the draft Community Strategy to the Environment and Heritage Committee at its meeting on 21<sup>st</sup> July 2010. All councillors were invited to submit their comments on this document to the Town Clerk for collation prior to that meeting.

Signed.....

Date: 15<sup>th</sup> September 2010