

# LOUGHTON PARISH COUNCIL

Clerk: Mrs J. Wilcox  
55 London Road, Loughton, Milton Keynes MK5 8AF  
Tel: 01908 662823

Action to be  
taken by:

## MINUTES OF THE MEETING HELD ON MONDAY 20<sup>th</sup> June 2011

PRESENT: Councillors: P Todd (Chairman), Andy Dransfield, H. Dyer, D. Blackburn, J. Ballantyne  
P Ballantyne, S Kirkman, A, Sargent, A Lovett, G Matthews (for Co-option) and 17 parishioners

Apologies: Martin Camp - TVP

### 01a.PARKS TRUST PRESENTATION

The Chief Executive of the Parks Trust, Mr David Foster and his Operations Manager Rob attended and gave a 30 mins presentation on the work of the Parks Trust within the Parish and the various issues arising. Questions were raised from Parishioners attending and from members of the Council. The presentation and answers were duly noted.

### 01. CO-OPTIONS

A Lovett, S Kirkham, A Sargent, P Ballantyne were agreed by all Cllrs and co-opted on to the Parish Council. G. Matthews from Loughton was declined this time.

SK,AL,  
PB,AS

### 02. SIGNATURE OF ACCEPTANCE FORMS

The signing of acceptance of office, co-opt, forms was completed by new Cllrs and witnessed by the Clerk. **Code of Conduct and Declaration of interests to be emailed completed and returned to the Clerk.**

ALL

### 03. ELECTION OF Vice Chairman

It was agreed to wait until the new Cllrs had settled in before agreeing on a Vice Chair.

ALL

### 04. DECLARATION OF INTEREST

**None declared**

### 05. MINUTES

Minutes of the last meeting were agreed, accepted and signed by the Chairman. **Minutes to be sent to M Jones to be added to the website.**

JW

### 06. Parking Harvester Loughton

**Site visit to be arranged by Andy.**

AD

### 07. Millenium Meadow WPD essential work for the Talbot.

Work was agreed - MKC will notify Clerk when work complete.

JW

### 08. PPF Application (10K total) – Play Areas

Hilary reported that MKC are very keen on the “5” lane Boules court at Loughton Sports and Social Club – “a unique and great asset to the community”. Estimated cost is £6k. It was agreed that Hilary would liaise with Martin Small.

HD

### 09. Internal Auditors/Audit

Stantonbury Round Robin no progress and as no other Internal Auditor had been agreed by Council the Clerk contacted Connolly Accountants & Business Advisors LLP in Stony Stratford and asked them to carry out the internal audit on the Councils behalf. This was completed and accounts presented, approved and signed by the Chair so that they could be sent for external audit. The Accountant praised the Clerk following the hand over from the previous Clerk. **The Clerk also asked the Accountant to look into registering with HMRC the PC as employers as it was now required by law. Cllrs requested Clerk ask other PC's how they run payroll – Clerk said that SLCC had said it was a simple affair but would check and report back.**

JW

### 10. Two mile ash and Grt Holm Allotment Association name change request

Andy Dransfield said he objected to this because as far as he was aware the residents of Great Holm were entitled to allotments on Two Mile Ash. **Clerk to inform Association**

JW

JW

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**that Council did not now agree to the change.**

## 11. Parish Council Assembly Meetings

Councillors Peter Todd and Peter Ballantyne were appointed to represent the Parish Council at the Parish Council Assembly Meetings. **Clerk to advise MKC**

JW

## 12. REPORTS

Councillor Hilary Dyer is appointed to represent the Parish Council at the Neighbourhood Action Group (NAG) and the Bail Hostel meetings. She reported that she had attended both meetings and also the NAG Great Holm Car Park Committee meeting.

## 13. LOUGHTON GRAVEYARD

Peter reported from the meeting that the archaeology dig is hoping to go ahead in September with the current allotment tenant vacating in December. The Church were obtaining quotes for levelling groundwork's expected to start before March with the opening of the graveyard extension expected to be next July. Peter agreed outline terms of the lease with the church and asked the solicitor to go ahead with the draft, as previously agreed by Council. **Peter would report back on further developments.**

PT

## 14. PARKING HOLMWOOD SCHOOL

The Clerk advised receipt of the main application for the Parish Partnership Funding for this project from MKC and notification that they had agreed the preliminary application. **The Parish Council would proceed with this project and cooperate with all the other parties involved**

PB/PT

## 15. RISK ASSESSMENT Sports and Social Club, Loughton

Andy reported on the response from MKC Head of Legal department and read the letter received. He also had a letter dated 28<sup>th</sup> March 2006 that offered to transfer the Sports and Social Club lease to the Parish Council. Council considered the appointment of representatives to attend committee meetings with the Sports and Social Club. Councillors Peter Todd and Simon Kirkman were appointed. **Andy will explore the terms and costs of a transfer of the ownership of the freehold of the SSC freehold from MKC to the Parish, and the Parish will decide in due course whether to proceed with the transaction.**

AD,PT  
,SK

## 16. Community Policing

No attendance by TVP but a crime report was received from Martin and read to Council. Crimes in the Parish – Total 15 - Great Holm 5, Loughton 5, Knowlhill 4, The Bowl 1  
Theft related offences:9 (3 involving theft of pedal cycles from the Knowlhill area – all different sites; one involved a theft of a satnav from a car for which 3 suspects have been arrested; 2 others were related for which a suspect has been charged; another relates to theft of number plates)  
Non Dwelling Burglaries:3 (all in Loughton between the 19-24 May all at various times of day – one is a fruit machine theft from the Harvester, another is a theft from a garage and another is an attempted theft from a garage)  
Criminal damage:1 (relating to wing mirrors of a car)  
Assault ABH:1 (this relates to an altercation between 2 males and the Suspect was arrested, charged and recalled to prison)  
Sexual Assault:1 (this is an allegation relating to 2 children under 16 known to each other who were boyfriend/girlfriend – enquiries are ongoing to ascertain which party is telling the truth).  
Mr Matthews, Loughton Parishioner in attendance, complained that there was crime in Loughton but felt that nothing was being done. He had recently been burgled and felt that no one wanted to know. Council asked for his email so that the NAG and police could contact him.

MC/  
PB

## 17. Litter Bins

The problem of litter at the end of station bridge footpath Loughton had been reported to Daniel Mullins to re-raise the request for a bin here and for **a sign to inform the public**

JW

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**of who to contact if rubbish seen.** Still outstanding – chased with MKC

## 18. ALLOTMENTS

**Karen Kenny to be invited to attend a Parish meeting to advise how funds can be raised.** Victoria said delayed for 6 months when asked at the AGM.

PT

## 19. Village Green Status - Grt Holm

Peter to ask Victoria **Whalley for the status.**

PT

## 20. PLANTERS – Loughton School

Andy Lovett reported back from the school that although the Head would very much like the children to be involved in the tending of the planters there were too many issues with them being off of the school grounds. **Peter agreed to take this back to the Friends of Loughton School and to pursue there.**

JW

## 21. GH Table Tennis

Hilary gave prices of the three quotes she had and it was agreed to go ahead with purchase, as she advised. **Clerk to be sent details of quotes.** Clerk confirmed that £2k had now been received from Don he had confirmed that there had been an admin error at MKC which had delayed receipt of the other 1k.

HD/JW

## 22. Loughton Memorial Hall CLOCK

Peter to ask Victoria **Whalley what has happened to it.**

PT

## 23. Environmental Services – GH Pergola maintenance

Robbie Craddock, MKC, advised that delays were due to work changes and a new team at MKC. **Clerk still awaiting start date.**

JW

## 24. Conservation Area Review process

**to chase Simon Peart for a response to the letter sent regarding the Conservation Area review.**

JW

## 25. Gatcombe LPC Board

Clerk reported that the delivery was due next week and she had contacted Daniel Mullins to see if he could still arrange install as previously discussed. **Response waited. Hilary also said that she had noticed that the Parish board outside the Meeting Place GH was wobbly – looked like the leg had rotted. Also that she couldn't open it as the hinge had jammed. Dennis said that he would get his maintenance man to look at it and Cllrs agreed and authorised £250 to repair and also clean all the boards in the Parish**

SK,JW,  
ALL

## 26. FUNDING REQUEST

MKCMS had sent an email requesting funding – Cllrs agreed to decline. **Clerk to advise.**

JW

## 27. Old Telephone Exchange Loughton

A request for information regarding planning for this building had been received. Cllrs agreed all enquiries should be directed to MKC Planning dept. As far as known all previous planning had been refused.

JW

## 28. Weldon Rise Planning Application

It was agreed to write to the Chief Executive, MKC, complaining that an original planning condition had not been enforced. **Simon to draft and all to approve before Clerk sends.**

SK/JW

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## 29. Safer Neighbourhoods

Hilary requested and it was agreed to invite Tony Jeffs to a PC Meeting

HD/JW

## 30. ACCOUNTS

The following expenses were agreed and cheques signed:

£258.53 J. Wilcox – Clerk- May

£551.44 AH Contracts – May Dog Bins

£662.50 Lease Pavilion & Play Field Loughton June-Aug

HD/AD/  
JW

£1179.17 VAT claim had been made and refund received.

The Clerk advised that she had set up a Direct Debit for Anglian Water Allotments and asked Cllrs to authorise retrospectively. **Andy Dransfield will check what MKC do and report back.**

AD

Following Elections the Clerk had requested forms from for new signatories on the Parish Bank Account. These were presented and it was agreed the only change was to Peter Todd being added and Victoria removed. **Peter to sign/ Clerk to send off.**

PT/JW

Signed by the Chair:

Dated:

Signed by the Clerk:

Dated: