

# 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 MEETINGS HELD ON MONDAY 20<sup>th</sup> February 2012 and continued on 27<sup>th</sup> Feb 2012

### Councillors Present:

Peter Todd (Chair)  
Simon Kirkman (Vice Chair)  
Peter Ballantyne  
Joyce Ballantyne (27<sup>th</sup> Feb)  
Hilary Dyer  
Andy Lovett (20<sup>th</sup> Feb)  
Andy Sargent  
Dennis Blackburn (27<sup>th</sup> Feb)

Also Attending: Martin Camp (TVP) (20<sup>th</sup> Feb)  
Jen Wilcox (Clerk)

### 01. Apologies

Apologies received and accepted from Cllr Dennis Blackburn due to illness, Joyce Ballantyne away, Don Hoyle..

**Please note: All Councillors are to notify the Clerk if they are unable to attend, preferably by email and at least 7 days before the meeting.**

### 02. DECLARATION OF INTEREST

Peter T, Hilary and Andy S declared an interest in All Saints Church for the Graveyard agenda item.

### 03. Community Policing - TVP

Martin reported on crime figures for January and February which were discussed and duly noted. There were 31 crimes in January. TVP monthly crime report to be forwarded to the Clerk for the Web site.

MC/  
JW

### 04. MINUTES of the previous meeting and actions

The Minutes of the Meeting held on 16<sup>th</sup> January 2011, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

### 05. Reports from External Meetings

Cllr Todd had attended and reported on meetings with Loughton School Governors, McIntyre, Shenley Church End PC. Landscaping plans for Loughton School had been circulated to all. Cllr Dyer requested that all Cllrs attend the forthcoming McIntyre meeting. Andy S confirmed he would attend.

### 06. ACCOUNTS:

The Clerk proposed the payment of HMRC Tax and Pension payments by Direct Debit.  
Resolved: Employers/ees Tax and Pension payments to be automated.

JW

Cllrs travel expenses for courses attended or other travel for works authorised by the PC:  
Resolved: Agreed at 40p per mile and subject to Cllrs presenting a record of expenses to the Clerk for authorising by the PC at the next meeting.

ALL

CHEQUES presented for signature were duly signed:

Request Print Ltd	Precept Letters - Printing	8687	723	£150.00
SJB Cartwright	Precept Letters - Design	LP-31.01.12	722	£75.00
Loughton Memorial Hall	Hall Hire - Meetings x 2 Jan		720	£36.00
AH Contracts	LPC Bins January	5959	719	£551.44
P. Todd	LPC Employee TAX - reimbursement		721	£103.40
I Wright	Great Holm Sign refurb		724	£315.00

JW/  
PT/  
HD

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Clerk Salary	Jan		726	£251.13
Bucks County Council	Employer Pension Contributions	£65.77	725	£106.11
Bucks County Council	Employee Pension Contributions	£20.17		
Bucks County Council	Employee Pension Contributions	£20.17		
Peter Ballantyne	Village Green Training Course		727	£46.78
HMRC Tax/NI	Jan		D/D	£62.80

07. To approve the terms of reference of the Parish Council committee for the Neighbourhood Development Plan (NDP)

Resolved: NDP Terms of reference accepted by all

08. To review the audit of parish play areas in the parish and action to take

The audit was discussed and it was agreed that Council would approach MKC to discuss the play areas within the Parish. Meeting with MKC to be arranged.

PT

09. To decide whether to join BALC

BALC quotation and benefits of membership were discussed.

Resolved: To join BALC for 1 year.

JW

10. To review standing orders

Cllr Peter T circulated proposed changes to Cllrs. Model Standing Orders supplied by BALC had identified some out of date orders and amendments required. It highlighted that the Agenda should be amended to include Public Speaking. Cllr Peter B queried backups of IT equipment. To be discussed and agreed at the next meeting. Code of Conduct Training for Cllrs to be investigated, to ensure all are aware of their legal responsibilities.

ALL/  
JW

11. To review risk assessments and Internal audit

The Clerk had reviewed the current Risk Assessments and Audit procedures and distributed a draft policy for discussion. Cloud based back up proposed for IT documents. Laptop for Clerk and Projector for meeting use also proposed. Clerk requested to supply quotes for both. Minute books from previous Clerk to be located – presumed at Museum.

Resolved: Chair and Clerk to review, agree and implement a revised Risk Assessment

JW/  
PT

12. To decide whether to seek Quality status accreditation under the Parish Council scheme

Cllr Todd asked Cllrs if there was an aspiration to be a quality Council. He stated that there are ten tests a Council has to pass and he proposed a 3-4 year plan to work towards these. The Clerk was asked to investigate requirements to enable her to qualify. All agreed that Loughton Parish Council should work towards Quality Council status.

ALL/  
JW

13. To review actions re the LSSC following the meeting with MK Council and to determine whether to make a grant of £1,000 to LSSC

Cllrs Kirkman and Todd reported on the second meeting regarding the transfer of this asset. MKC stated that there was no budget for leisure maintenance and no staff. It is likely to take 12 months to complete a transfer. The LSSC is in tranche 1 of the transfer scheme. Another meeting was scheduled for April. A new secretary and treasurer had been appointed to the club. Rent not received since January. No response to Clerk's email requesting payment. No other contact details. £1000 grant was agreed under section 137 for grounds maintenance.

SK/  
PT/  
JW

14. To review and actions on the Loughton Graveyard project and approve lease

Cllr Todd reported on the latest developments. It was proposed that all would be completed by summer 2012. The final version of the lease was not available but should all be complete within 2

PT

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months.

15. To agree actions for proposal to renew contract received from AH Contracts for PC dog and litter bin emptying

The Clerk had produced and distributed to all Cllrs prior to the meeting the quotes and proposals of three tenders she had acquired. AH Contracts and Marcus Landscapes were invited and attended the meeting and presented to Cllrs. Marcus Landscapes proposal produced significant savings on the Councils budget. It was agreed to engage Marcus Landscapes. Two letters to be written and sent AH Contracts thanking them for their services. Marcus Young Landscapes confirming 1 year contract. Resolved: Marcus Young Landscapes to be engaged on a one year contract.

**JW/  
PT**

16. To consider correspondence received and grant requests

Discussed under other minutes.

17. To review the recent Parking order in Loughton and Parish Council notifications

Cllrs discussed and Clerk re-iterated that the only notice received had been via Cllr Dransfield who had also advised that no notice had been given to Ward Councillors but that he was subsequently dealing with it. This information had been passed on to Cllrs. Clerk would follow up with MKC regarding the lack of information being received about works within the Parish.

**JW**

18. To agree Councils comments on Planning Applications

Planning ref: 12/00018 Goodwood – Cllr Dyer requested and it was agreed no objection subject to suitable landscaping. The plans for the McIntyre centre were also discussed and Cllr Dyer requested and it was agreed to invite DLP Design to the next meeting.

**JW**

19. To review and agree actions on the Parking obstructions caused by patrons of The Harvester, London Road

Cllr Andy L reported Susan Williams currently away.

**AL**

20. To decide whether to hold an event or events to commemorate the Diamond Jubilee of Queen Elizabeth II

Suggested and agreed that the LSSC organise an event with the PC supporting. Big Lunch, pig roast, bouncy castle and a leaflet drop all suggested. Cllrs to discuss with LSSC.

**PT/  
SK**

21. To review progress on the Disaster Recovery Plan (DRP)

Cllr Kirkman gave an overview of progress and information gathered from meetings with Shenley Church End PC and MKC. Meeting to be arranged with MKC, fire service and police.

**SK**

22. To decide whether to migrate the Parish website to a .gov domain

The cost to the PC advised at £108 per 2 years.  
Resolved to proceed

**PT/  
JW**

23. To confirm the date of the next Meeting – proposed for Monday 19th March 715pm Loughton

The Clerk was not available for the next meeting as discussed with the Chair. New date to be proposed.

**JW**

Signed by the Chair:

Dated:

Signed by the Clerk:

Dated: