

# 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 21<sup>st</sup> May 2012

### Councillors Present:

Peter Todd (Chair)  
Simon Kirkman (Vice Chair )  
Peter Ballantyne  
Joyce Ballantyne  
Hilary Dyer  
Dennis Blackburn  
Don Hoyle  
Andy Sargent  
Andy Dransfield

Also Attending: Jen Wilcox (Clerk)

### 01. Election of Chairman

Peter Todd was nominated as Chair for the second year and accepted and signed the Declaration of Acceptance of Office

### 02. Election of Vice Chairman

Simon Kirkman was nominated as Vice Chair for the second year and accepted and signed the Declaration of Acceptance of Office

### 03. Apologies

Apologies received and accepted from Andy Lovett  
**All Councillors please notify the Clerk if they are unable to attend, preferably by email and at least 7 days before the meeting.**

### 04. DECLARATION OF INTEREST

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

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

The Minutes of the APM and April's Meeting minutes, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

### 06. Community Policing - TVP

Albert Bernard was not in attendance. Clerk to ask reason for him being unable to attend.

**JW**

### 07. Adoption of LPC Standing Orders

This was deferred awaiting MKC's legislation documents following the Localism Act. Phil McCourt(MKC) to be requested to attend a Parish Meeting.

**JW**

### 08. To approve and adopt the Financial Regulations of Loughton Parish Council

The current Regulations were agreed by Cllrs as current – no changes required

### 09. To appoint an Internal Auditor

Cllrs agreed to continue with the current Auditor – Connelly accountants. Accounts to be sent to them for audit.

**JW**

### 10.To Consider the Effectiveness of the Internal Audit

Cllrs agreed to request the Auditors Plan of work.

**JW**

### 11. To consider the adoption of the Financial Risk Assessment 2011/2012

Clerk to circulate the Risk Assessment to all cllrs. It was agreed that a Cloud backup would be used for the New Laptop.

**JW**

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12. To review Committee Structures and to appoint members to serve on the Committees

The NDP being the only Committee and recently formed was renewed.

13. To review terms of reference for Committees

Renewed as per minute 12 above.

14. To review and decide on amendments to Council policies

The Parish Council currently has the following policies which are available to all on the web site.

Standing Orders

Financial Regulations

Risk Assessment

Parish Clerk's Job Description

Parish Clerk's Contract of Employment

It was agreed that the Clerk would produce a draft Complaints policy for the web site for consideration.

**JW**

15. To appoint members to serve on Working Groups as required

A Parish Newsletter was proposed and discussed. Cllrs agreed to the Chair writing an example draft Newsletter. They requested example costs to consider. A Dransfield said he would be on the editorial team. Peter B. also volunteered to assist.

**PT  
AD  
PB**

16. ACCOUNTS

Hilary queried the emptying of 2 waste/dog bins in Bradwell Road that the PC's contractors currently empty as had the previous Parish contractors. She advised that they are MKC's responsibility and that we should not be emptying them. Clerk to confirm and instruct accordingly.

CHEQUES presented for signature were duly signed and Cllrs also agreed to pay the outstanding invoice for the Table Tennis Table. Simon K confirmed monies from LSSC had been received and therefore Cllrs agreed the £1000 grant for the Jubilee celebrations could go ahead.

PC Laptop and Jubilee funding to come from Parish reserves.

Hilary also request that the grants in the end of year accounts be identified. Clerk confirmed that they were already detailed in the accounts sent to the Chair.

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|          | <b><u>CHEQUES FOR SIGNATURE</u></b>          |           | Cheque No. |
|----------|--|-----------|------------|
| 21/05/12 | HMRC LPC Tax underpayment                    | £56.40    | 743        |
| 21/05/12 | Bucks&River Ouzel drainage                   | £3.34     | 744        |
| 21/05/12 | mouchel-precept postage                      | £123.96   | 745        |
| 21/05/12 | Marcus Young - bins April                    | £363.60   | 746        |
| 21/05/12 | Clerks Salary                                | £270.39   | 747        |
| 21/05/12 | Pension LPC & Clerks                         | £85.94    | 748        |
| 01/05/12 | MKC Table tennis table                       | £3,624.00 | 749        |
| 21/05/12 | I.Wright – Repairs to vandalised PC Board    | £44.00    | 734        |
| 21/05/12 | LSSC Jubilee Local Government ACT 1972,s.145 | £1000.00  | 750        |
| 15/05/12 | <b><u>DIRECT DEBITS</u></b>                  |           |            |
| 21/05/12 | Anglian Water                                | £80.40    |            |
|          | tax & NI                                     | £67.40    | 2011-12    |
| 11/04/12 | <b><u>MONEY IN</u></b>                       |           |            |
| 30/04/12 | PARISH PRECEPT                               | £17,638   |            |
|          | LSSC Rent arrears (rec'vd to bank)           |           |            |
|          | (£883.32 owed + £220.83 MAY)                 | £500      |            |

## 18. Parish Insurance Review

The new Laptop is to be added to the existing policy once purchased.

## 19. To review progress on Quality status accreditation under the Parish Council scheme

Peter Todd reviewed the current requirements and status of the Council.

## 20. To review actions on the Loughton Graveyard project

Peter Todd gave everyone an update. The draft Lease had been sent to all to consider. Andy D. objected to non-parishioners being eligible for plots and asked for the lease to be amended.

PT

## 21. To consider correspondence received and any grant requests

Hilary raised the McIntyre Planning Application. Andy D. said he would attend the planning meeting. Peter Todd proposed and it was agreed that the Clerk write and advise MKC Planning that the PC wished to comment on the application but would not be able to until after they next meet after the 18<sup>th</sup> June. Cllrs to agree any comments and forward to all for agreement at the next meeting.

ALL

## 22. To review progress on the recent Parking order in Loughton and Parish Council notifications

As no information regarding consultation had still been received it was agreed that Peter Todd would draft a letter of complaint to David Hill.

PT

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

Cllr Lovett had met with MKC Traffic Officer Susan Williams. Update of the current status to be forwarded to all.

## 24. To review progress of the event or events to commemorate the Diamond Jubilee of Queen Elizabeth II

Grant agreed and cheque written for £1000 for the LSSC event planned for Sunday 3<sup>rd</sup> June. The Chair thanked Simon K Peter B and Robbie C. for the huge amount of work put in to make this event a success.

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25. To review progress on the Emergency Recovery Plan (ERP)

This item was adjourned to the next meeting – Priority to be given on the next meeting Agenda

**JW**

26. To discuss plans for a new Parish Board on Great Holm

Cllr Ballantyne said that he had verbal permission from the owner Kash Jaffar to put a board on the outside of his shop. Clerk was asked to order a board, the same size as the last board purchased. Written agreement still required from the shop owner as the board remains the responsibility of the PC. Peter B. to get the shop owner to send/email his written permission to the Clerk.

**JW  
PB**

27. To review progress with “Great Holm Village Green” training and application

After consulting with Parishioners, the most popular new names for the green was “Lakeview Green”. Nine witness statements had been received so it was agreed that Cllr Ballantyne should progress and complete the Village Green application form and submit.

**PB**

28. To discuss a training plan for Parish Council members and Clerk

Peter B/Joyce B/Hilary D all said they wished to attend the BALC Cllr training in June. Clerk to arrange. Any other Cllrs wishing to attend should notify the Clerk.

**JW**

29. To receive reports from Councillors attending External Meetings

Andy D. reviewed changes taking place at MKC over the next year. Don Hoyle had attended the same meeting.

Peter T and Peter B would attend the next Parish Forum – 5<sup>th</sup> July.

Peter B had been appointed back to Chair of the NAG standing in for Dave Ferris.

Peter Todd informed all that he had been invited to attend a meeting with various groups, including TVP and Parks Trust, the coming Friday, at the Mound Teardrop Lake to discuss antisocial behaviour

30. To receive report from the Clerk

Peter Todd agreed to consult on the complaint received from the resident in Whitworth Lane Loughton regarding dog excrement bags, some 100, being dumped along the alley way outside his home. MKC had removed the bags but he requested a dog bin be purchased to deal with the problem. There was the possibility of a current dog bin being relocated and also where residents would consider positioning. He would report back to Cllrs at the next meeting.

**PT**

31. To confirm the date of the next Meeting –

It was noted that the next Parish Meeting would take place on Monday 18<sup>th</sup> June Great Holm

Signed by the Chair: Peter Todd

Dated:18.06.12

Signed by the Clerk: J Wilcox

Dated:18.06.12