

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 18th June 2012

Councillors Present:

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

Also Attending:

Jen Wilcox (Clerk)
Albert Bernard (TVP)
MK Citizen
Graham Sherwood, Company Secretary, Stratfield Park Leisure Ltd

01. Apologies

Apologies received and accepted from Joyce Ballantyne,(Holiday), Don Hoyle (Late will arrive approx. 9pm) Andy Dransfield (Sick gave apologies and left)
All Councillors please notify the Clerk if they are unable to attend, preferably by email and at least 7 days before the meeting.

02. DECLARATION OF INTEREST

Andy S. Agenda Item 24 – Parks Trust Land
Hilary D. - Graveyard
Hilary D. requested a hard copy of the “register of interests” be printed and delivered to her.

03. MINUTES of the previous meeting and actions

The Minutes of the 21st May 2012, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

04. Community Policing - TVP

Albert Bernard was in attendance and reported on the crimes for May – a total of 28 offences of priority crimes. Cars for Sale on the Parish verges had been reported, dealt with and all removed. A new CSO, Kate Storey, is appointed and starts in 2 weeks – to be introduced at the July Parish Meeting

05. Allotments – Termination of Licence

It was agreed that this item be adjourned to the July meeting as both the licensee and the Parish Allotment rep. Ken Vaughan were unavailable .

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

Simon K. gave an overview and following discussions it was agreed he should write a proposal for consideration and distribute to all.

07. To receive reports from Councillors attending External Meetings

Hilary D. reported on the NAG : Cllr Peter Ballantyne has been reappointed as the Chair, Jo Frankham as the vice chair. NAG projects currently include painting Petworth Play Area, Consulting local Parishioners, Planting Bulbs in Gt Holm, Producing a Newsletter in July. Dennis asked if there was information received from other NAG's and Peter B said he had attended a meeting with reps from other NAGs and gave notice of an intention to apply to the Parish Council for a grant at the next meeting
Peter B. Hilary, Andy S had all attended the BALC training. Joyce was sick. Hilary reported major concerns about the excessive emails currently being received by PC's. Also the concerns over the declarations of interest. Andy S said it was a good course to attend. Peter B. said it was suggested by Cllrs at the course that Clerks produce hard copies of all documents.
Peter B. Parish Forum rep: Simon K will be attending the next Parish Forum on 7th June as PB and PT unable to attend. Phillip McCourt reported the current Code Of Conduct expires at the

SK

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end of June and that MKC were unable to make that target or before 11th July. MKC Street name plates budget £50k for maintenance and repair but none for cleaning.

Peter T. reported on his visit to the Bail Hostel with Hilary and Peter B. They met with the new Ops Manager Mr Bijoy Matthews.

08. To approve the estimates for the Parish Newsletter

Peter T had estimated the cost for a trial of a Parish Newsletter would be £1012.50. This might be covered in whole or part by advertising. Peter B. proposed an alternative company to produce the Newsletter on behalf of the Parish. Peter T. opposed and Simon K agreed. Following a vote it was RESOLVED that the PC would produce one Newsletter as a trial, possibly in September 2012 and maintain control as Peter T proposed. The estimates laid totalling £1,012.50 were approved.

PT

09. To review actions on the Loughton Graveyard project

Peter T gave an overview of the current situation with the project. Information had been distributed to all before the meeting. Peter to report back following the meeting arranged with the Church.

PT

10. To review actions on the Neighbourhood Development Plan (NDP)

Peter T reported that the NDP had been distributed to all stakeholders and feedback received back from a few. Next steps are to distribute to all residents with a questionnaire for return. Two months to complete this stage and then a public meeting would be arranged.

PT

11. To consider correspondence and grant requests received

No grant requests received. Correspondence list distributed to Cllrs prior to the meeting. Urgent items added to the Agenda

12. To decide on the request for a new dog hygiene bin in Loughton

Peter T. had consulted with MKC, and produced a consultation document and distributed to residents. MKC had authorised the installation subject to no residents disagreement. The Clerk had received some emails regarding dog bins but had not had a chance to open or read them. They will be forwarded to the Chair after the meeting. .

RESOLVED to purchase and install a new dog bin subject to the residents consultation. Peter T would decide on size and colour Clerk to order.

PT/
JW

13. To agree comments for Planning Applications Received from MKC

There were no objections to any plans. Comments were agreed for the Clerk to submit the Councils reasons for objection to the McIntyre Building plans 12/01026/FUL

JW

14. To review and agree actions for Parking Obstructions caused by the patrons of The Harvester London Rd, Loughton

Andy L agreed to follow up as no response had been received since his meeting with Susan Williams, Traffic & Transport officer for MKC.

AL

15. To review the LSSC event to commemorate the Queens' Diamond Jubilee

Councillor Hoyle said he thought the event had been a success. Councillors Kirkman and P Ballantyne had worked very hard on the organisation. It was a shame that the weather had been so poor but nevertheless the outcome had been a success, which was a remarkable achievement. Peter T thanked all who had helped with the LSSC Jubilee event which was deemed to be a success even with the poor weather, in particular Councillors Kirkman and P Ballantyne and Mr Robbie Caddock and all those who had volunteered to help. Including from the local NAG

16. Accounts

Accounts were authorised for signature by the Chair, as were the external audit and Annual Governance Statement. Documents to be sent to Mazars. Budget to be reviewed quarterly therefore Cllrs will review next meeting.

JW

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	<u>Cheques for Signature</u>	<u>TOTAL</u>	<u>VAT</u>	<u>NET</u>	<u>CHQ NO</u>
	J Wilcox - Laptop Purchase	£794.49	£132.42	£662.07	751
	LSSC rent for MKC - Loughton				
Proposed	Pavilion	£1,320	(Total from LSSC April/May)		752
	Loughton Memorial Hall - May Hire	£18.00			753
	Marcus Young L. Ltd - May bins	£597.60	£99.60	£498.00	754
	Clerk salary	£270.19			270.19
	Clerk Tax & NI - D/D	£67.60			d/d
	Clerk Pension				
	Employers&employees	£85.94			85.94
	Grant LSSC Jubilee - Running Imp	£134.06			757
	Grant LSSC Jubilee - Guardian 1st Aid	£240.00			758
	Play Area Consultation Leaflets	£175.00	£0.00		759

BANK ACCOUNT BALANCES

Treasurers A/C Statement Balance	
Issue date 30th May	£27,674.40
Savings A/C Statement Balance Issue	
date 16th May	£10,188.25

17. To review progresses on renewal of the children's play areas, in the Parish

Peter T. gave a review on progress. Following consultation with MKC, consultation documents were sent to residents and children at Loughton Middle School. Responses to be gathered and forwarded. Next meeting 26th June 9am. Funding required of approx. £90k. Intention is to apply to WREN for £70k. MKC Robbie Craddock/Philip Snell to deliver works. Plans expected/hoped to be agreed by the end of the year. Currently 6 play areas suggestion is to remove 2. Hilary D and Peter B gave apologies and said they would not be able to attend the next play area meeting.

**PT/
JW**

18. To resolve to take a short head lease of the Loughton Sports & Social Club premises pending the completion of the pending freehold asset transfer

Peter T. gave a review on progress and proposed the short head lease, to include all grounds, should be agreed to.. Asset transfer put back to October. MKC estimate a year to complete. Following discussions it was RESOLVED to take the lease subject to Cllrs agreement of content.

PT

19. To review progress for a new Parish Notice Board for Great Holm

Agreement received from the shop owner, Kash Jaffar (email dated June 18th). Clerk advised no planning restrictions. Order could now go ahead as agreed.

JW

20. To review progress with registering "Lakeview Village Green, Great Holm

Peter B gave a review on progress. An application to register the land as a village green had now been lodged at MK Council with all the supporting evidence and Councillor Ballantyne would update the Parish Council in due course with the decision made by MK Council.

PB

21. To discuss the Loughton conservation area review process

Peter had requested the Clerk to contact a list of Architects. The Clerk apologised but said she simply had not had time to do this. The Chair asked the Clerk to progress with the letters. The Clerk agreed subject to time restraints and politely suggested, again, that the Council consider employing a full time administrator due to the increase in work being raised by the Council.

**JW/
PT**

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22. AOB – requested by Cllr Peter Ballantyne as a standard item on the Agenda. The Clerk has advised this is not good practice. Chair requests Cllrs discuss.

Councillors discussed and following a vote it was RESOLVED that AOB would not be added back onto the Agenda. Cllrs should be informed on what they are being asked to discuss before the meeting.

23. To discuss the Consultation of appointment of external auditor by the Audit Commission for 2012-2013

Cllr Don H. objected to Mazars as it is not a local company.

JW

24. To discuss and review the Parks Trust proposed 3 development sites within the Parish

Cllr Simon K. to arrange a meeting with the Parks Trust – all invited .

SK

25. To confirm the date of the next Meeting –

It was noted that the next Parish Meeting would take place on Monday 17th July 2012 Loughton Memorial Hall 1930

Signed by the Chair: Peter Todd

Dated:

Signed by the Clerk: J Wilcox

Dated: