

Loughton & Great Holm Parish Council

Annual Meeting

Minutes of the meeting held on Monday 15th May 2017, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes

Present: Cllrs Peter Todd (Chair), Zoe Nolan (Vice-Chair), Peter Ballantyne, Sandra Boland, Andy Dransfield (until 8:43pm), Hilary Dyer, Thomas Gray, John Howe, Claire Jones, Andy Sargent

Also present: Brian Barton (Parish Clerk)

In attendance: PC Tony Deeble (Thames Valley Police)

The Parish Clerk presided in the Chair.

Cllr Andy Dransfield said that he wanted to raise a matter concerning the Chair Cllr Peter Todd.

Cllr Dransfield said that he was aware about communications between Cllr Todd and the office of Mr Iain Stewart MP about his non-attendance at the Parish Meeting.

Cllr Dransfield then proceeded to read through the emails that had been sent by Cllr Todd and the responses from Mr Stewart's office.

Cllr Dransfield said that he believed that the Chair had no authority to act on this matter.

Cllr Todd replied that he felt that he was justified in contacting Mr Stewart's office as Mr Stewart had not been able to attend Parish Council meetings in the past when invited, and had enquired as to the Parliamentary business that would stop him from attending the Parish Meeting.

NOTED

FC 01/17 Election of Chair for the Council Year 2017/2018:

The Parish Clerk asked for any nominations.

Cllr Andy Sargent moved and Cllr Peter Ballantyne seconded that Cllr Peter Todd is nominated for the position of Chair.

Cllr Todd accepted his nomination.

The Parish Clerk asked if there were any further nominations.

Cllr Andy Dransfield nominated Cllr Claire Jones and Cllr John Howe seconded.

Cllr Jones accepted her nomination.

The voting was as follows:

Cllr Peter Todd **For: Seven (7)**

Cllr Claire Jones **For: Three (3)**

RESOLVED

That Cllr Peter Todd is elected Chair for the Council year 2017/2018.

FC 02/17 To Chair to sign the Declaration of Office Form:

Cllr Todd signed his declaration of office form.

NOTED

FC 03/17 Election of Vice-Chair for the Council Year 2017/2018:

The Chair asked for any nominations.

Cllr Andy Dransfield nominated Cllr Claire Jones and Cllr John Howe seconded

Cllr Jones accepted her nomination.

The Chair asked if there were any further nominations.

Cllr Andy Sargent nominated Cllr Zoe Nolan and Cllr Peter Ballantyne seconded.

Cllr Nolan accepted her nomination.

The voting was as follows:

Cllr Claire Jones **For: Five (5)**

Cllr Zoe Nolan **For: Five (5)**

The Chair used his casting vote in favour of Cllr Zoe Nolan.

RESOLVED

That Cllr Zoe Nolan is elected Vice-Chair for the Council year 2017/2018.

FC 04/17 The Vice-Chair to sign the Declaration of Office Form:

Cllr Nolan signed her declaration of office form.

NOTED

FC 05/17 Minutes of the previous Annual Meeting:

FC 15/16 To report on Members attending external meetings:

(c) Members to report back on any other meetings that they may have attended

To delete "12:30" and replace with "12:00pm"

With that amendment the minutes of the Annual Meeting held on Monday 16th May 2016 were signed by the Chair as a true and correct record.

AGREED

FC 06/17 Committees and Working Groups:

a) To agree the membership of the Committees and Working Groups:

Editorial Board

Cllrs Andy Dransfield, Thomas Gray, Claire Jones, Zoe Nolan, Peter Todd

Finance and Staffing

Cllrs Peter Ballantyne, Sandra Boland, Andy Dransfield, John Howe, Peter Todd

Lodge Lake Signs Sub Committee

Cllrs Peter Ballantyne, Hilary Dyer, Thomas Gray, Andy Sargent

Loughton Sports Ground

Cllrs Peter Todd, Sandra Boland, Thomas Gray

Neighbourhood Development Plan

Cllrs Zoe Nolan, Peter Todd

Planning

Cllrs Peter Ballantyne, Hilary Dyer, John Howe, Claire Jones, Andy Sargent, Peter Todd

AGREED

b) To agree the 2017/2018 Calendar of Meetings

The Parish Clerk was asked to enquire as to whether Holmwood School would be hiring out any rooms in the new nursery extension.

RESOLVED

- 1. That the Parish Clerk to enquire as to whether Holmwood School would be hiring out any rooms in the new nursery extension.**
- 2. That the 2017/2018 Calendar of meetings as presented were AGREED**

FC 07/16 Membership of Outside Bodies for the Council Year 2017/2018:

a) Jubilee Graveyard Committee

Cllrs Andy Sargent, Peter Todd

b) Hugh Parke Charitable Trust

Cllrs Sandra Boland, Andy Dransfield

c) Milton Keynes Council Parishes Forum

Cllrs Peter Ballantyne, Andy Sargent

d) Loughton Sports and Social Club Management Committee

Cllrs Sandra Boland, Peter Todd

e) Approved Premises Committee

Cllrs Hilary Dyer, Zoe Nolan

f) Loughton & Great Holm Neighbourhood Action Group Liaison

Cllr Thomas Gray

g) Milton Keynes Association of Local Councils

Cllr Peter Ballantyne

h) Shenley Leisure Trust

Mr Barry Connell, Cllr Claire Jones

AGREED

FC 08/17 Memberships for the Council Year 2017/2018:

To agree the membership of the following organisations for the Council Year 2017/2018:

- a) Milton Keynes and Buckinghamshire Association of Local Councils
- b) Milton Keynes Association of Local Councils
- c) Society of Local Council Clerks

RESOLVED

1. **To agree the membership of the Milton Keynes Association of Local Councils.**
2. **To agree the membership of the Society of Local Council Clerks.**
3. **To seek further clarification on the breakdown of the membership figures regarding the Milton Keynes and Buckinghamshire Association of Local Councils.**

FC 09/17 To resolve whether to renew the following constitutional documents and policy documents for the Council Year 2017/2018:

- a) Standing Orders
- b) Financial Regulations
- c) Financial Risk Assessment
- d) Code of Conduct
- e) Protocol on Officer/Member Relationships
- f) Freedom of Information Model Publication Scheme
- g) Complaints Procedure
- h) Councillor Dispensation Procedure
- i) Equality Policy
- j) Health and Safety Policy

AGREED

FC 10/17 Apologies:

There were no apologies

NOTED

FC 11/17 Minutes of previous meetings:

The minutes of the meeting held on Monday 20th March 2017 were **AGREED** as a true and correct record and signed by the Chair

Monday 24th April 2017 (Parish Meeting)

FC 203/17 Presentation by Cllr Liz Gifford Cabinet Member responsible for Place on Milton Keynes Council:

To delete "to compliment the budget" and replace with "to balance the budget"

With that amendment the minutes of the meeting were **AGREED** and signed by the Chair as a true and correct record.

FC 12/17 Matters arising from the previous minutes not on the agenda:

FC 11/16 Matters arising from the previous minutes not on the agenda:

**13/02030/FUL and 15/00034/DISCON Stratfield Park Leisure Centre 53
Gatcombe Great Holm Milton Keynes MK8 9EA Demolition of existing leisure
centre and erection of 5 detached houses**

Cllr Hilary Dyer reported to the meeting that the Enforcement Officer Mr Peter Goff had said that the fence installed by the one of the new home owners was not in keeping and that enforcement action should be taken

The home owner has applied for retrospective planning permission, Cllr Dyer was concerned that the Parish Council had not been consulted on the outcome.

The Parish Clerk was asked to write to complain about the delay and to ask for an update on the outcome of the enforcement action.

**FC 18/16 To update members on the proposed refurbishment of the Petworth
Park play area on Great Holm:**

Cllr Hilary Dyer said that an additional seat has still not been installed.

The Parish Clerk was asked to chase up Mr Phil Snell at Milton Keynes Council.

Cllr Hilary Dyer enquired about the outstanding landscaping works on Great Holm which the Parish Council has paid for.

The Parish Clerk was asked to chase the matter up with Mr Maurice Barnes at Milton Keynes Council.

Cllr Dyer also enquired on the cost for repairs to the wall next to the play area which has crumbling mortar and loose brick work.

The Parish Clerk was asked to chase the matter up with Mr Maurice Barnes at Milton Keynes Council.

**FC 203/17 Presentation by Cllr Liz Gifford Cabinet Member responsible for
Place on Milton Keynes Council:**

The Chair proposed that a link is uploaded on to the Parish Council website and online social media, with the details of the petition set up by a resident living on Loughton regarding the proposed fee increase to the residential parking permit scheme.

It was agreed that it should be made clear that the petition has been set up by a local resident and not by the Parish Council, who are only putting up the link from the Loughton Residents Association website, following concerns raised by residents on the residential parking permit scheme.

RESOLVED

- 1. That the Parish Clerk to chase up Mr Phil Snell at Milton Keynes Council regarding the additional seat to be installed at the Petworth Play Park on Great Holm.**

2. That the Parish Clerk to chase up Mr Maurice Barnes at Milton Keynes Council for the quotation for the cost to repair the wall next to the Petworth Play Park on Great Holm.
3. That the Parish Clerk to chase up Mr Maurice Barnes at Milton Keynes Council regarding the outstanding landscaping works at Great Holm which the Parish Council has paid for.
4. To upload the link from the Loughton Residents Association website for the petition on the proposed fee increase to the residential parking scheme, on to the Parish Council's Website and online social media, and to make it clear that this petition has been set up by a local resident and not by the Parish Council.

FC 13/17 Questions from Members of the Public:

There were no questions from the members of the public.

NOTED

FC 14/17 Declarations of interest:

Cllrs Hilary Dyer, Andy Sargent and Peter Todd declared a personal interest in agenda item FC 22/17 Grant Aid Application as they are all members of All Saints Church, Loughton.

NOTED

FC 15/17 To receive the crime statistics report and figures for April 2017 from Thames Valley Police:

Pc Tony Deeble presented the crime statistics report and figures for April 2017, which were as follows:

Loughton

Assault without injury	One (1)
Burglary in a Dwelling	Three (3)
Criminal damage to vehicle	Three (3)
Criminal damage - Other/Arson	One (1)
Theft from Vehicle	One (1)
Other Crime	Two (2)

Total April 2017 **Eleven (11)**

Total April 2016 **Nine (9)**

Great Holm

Assault occasioning ABH/GBH	One (1)
Making off without payment	One (1)
Theft of a Vehicle	One (1)
Vehicle Interference	One (1)

Total April 2017 **Four (4)**

Total April 2016 **Five (5)**

Knowlhill

Burglary other than in a Dwelling	One (1)
Theft Other	Two (2)
Total April 2017	Three (3)
Total April 2016	One (1)

The National Bowl

Theft Other	One (1)
Total April 2017	One (1)
Total April 2016	Zero (0)

PC Deeble informed the meeting that he is moving to another area beat, PC Alan Nesbit will be replacing him, and will be based at Wolverton Police Station.

PCSO Christine Capstick will be remaining in the local area beat.

There is a vacancy for an additional PCSO.

The Chair thanked PC Deeble for his service and wished him well for the future.

Cllr Hilary Dyer moved that a letter of thanks to PC Tony Deeble's line manager is sent on behalf of the Parish Council.

RESOLVED

That the Parish Clerk to write a letter of thanks to PC Tony Deeble's line manager

Cllr Andy Dransfield left the meeting at 8:43PM

FC 16/17 To report on Members attending external meetings:

(a) Loughton and Great Holm Neighbourhood Action Group - **Cllr Peter Ballantyne**

At the last meeting it was agreed that litter picks should be undertaken bearing in mind the dates when SERCO undertakes a deep clean in the area.

The various Parking problems in Great Holm were discussed.

The meeting also discussed the proposed MK50 picnic on the green and the Neighbourhood Action Group's involvement in the Scarecrow trail.

The future of the Neighbourhood Action Group will be debated at the May meeting.

Bunnings have taken over Homebase and are happy to sponsor activities of the Neighbourhood Action Group.

Environmental Visual Audits will now be reactivated.

The Milton Keynes Parks Trust reported to the meeting that the CCTV operation had worked out well at Lodge Lake and had stopped a lot of the fly tipping that had been taking place.

Litter picks will be taking place on Loughton and Great Holm on Saturday 20th May at 10:00am.

(b) Any Ward Councillors present to report on Milton Keynes Council meetings

Cllr Zoe Nolan informed the meeting that that she had recently attended a Foster Carers Awards evening.

The Mayor making ceremony will be taking place this week, with a new deputy Mayor to be appointed.

Cllr Dyer brought up the amount of pot holes still not repaired on Kensington Drive, Great Holm, Cllr Nolan said that she will take the matter up.

(c) Members to report back on any other meetings that they may have attended

Cllr Peter Ballantyne said that the drop in had recently taken place at the MacIntyre Coffee Shop on Great Holm, the Scouts had held their Annual General Meeting, and the Gyosei art walk took place at Willen.

NOTED

FC 17/17 To receive a finance report for March 2017:

Cllr Sandra Boland informed the meeting that she will be meeting with the Parish Clerk tomorrow to go through the accounts; the internal audit will be taking place on Friday.

The rent arrears owed by the Loughton Sports and Social Club is being pursued.

NOTED

FC 18/17 To agree to the expenditure of £150 as requested by the Loughton & Great Holm Neighbourhood Action Group, from their grant provided by the Parish Council, to be spent on the purchase of plants and compost for the ten (10) planters outside Loughton School:

Cllr Dyer said that the Neighbourhood Action Group has agreed to fund £100, only £50 has now been requested.

RESOLVED

To agree the sum of £50 towards the purchase of plants and compost for the planters outside Loughton School

FC 19/17 To agree the expenditure of £250 for the replacement missing fence panel, near to the steep bank at the Loughton Brook, and next to the sharp bend on the public footpath, from Leys Road to Whitworth Lane, Loughton:

The cost to replace the missing eight (8) metre section of fence, as advised by Milton Keynes Council, is £250.

This matter was pointed out by a concerned resident during a landscape review site meeting which took place on Loughton with Parish Councillors and the landscaping officer from Milton Keynes Council.

The Milton Keynes Parks Trust do not accept it is on their land and say it belongs to Milton Keynes Council, but Milton Keynes Council do not agree and say it belongs to the Milton Keynes Parks Trust.

RESOLVED

To agree the expenditure of £250 to replace the missing eight (8) metre section of fence near to the steep bank at the Loughton Brook, and next to the sharp bend on the public footpath, from Leys Road to Whitworth Lane, Loughton

FC 20/17 To consider whether to apply for the Milton Keynes Council 2017/2018 grants programme:

There are three (3) funds available this year: -

- a) Parish Partnership Investment Fund (PPIF)
- b) Play Area Improvement Scheme (PAIS)
- c) Community Parking Partnership Scheme (CPPS)

RESOLVED

- 1. To make an application to the Parish Partnership Fund for the replacement roof for the Loughton Sports Pavilion.**
- 2. The Parish Clerk and the Chair to consider a play area scheme.**
- 3. To look into a car parking scheme on Great Holm.**

FC 21/17 To consider and agree the artists brief for the MK50 celebrations proposed art piece:

Cllr Thomas Gray reported to the meeting that the amendments that were agreed for the artists brief have been made.

The brief can be included on the Milton Keynes Council circulation list to all local artists.

RESOLVED

- 1. That Cllr Gray to approach Milton Keynes Council to put the brief on the circulation list of all local artists.**
- 2. To bring this agenda item to the next Parish Council meeting.**

FC 22/17 Grant Aid Application:

Cllrs Hilary Dyer, Andy Sargent and Peter Todd had declared a personal interest in this agenda item as they are members of All Saints Church, Loughton.

The Scarecrow Trail Action Group (All Saints Church, Loughton), are requesting a grant of £500 towards printing for publicity purposes

This application can be granted under the following power - the Local Government Act 1972 s137 (1)

RESOLVED

To award a grant of £500 towards printing for publicity purposes for the Scarecrow trail.

FC 23/17 To discuss possible ways in which to improve and expand the use of the Loughton Sports pavilion building:

RESOLVED

To defer this agenda item to a future meeting of the Parish Council

FC 24/17 Update on the artists brief for the MK50 celebrations proposed art piece:

This agenda item had been already discussed.

NOTED

FC 25/17 Ward matters:

(a) To discuss the issue of parking outside the Fountain Public House, London Road, Loughton, and an update on their planning application – Cllr John Howe

A resident has contacted Cllr John Howe on the issue of parking on the bend outside The Fountain.

In previous years, the resident had been asked by the Parish Council and the Police to keep a record of any parking obstructions

The resident would like Milton Keynes Council to put double yellow lines either side of the bend.

(b) A resident has contacted the Parish Clerk to raise Bradwell Road in general and specifically in the vicinity of Clover Close and Whitworth Lane, Loughton, and requests a resolution from the Parish Council.

RESOLVED

To defer this agenda item to the next Parish Council meeting

FC 26/17 Planning Applications:

Cllr Hilary Dyer informed the meeting that the planning application for 29, Goodwood, Great Holm had been refused but the fence has still not been removed.

The Parish Clerk to write to the Enforcement Officer to find out when action will be taken to get the fence removed.

RESOLVED

That the Parish Clerk to write to the Enforcement Officer to find out when action will be taken to get the fence removed at 29, Goodwood, Great Holm.

FC 27/17 To note the update list of projects and other work:

NOTED

FC 28/17 Cheques for Payment:

All cheques as presented for payment were authorised.

AGREED

Date and time of Next Meeting:

Monday 19th June 2017, 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes

THE CHAIR CLOSED THE MEETING AT 10:07PM

Signed _____ Chair Date _____