



To: All Members of Loughton & Great Holm Parish Council

## NOTICE OF ANNUAL MEETING

You are hereby summonsed to attend an Annual Meeting of **Loughton & Great Holm Parish Council** to be held on **Monday 15<sup>th</sup> May 2017** commencing at **7:30pm** at **Holmwood School, Kensington Drive, Great Holm, Milton Keynes**, for the purpose of transacting the following items of business

Signed

Brian Barton  
Parish Clerk

## AGENDA

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

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

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

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

**FC 05/17 Minutes of the previous Annual Meeting:**

To receive and approve as a correct record the minutes of the meeting held on:

- Annual Meeting held on Monday 16<sup>th</sup> May 2016

**(Attached)**

**FC 06/17 Committees and Working Groups:**

a) To agree the membership of the

- Editorial Board
- Finance and Staffing Committee
- Lodge Lake Signs Sub Committee
- Loughton Sports Ground Committee
- Neighbourhood Development Plan Committee
- Planning Committee

**(Current Committee and Working Group Membership list is attached)**

- b) To agree the 2017/2018 Calendar of Meetings  
**(Attached)**

**FC 07/17 Membership of Outside Bodies for the Council Year 2017/2018:**

To agree the appointments for the Council Year 2017/2018 to the following outside bodies:

- a) Jubilee Graveyard Committee
- b) Hugh Parke Charitable Trust
- c) Milton Keynes Council Parishes Forum
- d) Loughton Sports and Social Club Management Committee
- e) Approved Premises Committee
- f) Loughton & Great Holm Neighbourhood Action Group Liaison
- g) Milton Keynes Association of Local Councils
- h) Shenley Leisure Trust

**(Current Membership of the Outside Bodies list attached)**

**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

**(Report attached)**

**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

**(All documents can be accessed for inspection from the website <http://www.loughtonandgreatholm-pc.gov.uk/policies-and-procedures/> )**

**FC 10/17 Apologies:**

To receive and accept apologies for absence

**FC 11/17 Minutes of previous meetings:**

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 20th March 2017
- Monday 24<sup>th</sup> April 2017 (Parish Meeting)

**(Attached)**

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

**FC 13/17 Questions from Members of the Public:**

To allow questions from members of the public (twenty (20) minutes in total), up to five (5) minutes each in total

**FC 14/17 Declarations of interest:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

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

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

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

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

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

**(Verbal reports)**

**FC 17/17 To receive a finance report for March 2017:  
(Attached)**

**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**

**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.

**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)

The closing date for applications is 23rd June 2017.

**(Guidance notes as attached).**

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

This agenda item was requested by Cllrs Thomas Gray and Andy Sargent.

**(Brief attached)**

**FC 22/17 Grant Aid Application:**

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

Can be granted under the following power - the Local Government Act 1972 s137 (1)

**(Application attached)**

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

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

**(Verbal report from Cllrs Andy Sargent and Thomas Gray)**

**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.

**(Letter attached)**

**FC 26/17 Planning Applications:**

To determine representations to be made to Milton Keynes Council on any pending planning applications and any other action to be taken that need to be dealt with before the next meeting of the Planning Committee.

**FC 27/17 To note the update list of projects and other work:  
(Attached)**

**FC 28/17 Cheques for Payment:**

To authorise all cheques as presented for payment.

**(Attached)**

**Date and time of Next Meeting:**

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