



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 16<sup>th</sup> June 2014** commencing at **7:30pm** at the Holmwood School, Kensington Drive, Great Holm, Milton Keynes for the purpose of transacting the following items of business

Signed

Brian Barton  
Parish Clerk

### **AGENDA**

#### **Annual Meeting**

**FC 01/14 Election of Chair for the Council Year 2014/2015**

**FC 02/14 To sign the Declaration of Office Form**

**FC 03/14 Election of Vice-Chair for the Council Year 2014/2015**

**FC 04/14 To sign the Declaration of Office Form**

**FC 05/14 Apologies:**

To receive and accept apologies for absence

**FC 06/14 Great Holm Ward By-election:**

The by election was held on Thursday 22<sup>nd</sup> May 2014, with the Count taking place on Tuesday 27<sup>th</sup> May 2014 at the Civic Offices and the results were announced as follows:

Sandra Bollard (Independent) – 628 **Elected**

Anil Podar (The Conservative Party Candidate) - 277

Sandra Bollard has signed her Declaration of Office form in the presence of the Parish Clerk.

**FC 07/14 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 08/14 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 20<sup>th</sup> May 2013

**(Attached)**

**FC 09/14 Matters arising from the previous minutes not on the agenda:**

**FC 10/14 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 11/14 Chairman's Annual Report:**

To receive the Chairman's Annual Report covering the activities of the Parish Council during the 2013/2014 Council Year.

**(To follow)**

**FC 12/14 Committees and Working Groups:**

- a) To resolve to renew for a further year the existing terms of reference and membership of the Finance and Staffing Committee, Neighbourhood Development Plan Committee and the Planning Committee **(Attached)**
- b) To agree the membership of the Finance and Staffing Committee, Neighbourhood Development Plan Committee and the Planning Committee **(to follow)**
- c) To agree the 2014/2015 Calendar of Meetings **(Attached)**

**FC 13/14 Memberships for the Council Year 2014/2015:**

To agree the membership of the following organisations for the Council Year 2014/2015:

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

- c) Society of Local Council Clerks
  - d) Open Spaces Society
- (Report attached)**

**FC 14/14 Membership of Outside Bodies for the Council Year 2014/2015:**

To agree the appointments for the Council Year 2013/2014 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) Parishes Forum

**FC 15/14 To resolve whether to renew the following constitutional documents and policy documents for the Council Year 2013/2014:**

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

**(Attached)**

**FC 16/14 Finance:**

- a) To receive and agree any recommendations from the report of the internal auditor **(To follow)**
- b) To re - appoint the internal auditor for the 2014/2015 financial accounts

**Ordinary Meeting**

**FC 17/14 Apologies:**

To receive and accept apologies for absence.

**FC18/14 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 19/14 Minutes of previous meetings:**

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

- Monday 23<sup>rd</sup> April 2014 **(attached)**

**FC 20/14 Matters arising from the previous minutes not on the agenda:**

**FC 21/14 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 22/14 To receive a Crime Statistics Report from Thames Valley Police**

**FC 23/14 To report on external meetings:**

Loughton and Great Holm Neighbourhood Action Group – Cllr Hilary Dyer  
**(Verbal report)**

**FC 24/14 To discuss the Devolved Landscaping Service from Milton Keynes Council to the Parish Council:**

To agree to continue negotiations with Milton Keynes Council, regarding the devolved landscaping service and to report back to a future meeting of the Council on any further developments.

**FC 25/13 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 26/14 Ward Matters:**

**To decide what action to take (including expenditure) in respect of the following matters:**

- a) To agree to the supply and installation of two (2) benches on Lakeview Village Green on Great Holm – **Cllr Peter Ballantyne (quotes to follow)**
- b) To discuss the arrangements for the Britain in Bloom judging in the Loughton & Great Holm Parish area – **Cllr Peter Ballantyne**
- c) To discuss and agree to approach Milton Keynes Council's Planning Department to request that all of the trees on Horseshoe Walk, Great Holm are made the subject of a Tree Preservation Order (TPO) – **Cllr Hilary Dyer**
- d) To discuss a response to Milton Keynes Councils Development Control Directorate on the lack of time for the Parish Council to be able to respond, discuss and determine on local planning applications – **Cllr Hilary Dyer**
- e) To discuss the closure of Dansteed Way grid road and the nearby Redway by Great Holm due to the upgrading of the sewerage system – **Cllr Hilary Dyer**
- f) To discuss the Patients Participation Group meeting at Hilltops Surgery on Great Holm – **Cllr Zoe Nolan**

- g) To discuss concerns raised by a resident of Great Holm regarding the Garden of Remembrance and other matters relating to Crownhill Crematorium – **Cllr Zoe Nolan**
- h) To discuss the proposed building at the Badminton Centre, Bradwell, Road, Loughton Lodge Lake – **Cllr Zoe Nolan**

**FC 27/14 To consider/approve the following items relating to the maintenance/repair of the Loughton Sports Ground:**

- a) To consider sponsoring the 25<sup>th</sup> Anniversary event to be held over a three (3) day period for a sum of £1,000
- b) To agree to pay SGS Landscaping services £450 to form a cricket pitch along with weeding, feeding, grass cutting and strimming
- c) To agree to pay SGS Landscaping Services for grass cutting of the Loughton Sports Ground in August
- d) To agree to create a committee of the Loughton Sports Ground and the Terms of Reference **(to follow)**

**FC 28/14 Cheques for Payment:**

To authorise all cheques presented for payment  
**(To follow)**

**Date and time of Next Meeting:**

Monday 21st July 2014 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes