



To: All Members of Loughton Parish Council

### **NOTICE OF ANNUAL MEETING**

You are hereby summonsed to attend an Annual Meeting of **Loughton Parish Council** to be held on **Monday 20<sup>th</sup> May 2013** commencing at **8:00pm** at the Great Holm Community Centre, 87, Kensington Drive, Great Holm, Milton Keynes, MK8 9AY for the purpose of transacting the following items of business

Signed

A handwritten signature in blue ink that reads "B. Barton".

Brian Barton  
Parish Clerk

### **AGENDA**

#### **Annual Meeting**

**01/13 Election of Chair for the Council Year 2013/2014**

**02/13 To sign the Declaration of Office Form**

**03/13 Election of Vice-Chair for the Council Year 2013/2014**

**04/13 To sign the Declaration of Office Form**

**05/13 Apologies:**

To receive and accept apologies for absence.

**06/13 Loughton Ward Vacancy:**

An election has been called to fill the Loughton Ward vacancy as advised by Milton Keynes Council, The election if contested will be held on Thursday 4<sup>th</sup>

July 2013. The Parish Clerk has the Nomination Pack if any local elector wishes to stand and wants a pack.

The Nomination form can be delivered between Friday 31 May 2013 and up to Noon on Friday 7 June 2013.

Milton Keynes Council will send to the Parish Clerk a Notice of election in the next couple of weeks to display on the Notice Boards.

**07/13 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.

**08/13 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 21<sup>st</sup> May 2012  
**(Attached)**

**09/13 Matters arising from the previous minutes not on the agenda:**

**10/13 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.

**11/13 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)**

**12/13 Committees and Working Groups:**

- To resolve to renew for a further year the existing terms of reference and membership of the Planning Committee, Finance and Staffing Committee and Neighbourhood Development Plan Committee **(Attached)**
- To agree the 2013/2014 Calendar of Meetings **(Proposal Attached)**
- To decide the future of the Community Emergency Plan project and Working Group

**13/13 Memberships for the Council Year 2013/2014:**

To agree the membership of the following organisations for the Council Year 2013/2014:

- Milton Keynes and Buckinghamshire Association of Local Councils
- Milton Keynes Association of Local Council
- Society of Local Council Clerks
- Open Spaces Society

**(Report attached)**

**14/13 Membership of Outside Bodies for the Council Year 2013/2014:**

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

**15/13 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) Dispensations Policy
- d) Equality Policy
- e) Health and Safety Policy

**(Attached)**

**16/13 Finance:**

- a) To receive the internally audited accounts for the Council Year 2012/2013  
**(To follow)**
- b) To receive and agree any recommendations from the report of the internal auditor **(To follow)**
- c) To appoint an internal auditor for the 2013/2014 financial accounts  
**(Report attached)**

**Ordinary Meeting**

**17/13 Apologies:**

To receive and accept apologies for absence.

**18/13 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.

**19/13 Minutes of previous meetings:**

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

- Extra Ordinary Meeting held on Monday 8<sup>th</sup> April 2013
- Annual Parish and Ordinary Meeting held on Monday 15<sup>th</sup> April 2013  
**(Attached)**

**20/03 Matters arising from the previous minutes not on the agenda:**

**21/03 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.

**22/13 Presentations:**

- a) Update report on the Scarecrow Trail by Julienne Hanson from All Saints Church, Loughton
- b) Report from PC Albert Bernard of Thames Valley Police

- c) Rachel Brain, Project Officer Green Deal and Communities Volunteer Manager of the National Energy Foundation, Knowlhill.

**23/13 Community Asset Transfer:**

- a) To report on the meeting held on Friday 26<sup>th</sup> April 2013 with Officers at Milton Keynes Council regarding the Great Holm Community Centre  
**(Verbal report)**
- b) To discuss and consider the Heads of Terms for the Loughton Sports and Social Club and Sports Ground. **(Attached)**
- c) To approve a quote for legal work from Geoffrey Leaver Solicitors relating to the Loughton Sports and social Club **(Quote attached)**

**24/13 To consider changing the name of the Parish Council to Loughton and Great Holm Parish Council:**

A recent consultation with residents has taken place to consider changing the name of the Parish Council to Loughton and Great Holm Parish Council, the results of the consultation will be announced at the meeting.

**(Verbal report)**

**25/13 To consider the installation of a telephone line at the home of the Parish Clerk:**

**(Report attached)**

**26/13 To report on external meetings:**

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

**27/13 Lakeview Green Report:**

**(Verbal report by Cllr Peter Ballantyne)**

**28/13 To consider/approve estimates for the maintenance/repair of the Loughton sports ground:**

**(Report attached)**

**29/13 Loughton Planters:**

To agree a quote on the watering of the ten (10) Loughton Planters by Marcus Young Landscapes LTD.

**(Quote attached)**

**30/13 Milton Keynes Parish Games:**

To consider a proposal by Mayor Elect Cllr Brian White for a Milton Keynes Parish Games.

**(Letter attached)**

**31/13 To consider a proposal to establish a street watch scheme for the Loughton Parish area:**

**(Report attached)**

**32/13 To approve a quote from Marcus Young Landscapes LTD for a proposed Litter Bin by the Milton Keynes Parks Trust at Loughton Lodge Car Park:  
(Quote to follow)**

**33/13 Planning Applications:**

To determine representations to be made to Milton Keynes Council on the following pending planning applications and any other action to be taken:

**Planning applications awaiting a decision by Milton Keynes Council:**

- a) 13/00842/FUL 23 Holyrood Great Holm Milton Keynes MK8 9DR Erection of conservatory to side elevation - **Pending Consideration**
- b) 13/00685/FUL Elm House School Lane Loughton Milton Keynes MK5 8AT Erection of shed - **Pending Consideration**
- c) 13/00687/FUL 5 Breamore Court Great Holm Milton Keynes MK8 9AU Erection of a single storey front and side extension - **Pending Consideration**
- d) 13/00677/TCA 17 Church Lane Loughton Milton Keynes MK5 8AS Notification of intention to remove to ground level a row of Thorn and 1 x Ash tree - **Pending Consideration**
- e) 13/00653/FUL 12 The Meadway Loughton Milton Keynes MK5 8AN Pitched roof to existing garage, two storey rear extension and loft conversion - **Pending Consideration**
- f) 13/00641/CLUP 32 Linceslade Grove Loughton Milton Keynes MK5 8DT Certificate of lawfulness for proposed 1m high brick wall, abutting highway - **Pending Consideration**
- g) 13/00815/FUL 82 Bradwell Road Loughton Milton Keynes MK5 8AL Single storey rear extension - **Pending Consideration**

**To note the outcome on the following planning applications as decided by Milton Keynes Council:**

- a) 13/00688/TPO Loughton Rectory Pitcher Lane Loughton Milton Keynes MK5 8AU Tree preservation order consent to cut back 2m from house, crown raise to 4m and remove deadwood of one Ash tree (T1), fell to ground level and treat the stump of one Willow tree (T3) and cut back by 2m one Beech tree (T4) - **No Objection to Works to Tree in CA**
- b) 12/02543/FUL 22 Greenhill Close Loughton Milton Keynes MK5 8DG Part change of use from dwelling house to childminder use (retrospective) - **Application Refused**
- c) The Badminton centre planning applications

**34/13 Verbal Reports/Updates on the following Projects/Issues:**

**To decide what action (including expenditure) required on the following issues/projects**

- a) The graveyard extension
- b) Loughton play area renewal
- c) Neighbourhood Development Plan
- d) Conservation Area Review
- e) Parish Newsletter

**(Verbal report)**

**35/13 Ward Matters:**

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

- a) Vehicular damage to roadside verges – Cllr Peter Ballantyne
- b) Replacement of fallen Willow Tree on Lakeview Green - Cllr Peter Ballantyne

**36/13 Cheques for Payment:**

To authorise all cheques presented for payment

**(Attached)**

**Date and time of Next Meeting:**

Monday 17th June 2013 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton.