

**Loughton & Great Holm Parish Council**

**Full Council**

**Minutes of the meeting held on Monday 21<sup>st</sup> December 2015, 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, John Howe, Claire Jones, Andy Sargent

**Also present:** Brian Barton (Parish Clerk)

**FC 100/15 Apologies:**

Received from Cllrs Hilary Dyer and Thomas Gray

**NOTED**

**FC 101/15 Declarations of interest:**

There were no declarations of interest.

**NOTED**

**FC 102/15 Minutes of previous meetings:**

To agree the minutes of the of the Full Council meeting held on Monday 16<sup>th</sup> November 2015

**FC 88/15 Questions from Members of the Public:**

To add after "Members then discussed the cancellation of the Finance & Staffing Committee, and its function and purpose"

"That Cllrs Peter Ballantyne and John Howe were dissatisfied that the meeting of the Finance & Staffing Committee had been cancelled, and asked the Chair of the Committee Cllr Peter Todd as to the reason why, the Chair replied that as all items relating to the budget would need to be agreed at a meeting of the Full Council, there was no reason therefore to hold a meeting."

To delete "Mr Gray is leading an organisation" and replace with "Mr Gray is involved with the organisation MK50 for the upcoming celebrations of Milton Keynes 50th anniversary in 2017"

With those amendments, the Chair signed the minutes as a true and correct record.

**AGREED**

To note the minutes of the Loughton Sports Ground Committee held on Sunday 22nd November 2015

**LG 42/15 To discuss maintenance issues regarding the pavilion, car park and sports ground:**

(a) To update the Committee following on from the last meeting of the Parish Council that discussed the quotes for the repairs to the pavilion building's roof

To reword the second paragraph so that it reads as follows:

“The Parish Clerk was asked to obtain three (3) quotes, the meeting agreed that when the quotes had been received and if they were considered to be too expensive, then the Parish Clerk will contact the three (3) roofing contractors that originally had submitted a quote for a tiled roof, to ask them if they could supply a quote for a metal roof”

To delete **“THE CHAIRMAN CLOSED THE MEETING AT 11:11PM”**

To replace with **“THE CHAIRMAN CLOSED THE MEETING AT 11:11AM”**  
**NOTED**

**FC 103/15 Matters arising from the previous minutes not on the agenda:**

**FC 88/15 Questions from Members of the Public:**

Cllr Andy Dransfield suggested deferring the 2016/2017 draft budget and the Finance Report to a meeting of the Finance & Staffing Committee, to consider and report back to the January Parish Council meeting with their recommendations on the draft budget.

The Chair proposed that the Finance & Staffing Committee is abolished as all matters relating to finance and the budget are discussed and have to be agreed at a meeting of the Parish Council.

Cllr Sandra Boland suggested that the presentation of the management accounts is looked at so that members are able to understand them more clearly, and is happy to assist the Parish Clerk, as she has experience with presenting accounts.

Cllr Dransfield proposed holding a meeting of the Finance & Staffing Committee in early January to consider the draft 2016/2017 budget, and to make recommendations to the next Parish Council meeting.

Cllr John Howe referred to the Finance & Staffing Committee’s Terms of Reference regarding appraisals for members of staff.

The Chair replied that the Parish Clerk has a yearly appraisal in January with the Chair and Vice-Chair of the Parish Council.

The Chair taking into consideration the comments from members, proposed that a meeting of the Finance & Staffing Committee should be held in early January, to consider the draft 2016/2017 budget, the finance report, and feedback following on from the Parish Clerks appraisal.

The Parish Clerk was asked to canvass members of the Finance & Staffing Committee for a date in early January in which to hold the meeting.

**FC 92/15 Presentation from the Parish Youth Programme Development Officer Jessica Katsinas on planned activities for young people living in the Parish area:**

Cllr Howe asked if performance indicators had been drawn up agreed with the Parish Youth Development Officer yet.

Cllr Zoe Nolan replied that she had drawn up the performance indicators and will be meeting with the Parish Youth Development Officer, to progress the matter further.

**LG 42/15 To discuss maintenance issues regarding the pavilion, car park and sports ground:**

(a) To update the Committee following on from the last meeting of the Parish Council that discussed the quotes for the repairs to the pavilion building's roof

Cllr Dransfield asked if any quotes had been received for the installation of a metal roof.

The Chair replied that the Parish Clerk had received one (1) quote back which indicated a cost of £66,000.

(b) To update the Committee on the installation of the gate and fencing

Cllr Dransfield asked if the proposed fencing and gate would block access to the public footpath to the back of the Sports Pavilion.

The Chair replied that the proposed fencing scheme would still allow for access by the public, and that ascot rails are being considered to be installed from the car parking area.

**RESOLVED**

- 1. That a meeting of the Finance & Staffing Committee will be held in early January to consider the draft 2016/2017 budget, the finance report, and feedback following from the Parish Clerks appraisal.**
- 2. That the Parish Clerk to canvass members of the Finance & Staffing Committee for a date in early January in which to hold the meeting.**

**FC 104/15 Questions from Members of the Public:**

There were no questions from members of the public.

**NOTED**

**FC 105/15 To receive a Crime Statistics Report from Thames Valley Police:**

The following crime statistics report from Thames Valley Police for November 2015 was tabled:

**Loughton**

Assault occasioning ABH/GBH	Two (2)
Burglary in a Dwelling	One (1)
Criminal damage to vehicle	Three (3)
Harassment	One (1)
Theft from Vehicle	Seven (7)

Other Crime Two (2)  
**Total November 2015:** Sixteen (16)

**Total November 2014:** Six (6)

### **Great Holm**

Assault occasioning ABH/GBH One (1)  
Burglary in a Dwelling Two (2)  
Shoplifting One (1)  
Theft from Vehicle One (1)  
Theft of Pedal Cycle One (1)

**Total November 2015:** Six (6)

**Total November 2014:** Thirteen (13)

### **Knowlhill**

Drug Possession – Cannabis One (1)

**Total November 2015:** One (1)

**Total November 2014:** Zero (0)

Cllr Howe wondered if the number of incidents relating to theft from vehicles and criminal damage to vehicles in Loughton were related.

Cllr Dransfield said that he would like to have had a response from PC Tony Deeble regarding drug related offences that have occurred in Loughton and Great Holm.

The Chair informed the meeting that he had recently read that there will be closures to the front counters in some police stations by Thames Valley Police, and was concerned about the potential cuts to the force.

### **NOTED**

#### **FC 106/15 To report on Members attending external meetings:**

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

The Action Group did not have a meeting in December, however over two (2) weekends in November and December, there were bulb planting sessions that took place by members in Loughton and Great Holm.

### **NOTED**

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

Cllr Zoe Nolan informed the meeting that the Childrens and Young People Scrutiny Panel had recently met with the Youth Council.

Cllr Nolan has had a lot of feedback from local residents about the proposal to close the Great Holm Fire Station; a motion had been passed at a Full Council opposing the closure.

The consultation on the budget has started savings of £22 million need to be found, services will need to be delivered differently, and there will be challenges meeting the needs of carers and the elderly.

Milton Keynes Council has adopted the Unison Charter for older people's services.

The Council is now paying the living wage for its entire staff and is negotiating for the living wage to be paid to all contractor's members of staff.

Cllr Andy Dransfield reported to the meeting that the consultation on the proposal to close the Great Holm Fire station has now closed, and all responses will be analysed, along with all comments made.

The options are to stay with the status quo and not to accept the grant from the Government, to merge the fire station and consider the issues relating to response times, and to build a satellite station.

Cllr Dransfield attended the cabinet meeting to discuss the proposed budget, the public gallery was full.

Cllr Dransfield raised his concern about the proposal to scrap the warden service in Sheltered Housing Schemes, to which he said at that meeting he was opposed to, and requested that the administration reconsiders the matter.

**NOTED**

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

Cllr Andy Sargent informed the meeting that he attended a meeting of the Parishes Forum which was well attended.

There were various presentations which included one on the MK50 celebrations for 2017, and what will be planned; Milton Keynes Council is looking for Parish and Town Councils to sponsor events, Cllr Sargent suggested that something could be tied in with the Scarecrow Trail.

There was a presentation by Tim Hannam Corporate Director of Resources on the proposed 2016/2017 Milton Keynes Council budget, Cllr Sargent has a copy of the hand out if any member wishes to read it.

There was also a presentation by Anna Rose Director of Planning and Transport at Milton Keynes Council relating to planning issues to Midsummer Place.

Another presentation was on Neighbourhood Plans, and representatives from various Parish and Town Councils expressed their concerns that they were being ignored by Milton Keynes Council regarding proposed development on open spaces.

The next Parishes Forum will have a presentation on Section 106, and further discussions on the MK50 celebrations.

**NOTED**

**FC 107/15 To discuss any progress relating to a Devolution Management Agreement from Milton Keynes Council regarding the landscaping service:**

The Chair reported to the meeting that he had met along with the Parish Clerk in December, Mr Andy Hudson Milton Keynes Councils Head of Environment and Waste, and Mr John Price Head of Landscaping and the Countryside, to discuss how the Parish Council can be more actively involved in the landscaping contract.

SERCO is the landscaping contractor for the Loughton area, with SERCO and Frosts covering the Great Holm Area.

The Chair said the possible options are to carry on just reporting landscaping issues to Milton Keynes Council, to arrange for the landscaping service to be devolved to the Parish Council, although that would be more suitable for the larger Parish Councils, or a middle way that Milton Keynes Council appoints the Parish Council to manage the contractor.

Milton Keynes Council would hold the budget and pay all the invoices, and the Parish Council could divert resources to pay for landscaping improvements.

Milton Keynes Council would be able to provide training to community volunteers to report work that needs to be undertaken and access to horticultural advisors.

The Chair proposed that a working group could be set up not necessarily consisting of all just Parish Councillors, with at least one (1) representative from Loughton and one (1) representative from Great Holm, and volunteers appointed from the community, to meet quarterly with the contractors looking into and reviewing all landscaping areas.

Volunteers to the working group would also undertake site visits.

The landscaping contract includes litter picking when the work has taken place.

Cllr Nolan also proposed that the Parish Council will commit to a six (6) months trial and then to review whether to continue with the arrangement.

**RESOLVED**

- 1. That a working group is set up with least have one (1) representative from Loughton and one (1) representative from Great Holm, and volunteers appointed from the community, to meet quarterly with the contractors looking into and reviewing all landscaping areas.**
- 2. That the Parish Council will commit to a six (6) months trial and then to review whether to continue with the arrangement.**

**FC 108/15 To discuss and consider as to whether Loughton & Great Holm Parish Council should consider applying for Quality Council Accreditation:**

The Chair had previously circulated a document to all members, which identified the requirements that the Parish Council needed to achieve to obtain Quality Council Accreditation.

The cost would be £50 to be audited at the basic level.

Members expressed their reservations about applying, and felt that the Chair with the Parish Clerk could look into the items that the Parish Council needs to improve on.

It was further suggested that the Finance & Staffing Committee could have as its remit the improvement and development of the Parish Councils performance.

**RESOLVED**

**That the Parish Council will not apply for Quality Council Accreditation.**

**FC 109/15 Appointments to Outside Bodies for the Council Year 2015/2016:**

To agree the appointment of a representative for the Council Year 2015/2016 to the following outside bodies:

a) Shenley Leisure Trust

**RESOLVED**

**To appoint Cllr Claire Jones as the Parish Councils representative to the Shenley Leisure Trust for the Council Year 2015/2016, subject to confirmation from Cllr Don Hoyle that he has resigned as the Parish Council representative.**

b) Hugh Parke Charity

**RESOLVED**

**To defer this agenda item to the next Parish Council meeting due to the Parish Councils present representative being absent from the meeting.**

**FC 110/15 To agree one of the quotes for updating and hosting the Parish Council website:**

The Chair informed the meeting that Mr Mike Jones who had originally set up and hosted the Parish Council's website, has moved out of the Parish area and can no longer continue with this task.

The meeting asked the Parish Clerk to write to Mr Jones to thank him for all his help.

The Chair proposed to consider this matter at the next Finance & Staffing Committee meeting, along with the specification written up by the Parish Clerk with the assistance of Mr Jones.

**RESOLVED**

- 1. That the Parish Clerk to write to Mr Mike Jones to thank him for all his help with the setting up and hosting of the Parish Councils website.**
- 2. To consider how to progress appointing another provider to host the Parish Councils website, and to look at the specification drawn up by the Parish Clerk with the assistance of Mr Mike Jones, at the next meeting of the Finance & Staffing Committee.**

**FC 111/15 Finance:**

(a) To receive the Finance report for the month of November 2015

(b) To receive and agree any recommendations from the report of the internal auditor

(c) To discuss and agree the precept and budget for 2016/2017

**RESOLVED**

**To defer these agenda items to the next meeting of the Finance & Staffing Committee**

**FC 112/15 To adopt the 2016-2017 Draft Business Plan:**

**RESOLVED**

**To defer this agenda item to the next meeting of the Finance & Staffing Committee**

**FC 113/15 Planning Applications:**

14/00858/FUL 29 Goodwood Great Holm Milton Keynes MK8 9AZ Two storey side and single storey rear extensions and erection of boundary wall

The Chair of the Planning Committee Cllr Andy Sargent informed the meeting that the Parish Clerk has sent out the Parish Council's submission to the Planning Inspectors enquiry.

**NOTED**

Cllr Sargent also informed the meeting that he had written to Milton Keynes Councils Planning Enforcement Team, to enquire if the Fountain Harvester sign on the grass verge, on the corner of the V4 Watling Street and entrance to London Road, Loughton has planning permission.

The Parish Clerk said that he had received a response, and was informed that the sign has to be removed within fourteen (14) days, as an application had not been submitted.

Cllr Sargent will shortly be writing up the Parish Councils submission on planning application 15/02762/ADV Fountain Harvester London Road Loughton Milton Keynes MK5 8AF Advertisement consent for 1 x externally illuminated post sign (01) 1 x externally illuminated set of letters and logo (02), 1 x non illuminated set of letters (03) and 1 x internally illuminated post sign (04).

**NOTED**

**FC 114/15 To note the update list of projects and other work:**

Community Asset Transfer Stage two Great Holm Community Centre.

The Parish Clerk informed the meeting that he had received a letter from the Management Committee, confirming that they are happy for the Parish Council to take on the freehold of the Community Centre.

The Parish Clerk has written to the Chair of the Management Committee requesting the contact details of the main users of the Community Centre, so that he can obtain



their confirmation that they are content with the Parish Council to take on the freehold of the Community Centre.

Until this is completed the Parish Council cannot proceed to stage two (2) of the Community Asset Transfer application process.

Cllr Claire Jones asked if the building has recently been surveyed.

The Chair replied that the Parish Council had an architect look at the community centre, and make suggestions on how to utilise the building to its full potential, and that the Parish Council would undertake a full survey before agreeing to take on the freehold.

Community Drop In

The Chair informed the meeting that the Parish Clerk has made a poster, and was asked to circulate it to all members for comments.

Energy Saving Project Grants:

The Chair said that the Parish Clerk has drafted a form with terms and conditions, and has sent it to the Chair for approval.

**RESOLVED**

**That the Parish Clerk to circulate the poster for the Community Drop In to all members for comments**

**FC 115/15 Cheques for Payment:**

All cheques as presented were authorised for payment.

**AGREED**

**Date and time of Next Meeting:**

Monday 18th January 2016, 730pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes

**THE CHAIRMAN CLOSED THE MEETING AT 10:06PM**

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_