

Loughton & Great Holm Parish Council

Full Council

Minutes of the meeting held on Monday 19th December 2016, 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes

Present: Cllrs Peter Todd (Chair), Zoe Nolan (Vice-Chair), Peter Ballantyne, Sandra Boland, Hilary Dyer, Thomas Gray (until 9:53pm), John Howe, Claire Jones, Andy Sargent

Also present: Brian Barton (Parish Clerk)

In attendance: PC Tony Deeble (Thames Valley Police)

FC 130/16 Apologies:

Received from Cllr Andy Dransfield

NOTED

FC 131/16 Minutes of previous meetings:

FC 115/16 To report on Members attending external meetings:

To delete “and another member of the Neighbourhood Action Group has agreed to take on the role” and replace with “and a replacement is being sought”

FC 122/16 To discuss various items raised from the presentation by the Milton Keynes Parks Trust at the last Parish Council meeting:

To add under the first recommendation “trim trail”

With those amendments the minutes of the Parish Council meeting held on Monday 21st November 2016 were **AGREED** and signed by the Chair as a true and correct record.

FC 132/16 Matters arising from the previous minutes not on the agenda:

FC 116/16 To consider expenditure and the quote supplied by Milton Keynes Councils Landscaping Directorate for the Great Holm Kick about Area:

A response has been received from Mr Maurice Barnes Landscaping Officer at Milton Keynes Council that the work will commence in the spring.

FC 118/16 To discuss the removal of the litter bin by the play area at the Loughton Sports Ground:

RESOLVED

That Cllr Peter Todd to chase up Mr Robbie Caddock for an update.

FC 121/16 To discuss issues of anti-social behaviour problems on Loughton:

Cllr Zoe Nolan has written to the Milton Keynes Parks Trust on this matter.

NOTED

FC 133/16 Questions from Members of the Public:

There were no questions from the members of the public.

NOTED

FC 134/16 Declarations of interest:

There were no declarations of interest.

NOTED

FC 135/16 To receive the Crime Statistics and Report from Thames Valley Police:

PC Tony Deeble presented the crime statistics for November 2016 which were as follows:

Loughton

Making off without payment	one (1)
Theft from Vehicle	four (4)
Total November 2016	five (5)
Total November 2015	sixteen (16)

Great Holm

Burglary in a Dwelling	two (2)
Burglary other than in a Dwelling	one (1)
Criminal damage to vehicle	one (1)
Harassment	one (1)
Theft from Vehicle	one (1)
Theft in a Dwelling	one (1)
Theft from Person	one (1)
Total November 2016	eight (8)
Total November 2015	six (6)

Knowlhill

Theft from Person	one (1)
Theft of Pedal Cycle	one (1)
Total November 2016	two (2)
Total November 2015	one (1)

There then followed questions by Members.

PC Tony Deeble informed the meeting that next year there will be a change to the structure in how the neighbourhood policing teams will operate with an emphasis on problem solving hubs based at the Central Milton Keynes Police Station.

There will be no officer job losses including PCSO's.

It is proposed to change from three (3) to two (2) neighbourhood policing areas.

The north team will cover the Loughton ward with PC Kathy Smith who is part time, PCSO Christine Capstick, Inspector Lee Brace and PC Tony Deeble.

Cllr Hilary Dyer proposed that the Parish Council writes to the Chief Inspector to request that PC Tony Deeble and PCSO Christine Capstick are not moved out of the north area policing team, and seeks assurances that attendance at Parish Council and Loughton & Great Holm Neighbourhood Action Group meetings will not be affected by the proposed organisational changes when they take place

The Chair thanked PC Deeble for his presentation.

RESOLVED

That the Parish Clerk writes to the Chief Inspector to request that PC Tony Deeble and PCSO Christine Capstick are not moved out of the north area policing team, and seeks assurances that attendance at Parish Council and Loughton & Great Holm Neighbourhood Action Group meetings will not be affected by the proposed organisational changes when they take place.

FC 136/16 To receive a financial report:

The financial report covered all data up to November 2016.

Members then asked questions.

Cllr Sandra Boland was thanked for producing the report.

The Parish Clerk was asked to seek additional members of the Parish Council to become cheque signatories.

RESOLVED

That the Parish Clerk to seek additional members of the Parish Council to become cheque signatories

FC 137/16 To agree the precept and budget for 2017/2018:

The Chair informed the meeting that the Finance Committee at its last meeting went through the budget headings and figures and recommends no rise in the precept.

Cllr Peter Todd moved and Cllr John Howe seconded that there is no rise in the 2017/2018 precept.

The vote was as follows, for: **four (4)** against: **five (5)**

The motion fell.

Cllr Sandra Boland moved and Cllr Peter Todd seconded a rise in the 2017/2018 precept of 2%

The vote was as follows, for: **two (2)** against: **seven (7)**

The motion fell

Cllr Hilary Dyer moved and Cllr Andy Sargent seconded a rise in the 2017/2018 precept of 10%

The vote was as follows, for: **four (4)** against: **five (5)**

The motion fell

Cllr Peter Ballantyne moved and Cllr Andy Sargent seconded a rise in the 2017/2018 precept of 25%

The vote was as follows: for: **two (2)** against: **seven (7)**

The motion fell

Cllr Peter Ballantyne moved and Cllr Thomas Gray seconded a rise in the 2017/2018 precept of 9.5 %

Cllr John Howe asked for a recorded vote which was as follows:

For: Cllrs Peter Ballantyne, Hilary Dyer, Thomas Gray, Zoe Nolan, Andy Sargent

Against: Cllrs Sandra Boland, John Howe, Claire Jones, Peter Todd

The motion was carried.

Cllr John Howe wanted it recorded in the minutes that he was shocked at the way the Parish Council was proposing to spend tax payers' money, and the rise in the 2017/2018 precept.

Cllr Peter Todd moved and Cllr Sandra Boland seconded the proposed 2017/2018 precept and budget as amended:

Income

Precept	£77,884
Precept Grant	£1,397
LSSC rent & insurance receipts	£3,250
Allotment rents	£450
Deposit account interest	£25
Graveyard income	£500

Total Income

£83,506

Expenditure

Clerk -salary & E'er ni & pension conts	£25,000
Major updating Gt Holm Community Centre	£20,000

Parish council premises acquisition reserve	£10,000
Landscaping	£8,000
Dog hygiene bin service	£7,000
Childrens outdoor play projects L & GH	£6,000
LSSC car park, sports ground, pavilion maintenance	£5,000
Upgrade lakeside trim trail equipment	£5,000
Installation of interpretation boards at Lodge Lake	£3,500
Newsletters & communications	£3,000
Drop In Service	£2,500
MK50 anniversary projects/events	£2,000
Grants	£2,000
Accountancy	£1,000
Hire of Halls/ meeting spaces	£1,000
Clerk -expenses	£1,000
Hosting of the Website	£1,000
Insurance	£820
NALC/SLCC memberships	£800
Sponsor NAG local improvements	£750
Post & stationery	£500
Office Equipment (PCs software/printers)	£500
Professional training & development	£500
Allotments	£450
Parish Notice Board Repairs	£350
Total expenditure	£107,670
Transfer to or from reserves	-£24,164

The vote was for: **seven (7)** against: **one (1)** abstention: **one (1)**

The motion was carried.

RESOLVED

That the 2017/2018 precept and budget is as follows:

Income		
Precept		£77,884
Precept Grant		£1,397
LSSC rent & insurance receipts		£3,250
Allotment rents		£450
Deposit account interest		£25
Graveyard income		£500
Total Income		£83,506
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Cllr Thomas Gray left the meeting at 9:53PM

FC 138/16 To agree the draft Business Plan for the year commencing 01/04/2017:

The draft business plan was presented by the Chair, members made various suggested amendments, which the Chair said he will add and amend the document accordingly.

The agreed objectives of the business plan are as follows:

The Planned activities

In 2017-2018, the Parish Council's ongoing activities will be:-

- A. Provide allotments for local residents as required by statute and ensure these are efficiently and effectively managed; including reviewing whether to make further provision than made currently.
- B. Ensure core administrative functions such as protecting finances, preparing budgets accounts and records are conducted to a good standard as well as agendas and minutes for meetings.
- C. To ensure all external and internal audit recommendations are dealt with and to ensure financial regulations, policies and risk assessments are reviewed appropriately to ensure they are fit for purpose.
- D. Maintain a planning committee to scrutinise planning applications in the Parish and to coordinate local consultation and to make representations to the local planning authority on local matters.
- E. To promote the preservation of the historic built environment and the natural environment and biodiversity within the Parish
- F. Provide a dog hygiene bin service where required to promote the local environment to be safe and pleasant for local residents to enjoy
- G. Provide some opportunities for local children to have opportunities to play outdoors in supported activities during school holidays at Easter holidays, summer half term and summer holidays
- H. Provide social activity opportunities for older residents in the Parish, especially those lonely and/or isolated. Consult and consider other provision for elderly local residents
- I. Provide a sports ground in Loughton with ancillary pavilion and car park for football, cricket and other individual and team sports for children and adults.
- J. Engage with local residents so as to understand and be responsive to their concerns and demands through opinion surveys, maintaining a website and social media, newsletters, leaflets, local notice boards and to use these channels to inform residents of Parish Council activities
- K. Have regular contact with key local stakeholders including MK Council, the Parks Trust, Thames Valley Police, the NHS, local schools, voluntary organisations, charities, sports & social associations in order to work effectively in partnership with local organisations
- L. Enable local residents to raise questions and petitions about matters of local concern, and respond with action appropriately
- M. Work closely with the local Neighbourhood Action Group to maximise voluntary service to the local community
- N. Promote local groups and associations within the Parish through a limited grants programme to help provide support and opportunity for development of charities and other community not for profit associations.
- O. Manage resources effectively and efficiently and to publish accounts & budgets for accountability and transparency
- P. Work together with MK Council to improve local landscaping services
- Q. Promote awareness of and engagement of local residents in local democracy through providing information to local residents about local issues and debate.
- R. Foster a greater perception of shared welfare and community through local events and other activities. To recognise exceptional community service provided by individuals and/or groups and organisations.
- S. Maintain membership of the National Association of Local Councils and the Society of Local Council Clerks

- T. Transfer funds to long term reserves for the planned future acquisition of office and meeting space premises for the Parish Council
- U. Working with local residents and stakeholders to resolve issues concerning parking problems within the Parish

In 2017-2018, the Parish Council's special projects will be:-

- A. Complete the acquisition of the freehold of the Great Holm Community Centre and to manage that resource to ensure it continues sustainably to provide venue for local residents, groups and local democracy.
- B. Complete the re-roofing project of the Pavilion at Loughton Sports Ground.
- C. Hold an Annual Parish Meeting at which many local residents will be attend and to engage in discussion and debate about the key matters of local concern
- D. Investigating the potential for upgrading the trim trail equipment around Lodge Lake with consent of the Parks Trust and any available grants
- E. Fund and support appropriate projects or events to celebrate the 50th anniversary of the foundation of the Milton Keynes new town
- F. To fund the installation of two interpretation boards at Lodge Lake

RESOLVED

To adopt the 2017/2018 business plan as amended.

FC 139/16 To report on Members attending external meetings:

RESOLVED

To defer this agenda item to the next Parish Council meeting

FC 140/16 Loughton Sports & Social Club:

(a) To make any decisions to progress the replacement roof at the Loughton Sports Pavilion, including expenditure and/or appointment of a contractor and/or any other matter

The Chair reported to the meeting that the determination date for the submitted planning application is Tuesday 3rd January 2017.

Mr Petty was to forward onto the Parish Clerk, after the 31st October deadline, all the quotes that had been received.

The Chair asked the Parish Clerk to contact Mr Petty for an update as only one (1) quote had been submitted so far.

Cllr Howe said that he will contact Mr Petty and ask him to chase up the contractors for the outstanding quotes.

The Chair said that once the quotes are received Mr Petty can then make a recommendation to the Parish Clerk as to which contractor should be appointed, and then draw up a contract, once the Parish Council had agreed the appointment of the contractor.

(b) To decide what action to take to ensure that the outstanding rent and insurance payments are brought up to date

The Chair informed the meeting that the Loughton Sports & Social club are three (3) months behind on their rent, but have now set up a standing order.

The Loughton Sports & Social Club believes that they only owe two (2) months' rent, and had objected to paying the insurance premium.

The total outstanding including the insurance premium is £1,248.80p

The Chair suggested that the Loughton Sports & Social Club are given six (6) months to clear all the arrears, and that the Parish Council reserves the right to take steps to forfeit the lease and take possession of the premises if the arrears are not cleared in the period as specified.

RESOLVED

That the Parish Clerk writes to the Loughton Sports & Social Club informing them that they have up to six (6) months to clear all the arrears totalling £1,248.80p, and that the Parish Council reserves the right to take steps to forfeit the lease and take possession of the premises if the arrears are not cleared in the period as specified.

FC 141/16 To agree to the expenditure for a structural survey to the Great Holm Community Centre:

Members considered all three (3) quotes as presented and agreed to appoint Allcott Commercial for a fee of £695.00 + VAT inclusive of disbursements, to undertake an inspection of all external and internal areas where accessible at the Great Holm Community Centre.

RESOLVED

To appoint Allcott Commercial for a fee of £695.00 + VAT inclusive of disbursements, to undertake an inspection of all external and internal areas where accessible at the Great Holm Community Centre.

FC 142/16 To agree to the expenditure as part of a rolling programme to replace some of the dog bins in a bad state of repair:

RESOLVED

To defer this agenda item to the next Parish Council meeting

FC 143/16 To agree to the expenditure to replace the stolen notice board at Leys Road, Loughton:

RESOLVED

To defer this agenda item to the next Parish Council meeting

FC 144/16 To agree to join the new Recycle and Reward Scheme for Parish, Town & Community Councils:

RESOLVED

To support in principle the new Recycle and Reward Scheme for Parish, Town & Community Councils, but not to join as the pilot had already commenced, and that the Parish Council felt it would be too late to advertise and involve residents in the timescale permitted.

FC 145/16 To note the update list of projects and other work:

The update list of projects and other work was

NOTED

FC 146/16 Cheques for Payment:

All cheques as presented were authorised for payment.

NOTED

Date and time of Next Meeting:

Monday 16th January 2017, 7:30pm at Holmwood School, Kensington Drive, Great Holm

THE CHAIRMAN CLOSED THE MEETING AT 10:32PM

Signed _____ Chair Date _____