

Loughton & Great Holm Parish Council

Full Council

Minutes of the meeting held on Monday 20th March 2017, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes

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

Also Present: Brian Barton (Parish Clerk)

In attendance: Two (2) members of the public

FC 182/17 Apologies:

Received from Cllrs Andy Dransfield and Hilary Dyer

NOTED

FC 183/17 Minutes of previous meetings:

FC 170/17 To report on Members attending external meetings:

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

To delete “savings” and replace with “cuts”

To delete “£75” and replace with “£25”

With those amendments the minutes of the Parish Council meeting held on Monday 20th February 2017, were **AGREED** as a true and correct record and signed by the Chair.

FC 184/17 Matters arising from the previous minutes not on the agenda:

FC 171/17 To discuss the refurbishment of the information panel at the Loughton Equestrian Centre:

The Parish Clerk was asked to contact Cllr Andy Dransfield to enquire if he has managed to approach Milton Keynes Council and the Milton Keynes Heritage Trust, to see if they had any artwork that could be used for the refurbishment of the information panel at the Loughton Equestrian Centre.

RESOLVED

That the Parish Clerk to contact Cllr Andy Dransfield to enquire if he has managed to approach Milton Keynes Council and the Milton Keynes Heritage Trust, to see if they had any artwork that could be used for the refurbishment of the information panel at the Loughton Equestrian Centre.

FC 185/17 Questions from Members of the Public:

There were no questions from members of the public.

NOTED

FC 186/17 Declarations of interest:

There were no declarations of interest.

NOTED

FC 187/17 To receive a Crime Statistics and Report from Thames Valley Police:

The crime statistics for February 2017 were as tabled in the absence of PC Tony Deeble.

Loughton

Assault occasioning ABH/GBH	One (1)
Burglary in a Dwelling	One (1)
Criminal damage to vehicle	One (1)
Theft of a Vehicle	One (1)
Other Crime	Two (2)

Total February 2017	Six (6)
Total February 2016	Four (4)

Great Holm

Burglary in a Dwelling	One (1)
Drug Possession – Cannabis	One (1)
Other Crime	One (1)

Total February 2017	Three (3)
Total February 2016	Six (6)

Knowlhill

Theft of Pedal Cycle	One (1)
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Total February 2017	One (1)
Total February 2016	Zero (0)

NOTED

FC 188/17 To consider and agree the artists brief for the MK50 celebrations proposed art piece:

Cllrs Andy Sargent and Thomas Gray had written a report, and circulated to Members for comments.

Members expressed various views relating to the cost, that the site considered is not appropriate, the selected artist should advise on the appropriate location, the piece of art should be sympathetic to the area.

That a budget should be set aside for future maintenance costs.

There is no mention in the document of the sculpture being of a type of structure that could be relocated if the need arose.

A sculpture would enhance the parish area as there are not many pieces of art in Loughton or Great Holm, it must be of a high standard of quality and be of interest and character.

The Parish Council must choose a submission very carefully and not pick one if none are up to standard just for the sake of it, a wooden structure should not be dismissed as it would blend in well with the local environment, and can be long lasting.

The cost proposed for the piece of art is not that expensive, Lodge Lake is surrounded by roads and the location proposed is on the edge of the site.

The artist should come up with the ideas of a structure which would be sympathetic, which everyone can be proud of, and if the Parish Council does not like any of the submissions then they should not be proceeded with.

Cllr Sargent said that he will undertake a consultation exercise on the weekend of the Scarecrow trail.

Cllr Gray said that artists can be selected from the arts council website by placing an advertisement.

Cllr Gray also said that he will also approach the Milton Keynes Council arts officer for advice; and has also been in contact with the Westbury Arts Centre.

It is hoped that the project can now be moved forward with the aim of having the sculpture installed by next year.

The Chair proposed that the briefing document as tabled is agreed, and to delete the reference to not having a structure that is made of wood, to add that a budget for future maintenance costs will be included in the brief, to further add that other locations will be considered along with Lodge Lake.

Cllrs Thomas Gray and Andy Sargent will work up the proposals for the May Parish Council meeting to consider and to adopt including a full specification.

RESOLVED

- 1. To agree the briefing document as tabled.**
- 2. To delete the reference to not having a structure that is made of wood.**
- 3. To add that a budget for future maintenance costs will be included in the brief.**
- 4. To further add that other locations will be considered along with Lodge Lake.**
- 5. That Cllrs Thomas Gray and Andy Sargent will work up the proposals for the May Parish Council meeting to consider and to adopt including a full specification.**

FC 189/17 To report back on the Loughton Landscaping review site meeting held on Tuesday 14th March 2017:

The Chair informed the meeting that a landscaping review site meeting in Loughton took place on Tuesday 14th March 2017.

The Chair attended with the Parish Clerk, Cllr John Howe, Cllr Andy Sargent and Mr Maurice Barnes Landscaping Officer at Milton Keynes Council.

A walk took place which covered the Sports Ground, the Millennium Meadow, the conservation area and the bridge leading to Linceslade Grove.

Mr Barnes will provide a quote of the areas of landscaping that were identified and needed work on, the quote will be presented to a future meeting of the Parish Council for consideration.

The Chair said that for future landscaping review meetings Mr Barnes will not be attending as he has been given a promotion, however an appointed landscaping officer will be in attendance.

A follow up meeting will be arranged for September.

A landscaping review meeting for Great Holm will take place on Tuesday 28th March starting at 9:30am.

Cllr Sargent mentioned that the seating in Kirkham Court on Loughton has now been power washed.

Cllr Sandra Boland was concerned that the work in the millennium meadow has not been undertaken.

The Chair replied that some of the work which the Parish Council had paid for had not been done in a reasonable amount of time.

Cllr Sargent informed the meeting that the Parish Clerk had reported to the Milton Keynes Parks Trust, a missing section of fencing, which had been pointed out by a resident when the landscaping review meeting took place, on the public footpath from Leys Road to Whitworth Lane, which is next to a very steep bank that leads onto the Loughton brook.

The Chair said that he will reply to the Milton Keynes Parks Trust, as they had given an unsatisfactory response.

NOTED

FC 190/17 Finance Report:

Cllr Sandra Boland informed the meeting that the income total received so far is £77,162.

A cheque had also been received from All Saints Church for the Jubilee Graveyard, the Parish Clerk is trying to obtain the outstanding balance that is owed to the Parish Council. .

The budget figures as presented covered the period up to the end of January 2017.

It is now coming up to the 2016/2017 financial year end, and some items of expenditure will have to be presented in the new financial year 2017/2018 accounts.

NOTED

FC 191/17 To report on Members attending external meetings:

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

Cllr Ballantyne said that a meeting took place in March, members of the neighbourhood action group decided not to pursue any MK50 projects, as it would take some time to progress and slow down other areas of work.

It was suggested to hold another picnic on the village green on Sunday 9th July; the neighbourhood action group will not be able to take part in helping with the proposed sculpture project.

A project involving collecting photographs from residents in Loughton and Great Holm which are of an historic interest, will be displayed at the picnic on the village green and the scarecrow trail events.

On Saturday 4th March a spring clean took place on Loughton and Great Holm, with the local scout group, and a number of volunteers.

Signs have been put up at the end of Kensington Drive, Great Holm, to discourage fly tipping on a piece of open space that has recently been planted.

The local Scout group have kindly offered to look after the planters outside Loughton School.

NOTED

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

Cllr Zoe Nolan said a budget has recently been passed, and that she has attended various Children and Young People and Corporate Parenting meetings, and the Mayors Civic Reception.

The MK Plan is currently out for public consultation.

Various neighbourhood plans have recently been approved.

NOTED

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

Cllr Peter Ballantyne informed the meeting that he had attended with the Parish Clerk and Cllr Hilary Dyer the Community Drop In session; there were eleven (11) residents in attendance.

The Chair said that he had been approached by some residents, who said that they could not attend because of work commitments, and would like an evening event instead.

Cllr Bolan suggested that they could be encouraged to attend the picnic on the village green event.

NOTED

FC 192/17 Grant Aid application:

A grant aid application had been received from the Milton Keynes and District MS Society Group.

The Chair said that the application did not show any evidence that local residents would benefit and by how many, it was also unclear what amount the group was applying for.

Members felt that they could not support this grant aid application.

RESOLVED

Not to support the grant aid application from the Milton Keynes and District MS Society Group.

FC 193/17 To agree the following constitutional documents:

(a) Draft Risk Assessment Strategy

To delete “2016” and replace with “2017” in the document heading.

To add in item 27 “That the Parish Clerk to arrange locum cover in the event of long term sick leave”

To delete “Approved by Chairman” and replace with “Approved by the Parish Council”

The Chair proposed that the draft Risk Assessment Strategy as amended is adopted.

RESOLVED

- 1. To delete “2016” and replace with “2017” in the document heading.**
- 2. To add in item 27 “That the Parish Clerk to arrange locum cover in the event of long term sick leave”**
- 3. To delete “Approved by Chairman” and replace with “Approved by the Parish Council”**
- 4. That the draft Risk Assessment Strategy as amended is adopted.**

(b) Draft Financial Regulations

The Chair informed the meeting that he had adopted the NALC Financial Regulations template.

To delete “Policy and Finance” and replace with “Finance and Staffing” which is referenced nineteen (19) instances in the document.

To amend paragraph 6.11 to add “To conduct” at the beginning of the sentence.

To amend paragraph 7.3 Page twelve (12) remove square brackets on the word “Council” and delete “relevant Committee” and replace with “Finance & Staffing Committee”.

To reword paragraph to read “Finance & Staffing Committee and Full Council”.

To amend paragraph 11.1 e) delete “£5,000” and replace with “£10,000”

The Chair moved and Cllr John Howe seconded that the draft financial regulations as amended are adopted.

RESOLVED

- 1. To delete “Policy and Finance” and replace with “Finance and Staffing” which is referenced nineteen (19) instances in the document.**
- 2. To amend Paragraph 6.11 to add “To conduct” at the beginning of the sentence.**
- 3. To amend paragraph 7.3 Page twelve (12) remove square brackets on the word “Council” and delete “relevant Committee” and replace with “Finance & Staffing Committee”.**
- 4. To reword paragraph to read “Finance & Staffing Committee and Full Council”.**
- 5. To amend paragraph 11.1 e) delete “£5,000” and replace with “£10,000”**
- 6. That the draft financial regulations as amended are adopted.**

FC 194/17 Recommendation from the Finance & Staffing Committee meeting held on Monday 13th March 2017:

(a) To note in the planned activities item R of the 2017/2018 Business Plan which reads “To recognise exceptional community service provided by individuals and/or groups and organisations”.

(b) That the Finance & Staffing Committee recommends that an article is placed on the Parish Council website, asking residents to identify any local group and or individual who has given exceptional service to the community, and to recognise them personally through the Parish Council’s social media outlets and in the newsletter.

The Chair suggested that a presentation could be made at a Parish Meeting with the recipient receiving a certificate of merit, to thank them for their outstanding service to the local community; this should be done each year.

The Chair moved that the recommendation from the Finance & Staffing Committee is adopted.

Cllr Boland moved that the Chair of the Great Holm Community Centre Management Committee is presented with a certificate at either the April Parish Meeting or the May Annual Parish Council meeting.

The Chair also moved and Cllr Nolan seconded that Mr Roger Blackburn and Ms Julienne Moore the organiser of the Scarecrow trail, are recognised at a future Parish Council meeting and presented with a certificate, for their outstanding service to the local community.

RESOLVED

- 1. That an article is placed on the Parish Council website, asking residents to identify any local group and or individual who has given exceptional service to the community, and to recognise them**

personally through the Parish Council's social media outlets and in the newsletter.

2. That a presentation will take place at a Parish Meeting with the recipient receiving a certificate of merit, to thank them for their outstanding service to the local community; and this will be done each year.
3. That the Chair of the Great Holm Community Centre Management Committee is presented with a certificate at either the April Parish Meeting or the May Annual Parish Council meeting.
4. That Mr Roger Blackburn and Ms Julienne Moore the organiser of the Scarecrow trail, are recognised at a future Parish Council meeting and presented with a certificate, for their outstanding service to the local community.

FC 195/17 To discuss and agree the arrangements for the Parish Meeting to be held on Monday 24th April 2017:

Mr Iain Stewart MP has agreed to attend, subject to parliamentary business, the Badminton Centre has been provisionally booked, and refreshments will be provided.

The Chair said that he will write a Chairman's report, and ask Mrs Pamela Tarshish Chair of the Loughton & Great Holm Neighbourhood Action Group and Mr Roger Blackburn from the Hugh Parke Charity Trust to come to the meeting and present a report on their organisations activities.

If possible the Chair said that he will try and find an additional speaker.

RESOLVED

1. That the Chair to write a Chairman's report.
2. That the Chair to ask Mrs Pamela Tarshish Chair of the Loughton & Great Holm Neighbourhood Action Group and Mr Roger Blackburn from the Hugh Parke Charity Trust to come to the meeting and present a report on their activities.
3. That the Chair to try and source an additional speaker.

FC 196/17 To update the meeting on the outstanding rent arrears and the insurance premium owed by the Loughton Sports & Social Club:

The Chair informed the meeting that he had recently met along with the Parish Clerk, Cllr Sandra Boland and Cllr Thomas Gray, with members of the Loughton Sports & Social Club Management Committee.

They agreed to pay the outstanding insurance premium and the rent arrears, and will make arrangements to clear the debt in the next three (3) months.

Members said that at a future meeting of the Parish Council, a discussion needs to take place on how to make better use of the pavilion building.

RESOLVED

1. To discuss at a future meeting of the Parish Council, ways on how to make better use of the pavilion building.

FC 197/17 To review the re-roofing project for the Loughton Sports Pavilion and to decide what action/options to take including expenditure to progress the project:

The Chair informed the meeting that Aitchinson Rafferty, who had surveyed the roof of the Loughton Sports Pavilion building, had provided a quote for the possible project management of the re-roofing project, for 12.5% of the contract sum.

Cllr Howe said that he has from Mr Petty the specification and list of the contractors that had supplied quotations for the reroofing work.

The meeting agreed that Mr Petty should be paid for the work that he has undertaken so far.

The Chair proposed that two (2) additional quotes are sought from qualified Surveyors, and that the meeting gives authority to the Chair to progress, and to appoint on the basis that the quotation does not accede 12.5% of the contract sum.

Cllr Howe said that he will ask Mr Petty his advice about which suitable roofing contractors to approach.

RESOLVED

- 1. That two (2) additional quotes are sought from qualified Surveyors, and that the meeting gives authority to the Chair to progress, and appoint on the basis that the quotation does not accede 12.5% of the contract sum.**

FC 198/17 To agree to hold an MK Dons SET Community Scheme in the Parish and the expenditure to hold the event:

Members considered the proposal from the MK Dons SET regarding a community scheme that can be run in the Easter and Summer School Holidays, the sessions would be run by professional football coaches, and any young person can attend without having to book in advance.

The meeting agreed as a trial to book two (2) sessions over two (2) weeks during the Easter School break, at a cost of £200, and then evaluate to see whether it is worth holding further sessions in the summer.

RESOLVED

To book with the MK Dons SET two (2) football coaching sessions over two (2) weeks during the Easter School break, at a cost of £200 and then evaluate to see whether it is worth holding further sessions in the Summer.

FC 199/17 Ward Matters:

Cllr Peter Ballantyne proposed to the meeting a request for expenditure for two (2) street signs, which would indicate the numbers for each house at Westwood Close, Great Holm.

Cllr Ballantyne said that he had obtained quotes from Signs Express and Milton Keynes Council.

The quote from Signs Express was for a total of £941, and from Milton Keynes Council for £1,000.

The Chair proposed and Cllr Zoe Nolan seconded that the quote from Milton Keynes Council is accepted for £1,000 as being the best value for money.

On being put to the vote the proposal was carried.

RESOLVED

To accept the quote from Milton Keynes Council for £1,000, for two (2) street signs, which would indicate the numbers for each house at Westwood Close, Great Holm.

FC 200/17 Planning Applications:

17/00527/FUL Erection of 1.8m high boundary fence including retaining wall (resubmission of 16/03341/FUL) 29, Goodwood, Great Holm, Milton Keynes, MK8 9AZ

Cllr Andy Sargent explained to the meeting It was when the applicants positioned the boundary by a further 1 metre on to the adjoining amenity land than agreed and also built a 'fence' to a totally different specification approved (2.7 metres high) the problems had arose.

A member of the public said that his property looks onto the fence, and is concerned that it is not safe as it rattles in the wind, the fence also appears to have been installed the wrong way round with the clean side towards the applicants own property.

The meeting agreed to object to this planning application for retrospective approval to retain a base wall and fence as it is has been built outside the original planning approval given.

Cllr Sargent said that he would draft a letter and email it to members for approval, once all suggestions and amendments have been incorporated; the letter will be send to the Parish Clerk, to forward onto the Lead Planning Officer by the deadline of 5:00pm Thursday 23rd March.

Cllr Nolan said that she is happy to support the Parish Council on this matter in any way as the local Ward Member.

RESOLVED

- 1. To object to this planning application for retrospective approval to retain a base wall and fence as it has been built outside the original planning approval given.**
- 2. That Cllr Sargent to draft a letter and email it to members for approval.**
- 3. That once all suggestions and amendments have been incorporated; the letter will be send to the Parish Clerk, to forward onto the Lead Planning Officer by the deadline of 5:00pm Thursday 23rd March.**

FC 201/17 To note the update list of projects and other work:

Cllr Ballantyne asked about the progress on obtaining additional bank signatories.

The Parish Clerk replied that Cllr Claire Jones had supplied all the information that the bank required, and confirmation has been given that she is now a signatory to the account.

The Parish Clerk said that he is awaiting a response from Cllrs Howe and Sargent, who both requested that the email send to them with the list of the information required be sent again.

RESOLVED

That the Parish Clerk to resend the email to Cllrs Howe and Sargent with the list of information required, so that arrangements can be made with the bank for them to be added as additional signatories to the account.

FC 202/17 Cheques for Payment:

All cheques as presented for payment were authorised.

AGREED

Date and time of Next Meeting:

Monday 24th April 2017, 7:30pm, Parish Meeting, at the Badminton Centre, Bradwell Road, Loughton Lodge

THE CHAIRMAN CLOSED THE MEETING AT 10:34PM

Signed _____ Chair Date _____