

## Loughton & Great Holm Parish Council

### Full Council

**Minutes of the meeting held on Monday 21<sup>st</sup> July 2014 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton**

**Present: Cllrs Peter Todd (Chair), Barry Barrington (Vice-Chair), Peter Ballantyne, Sandra Boland, Hilary Dyer, Zoe Nolan, Andy Sargent**

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

**In attendance:** Seven (7) members of the public

#### **FC 29/14 Apologies:**

Received from Cllrs Andy Dransfield, Isabell Procter and Don Hoyle

**NOTED**

#### **FC 30/14 Declarations of interest:**

Cllrs Hilary Dyer, Andy Sargent and Peter Todd declared a personal interest in agenda item FC 38/14 as they are members of All Saints Church on Loughton.

Cllrs Peter Ballantyne and Peter Todd declared a personal interest in agenda item FC 42/14 (b) as Cllr Todd is a member of the Loughton Sports & Social Club and Cllr Ballantyne is a Parish Council appointee to the Management Committee.

**NOTED**

#### **FC 31/14 Minutes of previous meetings:**

The minutes of the meeting held on Monday 16<sup>th</sup> June 2014 were **AGREED** and signed by the Chair as a true and correct record.

The minutes of the Planning Committee meetings held on:

- Monday 12th May 2014
- Monday 2nd June 2014
- Monday 16th June 2014
- Monday 7th July 2014

Were **NOTED**

#### **FC 32/14 Matters arising from the previous minutes not on the agenda:**

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

Cllr Peter Ballantyne enquired whether this matter will come back to a meeting of Full Council for discussion.

The Chairman responded that it would be a matter for a meeting of the Parish Council to make the final decision, as there would be an agreement with MK Council to execute and this would require authorisation by the Council under standing orders.

**RESOLVED**

**That the Parish Clerk to send to all members the Landscaping specifications from Milton Keynes Council.**

**FC 26/14 Ward Matters:**

a) To agree to the supply and installation of two (2) benches on Lakeview Village Green on Great Holm – **Cllr Peter Ballantyne**

**RESOLVED**

- 1. That Cllr Peter Ballantyne to send to Cllr Peter Todd questions for the online consultation survey.**
- 2. That Cllr Peter Todd to set up the online consultation survey by the next Full Council meeting.**
- 3. That Cllr Peter Todd to write an article for the next edition of the newsletter on the consultation providing there is enough space in which to do so.**

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**

The Parish Clerk informed the meeting that a map is to be supplied by a Planning Officer from Milton Keynes Council, so that the trees can be identified for the purposes of progressing a blanket Tree Preservation Order (TPO).

**NOTED**

e) To discuss the closure of the H4 Danstead Way grid road and the nearby Redway by Great Holm due to the upgrading of the sewerage system – **Cllr Hilary Dyer**

The Parish Clerk informed the meeting that he had spoken with Nick Brown at Milton Keynes Council, who said that the reason the work is taking so long, is that they will be micro tunnelling to put the sewage system in place rather than using the existing services, there will be a notice on the Milton Keynes Council website and notices will be put up on nearby lampposts, to inform the residents that the works will be taking place.

The Parish Clerk has also put an article on the Parish Council website.

The Parish Clerk was requested to arrange an Inter-Agency Meeting on the problems relating to the Car Park on Kensington Drive, Great Holm for September, and to make sure that the Road Safety Officer Adrian Carden can attend.

**RESOLVED**

**That the Parish Clerk to arrange an Inter-Agency Meeting on the problems relating to the Car Park on Kensington Drive, Great Holm for September, and to try to ensure that the Road Safety Officer Adrian Carden can attend.**

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**

The Parish Clerk informed the meeting that the Manager of the Crownhill Crematorium will shortly be writing to him in response to the points raised.

**NOTED**

h) To discuss the proposed building at the Badminton Centre, Bradwell, Road, Loughton Lodge – **Cllr Zoe Nolan**

The Parish Clerk has written to the Lead Planning Officer Debbie Kirk on this matter and has not as yet received a reply.

**RESOLVED**

**That the Parish Clerk to chase up the Lead Planning Officer Debbie Kirk to see if there are any further developments on the proposed building at the Badminton Centre, Bradwell Road, Loughton Lodge.**

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

Cllr Peter Ballantyne questioned as to whether it is correct that the items for payment as listed were approved subject to the lease being signed by the Management Committee.

Members debated whether the minutes were correct.

Cllr Ballantyne proposed that the items for payment as listed should not be part of the condition as regards to the lease being signed beforehand.

The voting was as follows: **For: 2 Against: 5** the motion therefore fell.

**NOTED**

**FC 33/14 Questions from Members of the Public:**

A member of the public asked when the footpath around the Loughton Sports Ground be repaired?

The Chairman responded that this item is to be discussed later on in the agenda; he had raised the issue of repairs needed to the footpath four (4) years ago, with an Officer at Milton Keynes Council who looked into the matter and came back with a quote of £100,000 to repair the footpath, but promised that the repairs would be put into a Schedule of works programme, unfortunately that particular Officer then left Milton Keynes Council and so the repairs never took place, Cllr Todd has been periodically chasing the matter up, but there seems to be a regular turnover of staff, and therefore it is has been difficult to make any progress, Cllr Nolan as a Ward Councillor said that she will take this issue up with Milton Keynes Council as well.

**NOTED**

Mr Rod Pearson of 1, Whitworth Lane, Loughton questioned why his first planning application which was bigger in scale had not been objected too by the Planning Committee, and yet his resubmitted planning application, which has been opposed is of a lesser scale?

He also asked when did the Planning Committee meet to agree the submission following the site visit?

Cllr Barry Barrington who Chaired the Planning Committee meeting when this matter was discussed replied, that it was resolved to request a site visit which had been granted by Milton Keynes Council, and that Cllrs Hilary Dyer and Peter Ballantyne had agreed to attend, they were delegated to make their observations, and write a submission which was emailed to all members of the Planning Committee for final approval.

Cllr Barrington said that he was more than happy to speak with Mr Pearson in more detail after the meeting on this matter.

**NOTED**

**FC 34/14 To receive a Crime Statistics Report from Thames Valley Police:**

PC Albert Bernard had written to the Parish Clerk apologising that he could not attend, and that there were no other Officers available to take his place.

There were still problems with the new software in that it was still not possible to produce the monthly crime statistics report.

PC Bernard did indicate that there were no particular crime related matters that were a cause of concern in the Parish area.

**RESOLVED**

- 1. That the Parish Clerk writes to the Area Commander of Thames Valley Police expressing concern that there was not an Officer available to attend the last two (2) Full Parish Council meetings, and is further concerned to discover that monthly crime statistics reports cannot be produced and circulated to members due to internal software problems.**
- 2. That the Parish Clerk to forward on any response from Thames Valley Police to the Parish Clerk of Shenley Church End Parish Council any response as they have similar concerns.**

**FC 35/14 To report on Members attending external meetings:**

Loughton and Great Holm Neighbourhood Action Group – **Cllr Hilary Dyer**

The Neighbourhood Action Group met on Thursday 3<sup>rd</sup> July 2014, it was reported that one of the Loughton planters needs a strip of wood replacing that has gone rotten, and concern was expressed about the weeds in the Millennium Meadow in Loughton. Following on from attending the opening of the new Sainsburys Store in Shenley Church End, information has been obtained about bee hotels, and hopefully next year this will be implemented and advice will be sought on suitable locations. The Horticultural Committee of the NAG discussed more summer planting to the Loughton planters (outside Loughton School) which that meeting agreed to, daffodils to be planted in Leys Road, Loughton, and to plant low growing shrubs and flowers in a bed to one of the entrances into Great Holm.

A request was made that the Milton Keynes Parks Trust is written to, to request that the trees and shrubs are pruned back to enhance the view of the lake from the Lakeview Village Green.

All the project requests from the Horticultural Committee will go back to a meeting of the Neighbourhood Action Group for approval.

Cllr Peter Ballantyne reported that he had attended a meeting of the Loughton Sports & Social Club Management Committee, which discussed holding a Fun Day on Saturday 23<sup>rd</sup> August 2014 it is planned to hire a bouncy castle, to have children's games a barbecue and stalls.

Cllr Ballantyne had also on Thursday 17<sup>th</sup> July 2014 visited areas throughout the Parish with the Britain in Bloom judges who seemed very impressed.

**RESOLVED**

**The Parish Clerk to write to the Parks Trust to ask in the trees and shrubs near Lakeview Green could be pruned back so as to restore the views over and across the lake from Great Holm.**

Any Ward Councillors present to report on MK Council meetings

Cllr Zoe Nolan reported that since being elected that she had attended two (2) Full Council meetings, and various other committee meetings, along with attendance at a meeting of the Shenley Church End Parish Council.

Cllr Nolan has taken up issues with residents who live near to the new Sainsburys store, such as pedestrian access, traffic, parking and lighting, if there are any other matters that come to member's attention they are more than welcome to pass them on to her.

Cllr Nolan was on the selection panel to appoint a Head of Adult Social Care, and has met the new Chief Executive Officer Carole Mills.

Cllr Nolan attended an arts event at Denbigh School, and informed the meeting that one of the artists that had an exhibition near to John Lewis in Central Milton Keynes that she met lived in the ward.

Cllr Nolan said that she had dealt with some items of individual casework. Members present thanked Cllr Nolan for her informative and interesting report and it was noted she was working hard for local residents.

**NOTED**

**FC 36/14 Finance:**

a)To receive and agree any recommendations from the report of the internal auditor for the 2013/2014 accounts

**RESOLVED**

**To accept the following recommendations from the Internal Auditors report:**

- 1. That in order to ensure that members demonstrate the effective discharge of their fiduciary responsibilities, a nominated member should undertake routine scrutiny of cashbooks, bank reconciliations and journals, signing them off accordingly having reviewed the detailed content for any anomalies.**

2. That the Parish Clerk should pursue further software training and support as considered appropriate.
3. That the Parish Council should formally minute the correct Precept and Support Grant values at a future meeting
4. That the Parish Council should endeavour to prepare (if necessary), or review and update if already in place, financial risk assessments as soon as practicable and annually, also considering the acquisition of the suggested LCRS software.
5. That the Parish Clerk should consider, in conjunction with members, an increase in the levels of Fidelity Guarantee cover, subject to due considerations of other controls / risk assessments and premiums, whilst the new play equipment should be added to the policy unless a formal decision has been taken to “self-insure”.
6. That to continue with the present arrangements for the Parish Clerks expenses.

b) To approve the Annual Return for the 2013/2014 accounts

**RESOLVED**

To approve the Annual Return for the 2013/2014 accounts as presented to the meeting.

**FC 37/14 To agree two (2) further Play Sessions by the Milton Keynes Play Association in the October half term:**

The Parish Council would only need to pay a further £461.06 for two extra sessions. This would normally cost £614.36 at the rate the Parish Council currently pays per session, so is a significant saving as this would push the Parish Council into the “gold bracket” discount for customers of the Milton Keynes Play Association, with the lowest cost per session.

**RESOLVED**

To hold two (2) further Play Sessions by the Milton Keynes Play Association in the October half term at a cost of £461.06.

**FC 38/14 To agree the Quote from HW Masons & Sons for the Jubilee Graveyard Commemorative Stone:**

Cllrs Hilary Dyer, Andy Sargent and Peter Todd declared a personal interest in this agenda item, as they are members of All Saints Church on Loughton.

**RESOLVED**

1. That the Parish Council is prepared to fund the cost of the engraved stone of £480.40 on the basis that the monies are added to the £6,330 that will be repaid at a rate of 50p in the £1 once All Saints Church, Loughton’s outlay is recovered out of the proceeds of the Jubilee Graveyard plot sales.
2. To change the word “our” for Loughton on the 2<sup>nd</sup> line of the proposed commemorative stone so that it now reads “The Jubilee Graveyard 2012 Provided for the residents of our Parish by Loughton & Great Holm Parish Council and All Saints Church Loughton”
3. That Cllrs Andy Sargent and Peter Todd as representatives of the Parish Council on the Jubilee Graveyard Committee are authorised to decide on the size of the commemorative stone.

**FC 39/14 To decide whether to appoint Cllr Sandra Boland onto the Planning Committee:**

**RESOLVED**

- 1. To appoint Cllr Sandra Boland onto the Planning Committee.**
- 2. That the Parish Clerk confirms with Cllr Isabell Procter that she is a member of the Planning Committee.**

**FC 40/14 To decide whether to hold future alternate meetings of the Committees and Full Council at the Moot Hall, MacIntyre Centre, Haddon, Great Holm due to the unavailability of the Great Holm Community Centre:**

**RESOLVED**

**To hold future alternate meetings of the Committees and Full Council at one of the conference rooms at the MacIntyre Centre, Haddon, Great Holm, from September 2014, subject to the centre being signed off by building control, to enable them to take bookings.**

**FC 41/13 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; including :-

a) 14/01521/TC The Old Coach House Pitcher Lane Loughton Milton Keynes MK5 8AU Notification of intention to crown reduce by 30-50% 1 x Yew tree (T1), 1 x Maple tree (T2) and 1 x Cherry tree (T3)

**RESOLVED**

**That the Parish Clerk informs Milton Keynes Council that the Parish Council has no objection to this planning application**

b) 14/01480/FUL 19 Whitworth Lane Loughton Milton Keynes MK5 8EB Single storey side extension and two storey garage 'link' (resubmission of withdrawn application 14/00840/FUL)

**RESOLVED**

**That the Parish Clerk informs Milton Keynes Council that the Parish Council has no objection to this planning application**

c) 14/01418/FUL 11 Leys Road Loughton Milton Keynes MK5 8AZ Removal of existing hedge along front boundary to be replaced with masonry wall and entrance gates

**RESOLVED**

**That the Parish Clerk informs Milton Keynes Council that the Parish Council has no objection to this planning application**

d) 14/01568/FUL 7 Peckover Court Great Holm Milton Keynes MK8 9HA Demolition of existing front extension and rear conservatory; erection of two storey front and rear extensions and over garage side extension

**RESOLVED**

**To refer this planning application to the next meeting of the Planning Committee**

**FC 42/14 Ward Matters:**

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

a) To discuss the Patients Participation Group of the Hilltops Surgery on Great Holm and the communication received, and to review the previous Council decision as regards writing to them to seek volunteers to undertake additional gritting to the car park – **Cllr Zoe Nolan**

**RESOLVED**

- 1. That the Parish Clerk does not to write to the Hilltops Surgery.**
- 2. That the Parish Clerk investigates the use of the Community Payback Scheme to undertake the additional gritting to the car park.**

b) To petition Milton Keynes Council to mend the dilapidated path around the Loughton Sports ground which is in disrepair and dangerous – **Cllr Peter Todd**

Cllrs Peter Ballantyne and Peter Todd declared a personal interest in this agenda item, as Cllr Todd is a member of the Loughton Sports & Social Club and Cllr Ballantyne is a Parish Council appointee to the Management Committee.

**RESOLVED**

**To petition Milton Keynes Council to mend the dilapidated path around the Loughton Sports ground which is in disrepair and dangerous.**

c) To avoid damage to the grass verges on Attingham Road, Great Holm the Parish Council writes to the Fishing Bailiff and request that he asks the Fishermen not to park on the grass verges when the car park is full, and to suggest that instead that they find a safe place to park on the road – **Cllr Hilary Dyer**

**RESOLVED**

**That the Parish Clerk writes to the Fishing Bailiff and request that he asks the Fishermen not to park on the grass verges on Attingham Road, Great Holm when the car park is full, and to suggest that instead that they find a safe place to park on the road.**

**FC 43/14 Cheques for Payment:**

The cheques for payment as presented to the meeting were

**AGREED**

**Date and time of Next Meeting:**

Monday 15th September, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes.

**RESOLVED**

**To move the venue of the next meeting to the MacIntyre Centre, Haddon, Great Holm, subject to the Conference Room being available, if this will not be possible then the venue of the next meeting is to remain at Holmwood School, Kensington Drive, Great Holm.**

**THE CHAIRMAN CLOSED THE MEETING AT 9:30PM**



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