

# LOUGHTON PARISH COUNCIL

Clerk: Mrs J. Wilcox  
55 London Road, Loughton, Milton Keynes MK5 8AF  
Tel: 01908 662823

Action to be  
taken by:

## MINUTES OF THE MEETING HELD ON MONDAY 15<sup>th</sup> OCTOBER 2012 at 7.30pm

### Councillors Present:

Peter Todd (Chair)  
Simon Kirkman  
Peter Ballantyne  
Hilary Dyer  
Andy Sargent  
Andy Dransfield (9pm)  
Ray Harrison  
Barry Barrington

Also Attending: Ian Reed (Locum Clerk), Marie Denny and Glenn Oldfield, MK Council Schools Organisation, James McCauley MKC Officer, two parishioners (mums of children at LFMS), a gentleman who is a Governor (and former parent) of Loughton Manor First School

1. APOLOGIES None received. The Parish Clerk had informed the Chairman at short notice that she would not be attending the meeting, so arrangements for Mr Reed to attend as locum clerk had been made.

2. MINUTES The Minutes of the meeting held on 17 September and the adjourned meeting held on 1 October 2012 were received. It was agreed that the minutes be approved as a correct record and signed by the Chairman subject to the following amendments

**JW/  
PT**

#### 1 October 2012

**Declaration of Interest** Peter Ballantynes' interest in Loughton Sports and Social Club be recorded

#### **Minute 11(b) Neighbourhood Action Group**

That the following sentence be deleted' Also a second representative was required from the parish council to work on the NAG.

#### 17 September 2012

#### **Minute 8 To Discuss and Review the Parish Clerks' Contracted Hours**

The minute be amended to read "The Chair's proposal to set up a working party to advertise and seek a new Parish Clerk was approved"

#### **Minute 12 To receive reports from Councillors attending External Meetings**

Cllr Andy Dransfield reported on meetings he had attended. The planning meeting for the McIntyre development - planning permission granted (roof height reduced by 250 ft).The figure be amended to read 25 ft.

### 3. DECLARATIONS OF INTEREST

None Received

# LOUGHTON PARISH COUNCIL

Clerk: Mrs J. Wilcox  
55 London Road, Loughton, Milton Keynes MK5 8AF  
Tel: 01908 662823

Action to be  
taken by:

## 4. TO RECEIVE THAMES VALLEY POLICE REPORT FROM PC ALBERT BERNARD

No report received as no attendance from PC Bernard

## 5. TO RECEIVE A REPORT FROM MARIE DENNY AND GLENN OLDFIELD MK COUNCIL AND TO DISCUSS THE PROPOSED EXTENSION OF LOUGHTON MANOR FIRST SCHOOL

The proposed construction of an extension to Loughton Manor First School had been the subject of a consultation with parents and stake holders in July 2012 which had resulted in a return of approx 30 responses. The Parish Council had not been aware of the consultation. The MKC officers agreed to investigate whether the consultation had been sent to the Parish Clerk.

The construction plans proposed would expand the school roll by ninety from 180 pupils to 270 pupils plus the nursery provision. The Cabinet Member (Councillor Dransfield).had given approval to the officers to publish a statutory proposal for the construction plans

The issues raised in the subsequent discussion were;

- The expansion of the roll would change the nature of the school from a small local school which children walked to. It would become a school for a much wider area of MK which people would come to by motor vehicles
- The capacity of the school is 118 now but there are 180 pupils already so an expansion of 90 would intensify use of the site. There was no large field and it was a small site
- Traffic management issues – there would be an assessment of the new proposals
- Car parking provision
- The current use of the Sports and Social Club by parents was a problem as the drains and the car park surface needed repair
- Wider road safety issues for the area
- The increase in the school roll would benefit residents from a two mile radius of the school so many parents would not be Loughton or Great Holm residents
- It was recognised that the development would be of benefit to the school governors and staff but it would be local residents that faced possible disruption due to increased traffic and car parking issues

It was agreed that the Chairman would draft and submit a letter reflecting all the issues raised in the debate. The Parish Council would expressly reserve its position on the future planning application also.

PT

## 6. TO AGREE DATES TO VISIT NATIONAL BADMINTON CENTRE ABOUT THE NATIONAL BADMINTON PROJECT

It was reported there were three dates available as follows

Friday, 26 October: 6.30pm  
Thursday, 1 November: 6.30pm  
Wednesday, 14 November: 6.30pm

It was agreed that Councillors would attend the dates that best suited them.

## 7. CO-OPTION OPPORTUNITY FOR THE GREAT HOLM WARD

The Council was invited to resolve whether and whom to co-opt to the Parish Council for the ward of Great Holm to fill the vacancy because no election had called to fill the vacancy.

# LOUGHTON PARISH COUNCIL

Clerk: Mrs J. Wilcox  
55 London Road, Loughton, Milton Keynes MK5 8AF  
Tel: 01908 662823

Action to be  
taken by:

**BB**

It was agreed to proceed to co-opt an additional member. It was agreed to co-opt Mr Barry Barrington to the Parish Council to fill the vacancy for the Great Holm ward. He would need to get the forms for acceptance of office and declaration of interests from the Parish Clerk

## 8. ADOPTION OF THE DRAFT GRANTS POLICY AND THE GRANT APPLICATION FORM

The Council had been circulated with a draft policy and grant application form. The draft policy did not provide for applications from individuals. It was agreed that individual applications would be considered if it was considered to be sufficient benefit to the community

It was agreed that the draft grants policy and application form be adopted and displayed on the website.

## 9. PARISH BOARD POLICY – REVIEW

The draft Parish Council's notice board policy was discussed and reviewed.

It was agreed that the Chairman would produce a final version to deal with the agreed amendments and this would be circulated to all members by email.

## 10. THE JUBILEE GRAVEYARD MANAGEMENT COMMITTEE

The Council was invited to appoint representatives of the Parish Council to the Jubilee graveyard management committee and to review progress and decide if any further action was required.

It was agreed that the Chair and Councillor Simon Kirkman be appointed to the management committee and in the future representatives of the council on the management committee should not hold an office in the Church.

## 11. ACCOUNTS

The Chair invited Councillors to consider proposals contained in the draft budget which had been circulated by the Chairman and this was discussed. Councillor Dransfield raised concerns about a rise in the Precept.

The Chairman commented that the Loughton Parish precept was very low by comparison to other areas and less than one third of the average of Milton Keynes parishes, and that Loughton Parish Council was presently not providing services and facilities in Loughton that residents in other areas were getting – such as good children's play areas – and there was a demand for this. The appointment of a Parish Clerk for 28 hours a week would in any event require a rise this year in the precept but Loughton would still have less than one full time member or staff whereas other Parishes had several Clerks and other officers. The Chair said the budget was so low in Loughton as to prevent the Parish from being effective and there needed to be a significant increase in order to bring the Parish into line with other parishes.

The draft budget would be discussed again at the next meeting.

The parish finances to date were reviewed and cheques authorised and signed.

The Annual Return – The External Auditors Certificate had been received. It was reported that the annual return was in accordance with proper practice and no matters had come to its attention that required a report.. Relevant legislation and regulatory requirements have been met. Work on the preparation of an Asset register had already implemented. The Certificate would be displayed

# LOUGHTON PARISH COUNCIL

Clerk: Mrs J. Wilcox  
55 London Road, Loughton, Milton Keynes MK5 8AF  
Tel: 01908 662823

Action to be  
taken by:

as per statutory requirements. It was agreed that the report be noted

## 12. CORRESPONDENCE RECEIVED AND GRANT REQUESTS

It was noted there were no grant requests to consider. The Parish Clerk had not made copies of any correspondence received during the month available to the Chairman or to the meeting. The Chairman had asked her to provide him with copies of correspondence but she said she was not able to do this within her contracted hours. It was hoped this would be remedied when a clerk with additional hours was appointed.

## 13. To agree the Parish Council's comments on Planning Applications as notified by Milton Keynes Council. Weekly/Monthly lists, by Parish

The Chair mentioned the development proposals expected at the Badminton Centre, which would be discussed further in due course after hearing all the details.

The application to site a temporary caravan on the Weldon Rise development site was discussed and it was agreed that Councillor Simon Kirkman should draft representations on that and circulate these for comment and had authority to submit a final version on behalf of the Parish Council

SK

## 14. Items deferred to the next meeting

It was agreed that the draft plan for the Community Emergency Plan and the Provision of Play Activities be discussed at the next meeting.

JW

## 15.To receive reports from Councillors attending External Meetings

Councillor Ballantyne reported under the work of the NAG for the village green application that he had purchased a map and was enquiring whether reimbursement from the parish council was possible. There was a discussion about whether he should have incurred such expense without prior authority but it was pointed out that the matter simply could not wait that long without causing undue delay. It was agreed to put the issue on the agenda for the next meeting

JW

## 16.. TO CONFIRM THE DATE OF THE NEXT MEETING

It was agreed that the next Parish Meeting would take place on Monday 19<sup>th</sup> November 2012. There was a problem with availability of the Great Holm Community Centre as due to a prior booking the Parish Council would not be able to commence until 8pm which is too late and likely to make the meeting go on far too late. The Parish Clerk to see if the fire station is available. Failing that the boardroom of the Badminton Centre might be available.

JW

**The meeting closed at 11.10 p.m.**

Signed by the Chair: Peter Todd

Dated:

Signed by the Clerk: J Wilcox

Dated: