

## Loughton Parish Council

**Minutes of the meeting held on Monday 17<sup>th</sup> December 2012 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton**

**Present: Cllrs Peter Todd (Chair), Simon Kirkham (Vice-Chair), Barry Barrington, Peter Ballantyne, Hilary Dyer, Ray Harrison, Andy Lovett, Andy Sargent**

### **01. Apologies:**

Cllr Andy Dransfield

**NOTED**

### **02. Declarations of Interest:**

There were no declarations of interest

**NOTED**

### **03. To receive a report from PC Albert Barnard of Thames Valley Police:**

PC Barnard informed the meeting that that there had been twenty-eight (28) crimes in the Loughton Parish Council area throughout November.

There were Twelve (12) thefts from vehicles reported, eleven (11) incidents of graffiti in total.

There appeared to be tagging from the same person and so Police are in contact with the Schools, members were encouraged to log incidents with Milton Keynes Council.

Two (2) burglaries occurred on Great Holm one (1) in Burley Court and one (1) in Attringham Hill where money, watches and Asian jewellery were stolen.

Three (3) thefts occurred from vehicles in Gatcombe and smashed windows to a vehicle on Petworth.

There then followed questions by members.

The Chair thanked PC Barnard for his presentation.

**NOTED**

### **04. To approve the minutes of the meeting held on Monday 19<sup>th</sup> November**

**2012** The minutes of the meeting held on Monday 19<sup>th</sup> November 2012 were signed by the Chair as a true and correct record.

The meeting discussed that due to the long agenda that a committee structure should be looked into for the next meeting.

**AGREED**

### **05. To hear from Christopher Carvell Neighbourhood Manager:**

Mr Carvell informed the meeting that he had been the Neighbourhood Manager since May 2012; his role covers all environmental matters from landscaping to highways.

His team consists of three (3) Officers two (2) Street Wardens and one (1) tree Officer.

There will be a public access website from mid-January 2013.

There then followed questions from Members which covered budgets, land ownership, deep cleans on estates, graffiti and lack of lights on bus shelters on Kensington Drive, Great Holm, Loughton Sports field in a bad state of repair, Gatcombe, Great Holm not being gritted enough, gritting should be provided on the

Redways and under bridges including the Hilltops Medical Centre Car Park, missing hinges to the grit bins.

The Chair thanked Chris Carvell for his presentation.

**NOTED**

**06. To approve the signing of cheques:**

All cheques as tabled were **AGREED** and signed including an invoice from Peter Howard for £2,000.

**07. To set the budget and Precept for the year ending 31<sup>st</sup> March 2014:**

The Chair presented a draft budget as tabled and explained that the Clerks hours had increased to twenty-eight (28) hours.

There then followed discussions by members.

**RESOLVED**

- 1. That the draft budget was approved and precept to be requested from Milton Keynes Council was £70.5k.**

**08. To determine grant aid applications:**

The following grant aid applications were tabled:

Tom Loake Education and Outreach Officer Milton Keynes City Orchestra - £1,040 proposed to reject.

1<sup>st</sup> Shenley Brownies the Chair proposed - £250.

Petworth House, Great Holm the Chair proposed - £329.98p

**RESOLVED**

- 1. Not to award a grant to the Milton Keynes City Orchestra**
- 2. To award a grant of £250 to the 1<sup>st</sup> Shenley Brownies**
- 3. To award a grant of £329.98p to Petworth House, Great Holm**

**09. To discuss how to recognise the long service of Councillor Dennis Blackburn:**

The meeting discussed appropriate ways of recognising the long service of Cllr Dennis Blackburn.

The Chair offered to arrange for a suitable gift and was authorised by the meeting to spend between £50.00p to £100.00p.

**RESOLVED**

- 1. That the Chair to arrange a suitable gift to recognise the long service of Cllr Dennis Blackburn**
- 2. That the Chair is authorised to spend between £50.00p - £100.00p**

**10. To discuss Councillor Kirkham's draft project plan for the Community Emergency Plan and to decide how to take forward:**

Cllr Kirkham informed the meeting that he had looked into a number of Community Emergency Plans and found that Shenley Church End Parish Council have a Community Emergency Plan but has not yet been activated.

The Chair suggested that the new Clerk could assist Cllr Kirkham.

Cllr Kirkham said that two (2) residents from Loughton had volunteered to assist, but there are no volunteers from Great Holm.

The Chair proposed that Cllr Kirkham takes the work forward for the Community Emergency Plan.

**RESOLVED**

## **1. That Cllr Simon Kirkham takes the work forward for the Community Emergency Plan**

### **11. To decide on whether to begin to communicate with residents using email and to compile an opt-in database of residents email addresses for this purpose:**

The Chair informed the meeting that Mike Jones has set up a Mailchimp account which can be used to send out emails to a database of email addresses. The database can be linked to the Parish website so that residents could subscribe online and add their addresses automatically. The system made it easy to unsubscribe also.

It could be possible to ask residents to subscribe via an article in the Newsletter. Cllr Ray Harrison informed the meeting that he plans to write and distribute a leaflet to introduce himself as he is a new Councillor and he is keen to modernise the communications of the Parish Council and sees communication by email as an essential way of engaging with residents. This method of communication was not intended to replace the propose newsletter.

#### **RESOLVED**

- 1. To communicate with the residents using the Mailchimp account**
- 2. To put an article in the next newsletter encouraging residents to sign up**
- 3. Cllr Ray Harrison was authorised to deliver a leaflet to residents encouraging them to subscribe to the database**

### **12. Planning:**

The Chair was requested by members to write an objection to Milton Keynes Council regarding the extension to Loughton Manor School.

- a) 12/02363/LBC - Manor Cottage Leys Road Loughton Milton Keynes MK5 8AZ, Conversion of existing double garage to detached residential annexe and erection of detached garage – **To object to this application**
- b) 12/02365/LBC - Manor Cottage Leys Road Loughton Milton Keynes MK5 8AZ, Erection of a two storey front extension – **To object to this application**
- c) 12/02361/FUL - Manor Cottage Leys Road Loughton Milton Keynes MK5 8AZ, Conversion of existing double garage to detached residential annexe and erection of detached garage – **To object to this application**
- d) 12/02364/FUL - Manor Cottage Leys Road Loughton Milton Keynes MK5 8AZ, Erection of a two storey front extension - - **To object to this application**

### **13. To receive a report and update with progress with the new play area in Loughton and to decide any action to the meeting:**

The Chair reported to the meeting that the WREN grant has recently been awarded; confirmation will be received at the end of January.

The play equipment order will take approx eight (8) weeks to deliver, and four (4) weeks to install from placing an order. A tendering process is being carried out.

#### **NOTED**

**14. To receive a report on the progress of the of the graveyard extension in Loughton and to decide any appropriate action required to be taken including whether to make a grant towards the building of the fallen wall and commemorative engraved stone and if so to what amount:**

The Chair tabled an email that he had received from All Saints Church regarding the graveyard extension.

After some discussion it was proposed by the Chair to build the wall full height and give a £1,500 grant or £2,830 with £1,330 repayable over the lifetime of the graveyard.

A vote then took place six (6) for and two (2) against the proposal was carried.

**RESOLVED**

- 1. That to build the wall full height and give a £1,500 grant.**
- 2. That alternatively to grant £2,830 with £1,330 repayable out of the net proceeds of sale of plots as resources allow as per the original agreement for repayment of the additional £5k.**

**15. To receive a report and update with progress on the Loughton Social Club lease and asset transfer application and to decide what action to take in relation to the property and the club:**

To defer this agenda item to the next meeting

**NOTED**

**16. To discuss gritting of the Redways and other highways in the Parish and to decide what appropriate to take in this regard:**

This was raised with Christopher Carvell who promised to investigate the matter and report back.

**NOTED**

**17. To receive reports from Councillors attending external meetings including Parish Councillors meetings:**

- 1. The expansion of Loughton Manor First School** – This matter was discussed under the planning agenda item.
- 2. Meeting with the Chief Executive Officer of Badminton England regarding the proposed Loughton Lodge Development** – An application for village green status of part of the land was discussed. The Badminton Centre would like the Parish Council to support the proposal for development. The Chair floated the idea of a Parish Office/Community Facility in the former farmhouse that is a heritage site and therefore cannot be demolished. The Council indicated that the Chair should continue to pursue such discussions with the Badminton Centre to see what is possible.
- 3. Meeting with Peter Howard regarding the Conservation Area Review and to decide what appropriate action to take in relation to those reports -**  
To defer this agenda item to the next meeting.

**NOTED**

**18. To determine whether to adopt the draft Parish Council's policy and procedure on granting of dispensations:**

To defer this agenda item to the next meeting

**NOTED**

**19. To decide the Parish Council's policy and procedure on Councillor expenses/allowances:**

To defer this agenda item to the next meeting

**NOTED**

**20. To decide on hall bookings for meetings for next year:**

To book the Loughton Memorial Hall, Bradwell Road, Loughton for 7:00pm bimonthly, with the Great Holm Community Centre, 87, Kensington Drive, Great Holm also bimonthly at 7:00pm, if this was not possible then to look for an alternative venue in Great Holm..

**NOTED**

**21. Date of next meeting:**

Monday 21<sup>st</sup> January 2013 7:30pm at the Great Holm Community Centre, 87, Kensington Drive, Great Holm.

**The meeting was closed at 11:10pm by the Chair**

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