

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 19th November 2012 at 8pm At MacIntyre Centre Great Holm

Councillors Present:

Clr Peter Todd (Chair)
Clr Simon Kirkman (Vice Chair)
Clr Peter Ballantyne
Clr Hilary Dyer
Clr Andy Dransfield (arrived late and left early)
Clr Ray Harrison
Clr Barry Barrington
Clr Don Hoyle (arrived late and left early)

Also Attending: Jenny Wilcox (Clerk), Craig Cairns (TVP PCSO)

1. APOLOGIES Cllrs Andy Lovett and Andy Sargent sent apologies to the Clerk; they were unable to attend due to pre-arranged holidays. Cllrs Dransfield and Hoyle offered their apologies to the Chair on their late arrival and early departure.

2. MINUTES The Minutes of the meeting held on 15 October 2012 were received. It was agreed that the minutes be approved as a correct record and signed by the Chairman subject to 1 amendment to item 9 with the addition of the word "to" between "version" and "deal"
Clr Kirkman noted following the letter sent on behalf of the Council that the planning Application for Weldon rise had been withdrawn.

**JW/
PT**

3. DECLARATIONS OF INTEREST

Clr Ballantyne declared an interest in respect of item 11

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

PCSO Craig Cairns reported on behalf of PC Bernard who was unable to attend. The Chair queried why crime mapping data was missing for October on www.police.uk and PCSO Cairns said he would investigate and report back to him.

There were a total of 52 offences committed in the Parish in September of which 17 were priority. These were discussed and noted. The main concerns raised were that Asian gold jewellery is being targeted and stolen. Incidents involving the Approved Premises, and also their residents congregating around the underpass at Crownhill were noted. Councillor Dyer advised Council that the next meeting at the Approved Premises was due to take place on December 7th at 2pm.

**CC
/HD**

5. Parish Clerk

Pursuant to standing order 36, and in view of the item relating to the appointment and redundancy of employee(s) of the Council this item was discussed in private session and recorded in a confidential minute.

6. To hear from Christopher Carvell, Neighbourhood Manager, MKC

Christopher Carvell, Neighbourhood Manager sent his apologies he has been on paternity leave. He promised to attend the next Parish meeting in December. Councillors to prepare a list of item/questions for him

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7. To discuss and agree actions ref. Dog Bin No 14, at the location of the crossing of Ashpole and Redland Drive being vandalised.

Following discussion council resolved to go ahead and purchase a replacement bin at the quoted cost of £150 + VAT. Councillor Dyer also requested the Clerk send a copy of the bin reports to all.

**PT /
JW**

8. To review and discuss the draft budget for 2013/4

This item was discussed briefly and several queries arose.

HD – Queried if BALC is giving value for money

PB – said he was against the amount to be spent on children's play areas.

SK – asked why and what should be put in the next Newsletter.

All agreed it would be better if this was discussed at the December meeting.

ALL

9. To discuss and agree the Parish contribution to enable the Millennium Meadow to be restored to a wildflower meadow

The Chair reported on a meeting with Chris Carvell and W. Samuels to discuss the proposal for the restoration of the Millenium Meadow to a wildflower meadow and the opportunity for Loughton school children to plant and study diversity. Costs were discussed for the proposal. Cllr Ballantyne suggested Frosts be contacted for an alternative quote however the Chair considered it would be problematic to involve another contractor as the Parish Council did not own the land. The Chair proposed Council agree to the proposed budget for the Millenium Meadow and following discussion all Resolved to go ahead on a one-off basis as a trial and then to review the matter for future years.

PT

Cllr Ballantyne asked that it be recorded in the minutes that the NAG had agreed to renovate the Meadows benches in the spring

10. To grant a dispensation (Council to agree how this will be granted) to allow a new policy on members reimbursement of expenses to be determined

This item was adjourned to the December Meeting.

11. To agree whether to reimburse Councillor Ballantyne for his outlay on the plan for the village green application in Great Holm

Councillor Ballantyne left the meeting for this item.

Councillor Harrison said that before going ahead any expenses should be approved. Councillor Kirkman said that an email to the Clerk and Chair would have been appreciated. The Chairman stated that he could understand that Cllr Ballantyne didn't want to delay the application by waiting for the next council meeting and had taken a risk that he would not be reimbursed. The Council were not obliged to reimburse any expenditure incurred that had not been authorised.

Council Resolved to reimburse Councillor Ballantyne on this occasion.

12. To approve any further expenditure for the NAG on the planting in Great Holm

The proposed spending of further money by the NAG for roses for Great Holm was discussed and it was agreed that the NAG should raise a Grant request next month.

**PB /
NAG**

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13. To decide whether to make a donation to the Royal British Legion to mark Remembrance Day

This was discussed. Councillor Harrison stated that he didn't agree to charitable donations but had no objections as this donation is historical. Council agreed to a donation of £25 and cheque was raised.

JW

14. To decide whether to produce a precept leaflet to be sent by post by Milton Keynes Council with next year's Council tax bills and if so to authorise the expenditure

Council agreed to a precept letter and the Chair said he would advise Council of the cost anticipated. Last year it had been approx £80 contribution to the postage costs plus approx £100 design plus approx £200 printing.

PT

15. To review the rents charged on the allotment plots and to determine what the rent will be for a whole and a half plot for this year

Allotment rents were discussed and then agreed for the period 2012 to 2013 as:

£18 / £9 for full and half plots for parishioners
£30 / 15 for non-parishioners

**JW /
KV**

Clerk to inform the allotment representative Ken Vaughan. Rents to be collected by the Clerk.

16. To approve a draft allotment licence agreement for the graveyard extension phase 2 site to Brian Roach and to authorise the execution of the agreement and to agree the rent

The draft allotment licence agreement was discussed, approved, authorised and rent agreed. It was agreed the Chair had authority to execute the agreement on behalf of the Parish

PT

17. PLANNING

- 1. To agree comments on the western area expansion planning application 12/02205/MKPCO. Councillor Dyer asked for Councillor Dransfields comments. He stated that planning permission had been granted but they were still dealing with developers over grid as money is needed. Extra underpasses were queried, 6500 houses planned. Councillor Dransfield proposed comments and Council agreed to Object to the Western Area Expansion on a basis of time. Councillor Kirkman should draft representations on that, circulate and submit the final version to the Planning Dept.
- 2. The proposals for the Badminton Centre were discussed. Items raised were the Chair proposed writing to the developers and MKC. Councillor Harrison raised concerns on traffic and Lake impact. Councillor Kirkman added that no planning application had been submitted yet although the time had expired for a screening opinion. The Chair agreed to canvas local residents and Council agreed to write to the developers and MKC on behalf of the Parish Council. Councillor Harrison 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

RH

19. To receive a report on the progress with the graveyard extension in Loughton and to decide any appropriate action required to be taken.

The Chair gave an update of communications with the Church. The works to the graveyard had revealed that one part of the wall between the existing graveyard and the extension was nothing

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more than a pile of bricks. At a recent joint site inspection of the graveyard management committee it was noted that the site looks rather odd with half of the wall removed and restoring the fallen down wall would greatly improve the look of the new graveyard. The cost of the new wall was roughly estimated by David Thom at £2,500. The Church had already committed £4,800 to the works and didn't think they had the funds to restore the wall as well. He proposed that Council contribute towards the cost of a replacement wall. Councillors discussed the options and contribution required. Councillor Barrington proposed £1500 and said he would be comfortable with this amount plus an additional amount for the cost of a Commemorative Stone to be laid in the new wall commemorating the Parish Councils contribution to the Graveyard. The Chairman would inform the Churchwardens of this and discuss the matter further.

PT

21. To discuss and decide on the nature and extent of provision of play activities in the Parish

Easter and Summer Play schemes provided by MKPA to Parishes in 2013 were discussed for Great Holm and Loughton. The Chair provided figures from MKPA for a trial 18 sessions. Five sessions Easter, two May half term, and eleven in July/August. The total cost £4250, £250 per session.

Council resolved to go ahead as a trial with a proviso in the contract, that the Parish Council may withdraw if the Play schemes are not well attended or do not get good reports from residents and attendees.

PT

24. To receive a report on the meeting re expansion of Loughton Manor First School in response to the Parish representations

The Chair reported that two decisions were required to allow the school to expand, Education and Planning permission including the impact on the locality.

Councillor Dransfield attended the MKC delegated decisions meeting and reported that the Educational decision to expand the school had been agreed, conditional upon the granting of planning permission. He had not been allowed to be the decision maker as he had taken part in the discussions in the Parish Council at the last meeting.

The Chair understood that the Council had agreed to make a payment of £10k towards the Sports and Social Club for Car Park maintenance in return for the Parish Council taking on this liability. This liability would in turn be passed on to the Club via the lease.

Councillors discussed the parking arrangements proposed for the school expansion and Councillor Dransfield proposed that subject to planning and the schedule of works that the Parish Council should have no objections. This was agreed by all.

PT

25. To Receive reports from Councillors attending external meetings

Councillor Dransfield reported Milton Keynes Council would be discussing budget proposals the following week and that huge savings were proposed. The Elections for local police and crime Commissioners (PCCs) had now taken place and there was a 13% turn out on polling day. Councillor Hoyle Reported on Social Housing – MKC to put forward a tenancy agreement by 10th December 2012.

26. Accounts and signing of cheques

Cheques were authorised, agreed and signed

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27. To appoint a replacement representative to the Hugh Parke trust of the parish in lieu of Cllr Sargent's unavailability for their annual meeting.

RH

The Chair asked someone to represent the Parish Council and Councillor Harrison agreed to attend this year but could not promise to represent every year due to work commitments. This was agreed.

The annual meeting is scheduled for 5th December 1830.

28. TO CONFIRM THE DATE OF THE NEXT MEETING

It was agreed that the next Parish Meeting would take place on Monday 17th December 2012 1930 at Loughton Memorial Hall subject to the Clerk confirming it was available at this time. The Clerk reminded Council that they needed to decide on venues and book for next year as the Memorial Hall were already asking.

JW

The meeting closed at 11.30 p.m. all further outstanding items to be included on Decembers Agenda

Signed by the Chair: Peter Todd
Dated:

Signed by the Clerk: J Wilcox
Dated:

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Confidential Minute : not for publication

Item 5

The working party on appointment of the new Parish Clerk (Cllrs Todd, Kirkman & Ballantyne) reported to the meeting. There had been 35 applicants for the position and 4 had been shortlisted for interview. The interviews had taken place with all 3 Cllrs in attendance. The pros and cons of the 4 candidates were outlined. The working party recommended that the position be offered to Mr Brian Barton. There was a discussion about his experience and qualifications. There was also a discussion about the fact that he was known to be an active member of the Labour Party and had been a Councillor and a Parish Councillor 12 years ago. He had stood recently but only as a paper candidate. It was noted that 3 out of the 4 interviewees were active members of political parties. It was discussed and agreed that the position would be offered to Mr Barton on condition that he agrees it is a politically restricted position ie that he cannot stand as a candidate for election or hold a position of authority in a political party. References would be taken up and, if possible, a CRB check obtained.

The timescale envisaged would be for Mr Barton to commence employment on 1st January 2013 but subject to a probation period of at least 6 months.

It was further noted and agreed that in order to proceed with the appointment the contract of employment of the existing Clerk would be terminated on the grounds of redundancy. It was noted she was entitled to 2 weeks notice of termination under her contract of employment which she would be asked to work out. It was envisaged a one month handover would be appropriate so notice would expire on 31st January 2013. The Clerk would also be entitled to a redundancy payment which was calculated to be £216.

The Chairman was authorised to progress matters on that basis and to take all necessary steps to implement the appointment.