

Loughton Parish Council

Minutes of the meeting held on Monday 21st January 2013 8:00pm at the Great Holm Community Centre, 87, Kensington Drive, Great Holm, Milton Keynes

Present: Cllrs Peter Todd (Chair), Simon Kirkman (Vice-Chair), Peter Ballantyne, Barry Barrington, Hilary Dyer, Ray Harrison, Don Hoyle, Andy Sargent

Also present: P.C Albert Bernard (Thames Valley Police – Loughton Park area Beat), Julienne Thorn (All Saints Church, Loughton)

01. Apologies:

Received from Cllrs Andy Dransfield and Andy Lovett

NOTED

02. Declarations of interest:

There were no declarations of interest

NOTED

03. Minutes of the previous meeting held on Monday 17th December 2012:

Agenda Item 10. To discuss Cllr Simon Kirkman's draft project plan for the Community Emergency Plan and decide how to take forward:

To add "That Cllr Peter Ballantyne will attend as the Ward Member for Great Holm"

With the above amendment the minutes of the meeting held on Monday 17th

December 2012 were **AGREED** as a true and correct record and signed by the Chair.

Matters arising from the minutes not on the agenda:

Cllr Don Hoyle queried the costs for the planting to be undertaken by the Loughton and Great Holm Neighbourhood Action Group; the Chair replied that some of the costs would be coming out of the Neighbourhood Action Group funds which had been deposited with the Parish Council.

NOTED

04. Questions from Members of the Public:

There were no questions from members of the public.

NOTED

05. Presentations:

The Chair informed the meeting that the former Clerk did not want a presentation made to her.

A gift for former Cllr Dennis Blackburn for his long service to Loughton Parish Council has yet to be purchased and the Chair will progress this matter and arrange a presentation for a future meeting of Council.

The Clerk then took a group photograph of all members that were present.

RESOLVED

- 1. That the Chair will purchase a gift for former Cllr Dennis Blackburn and arrange a presentation for a future meeting of Council**

06. Report from PC Albert Barnard of Thames Valley Police:

PC Barnard reported to the meeting that December had been a very good month with a low amount of crime reported, the Loughton area had a total of eight (8) crimes with four (4) crimes being a priority, all crimes were thefts from vehicles, all from cars and one from a (1) van, two (2) being in Linceslade Grove, one (1) in Greenhill Close and one (1) in Bradwell Road. All thefts had insecure valuables stolen.

In Great Holm there were a total of eight (8) crimes with four (4) being priority crimes. There were no crimes reported in Knowlhill and the National Bowl.

There then followed questions by members.

The Chair thanked PC Barnard for his report.

NOTED

07. Finance reports:

a) To review the management accounts for the financial year to date.

No management accounts were available to the meeting. The Clerk will email and circulate the monthly management accounts to all members once these have been prepared

b) To authorise all cheques presented for payment

In future this item will be put at the end of the agenda in case other payments are agreed by members during the course of a meeting.

The cheques for payment as presented were AGREED

c) To determine a sum to be paid on account of clerk expenses for office set up

This is for items that arise that the Clerks needs to carry out his duties, the Clerk will fill in an expenses form with receipts attached and presented with a balance at each meeting of Council. The Chair proposed a figure of £300 which was AGREED

d) To agree the following cheque signatories – Brian Barton (Clerk), Cllrs Simon Kirkham (Vice-Chair), Peter Ballantyne, Barry Barrington and Andy Sargent and other members as appropriate.

The Chair proposed that all members are put on to the bank mandate; the Clerk is looking into alternative bank accounts to ensure that the Parish Council is getting the best interest rates.

AGREED

e) To determine a Parish Council dispensation and Councillor expenses reimbursement scheme.

The Chair tabled a draft Parish Council Dispensation Scheme which had been adapted from Milton Keynes Council's Scheme.

After some discussions it was AGREED to adopt the draft Parish Council Dispensation scheme with the following amendments to delete under paragraph 2 (b) all reference to "political groups" and delete under 2.4 after Parish Clerk "her" and replace with "their"

It was further AGREED that any Councillor can submit a claim for reimbursement of an expense incurred wholly & exclusively on Parish Council business for approval at the next meeting of Council, and that there was no need to draft a more detailed policy at this stage.

08. Local Government Pension Scheme:

It was **RESOLVED** that the new Clerk may join the Local Government Pension Scheme.

09. Committee Structure:

The meeting discussed the Clerks report on possible committee structures, members felt that a Planning Committee could look at and set planning policies and would meet monthly with any additional meetings as and when required, members were also minded to have a Finance and Staff Committee.

The Chair will draw up a set of Terms of Reference for each committee for adoption at the next meeting of Council.

RESOLVED

- 1. To note the report**
- 2. To set up a Planning Committee along with a Finance and Staff Committee**
- 3. That Terms of Reference are drafted for each committee for consideration and adoption at the next meeting of Council.**

10. To adopt a Health and Safety Policy:

The Chair informed the meeting that a Health and Safety policy was needed to be adopted as it was a requirement from Milton Keynes Council for the stage two (2) of the Community Asset Transfer (C.A.T) for the Loughton Sports and Social Club.

The Chair had tabled a draft Health and Safety Policy for consideration by members.

RESOLVED

- 1. To adopt the Health and Safety Policy as tabled at the meeting of Council**

11. Community asset Transfer:

a) To report on progress and to give authority as to pursue stage two (2) application for Loughton Sports and Social Club.

The Chair reported to the meeting that Stage one (1) of the Community asset Transfer has been accepted and Milton Keynes Council has requested that Loughton Parish Council can apply for Stage two (2) it appears that there are no other organisations that have applied, the deadline for submitting a Stage two (2) application is Friday 25th January 2013.

Cllr Peter Ballantyne suggested that any lease should allow Loughton Parish Council to use the premises on occasion.

Members were requested to submit any comments and suggestions to the Chair, who will submit the application on behalf of Loughton Parish Council.

b) To decide whether to apply for an asset transfer of the Great Holm Community Centre.

The Chair reported to the meeting that Milton Keynes Council is holding a public meeting between 6:00pm-7:00pm on Monday 11th February 2013 to discuss applications for a Stage one (1) Community asset Transfer of the Great Holm Community Centre.

The meeting will be held at the Two Mile Ash Meeting Place, The High Street, Two Mile Ash, The Chair Clerk and Cllr Peter Ballantyne have indicated that they will be attending, although any other member is welcomed to attend.

RESOLVED

- 1. To apply for the Stage one (1) Community Asset Transfer for the Great Holm Community Centre.**
- 2. That the Chair to make the application on behalf of Loughton Parish Council**

12. Personnel Matters/issues:

The Chair informed the meeting that Loughton Parish Council could have the services of an unpaid intern from February – April 2013.

She was known to the Chair and would work from his house, there then followed a discussion on the role that the intern would be doing, and the implications for the Clerk, along with the possibility of working for a nearby Parish Council that had office facilities.

The Chair proposed which was seconded by Cllr Barry Barrington “to take up the services of an unpaid intern from February – March 2013”

RESOLVED

- 1. To take up the services of an unpaid intern from February – March 2013**

13. Loughton and Great Holm Neighbourhood Action Group:

To note the minutes of the Great Holm Neighbourhood Action Group held on Thursday 3rd January 2013.

NOTED

14. Allotment Matters:

The Chair reported to the meeting that he had been contacted by an allotment holder at the Specklands site in Loughton about an order of a large amount of compost that the allotment holder was worried might be contaminated. This holder had also queried the financial arrangements. The Chair was unaware of the plans before being contacted. It had since been established that the compost made of green bin waste was in compliance with appropriate standards and this concern was not well founded.

The site representative had since decided not to proceed with the order.

After some discussion the meeting felt that in future the site representative should clear such plans with the Parish Council in advance, and that he should be written to, with a polite request to this effect.

RESOLVED

- 1. To write to politely ask the site representative of the Specklands Allotments site in Loughton to clear plans for compost delivery and sale with the Parish Council in advance, and to thank him for his valued continuing service to the Parish**

15. Ward Items:

a) Cllr Andy Sargent - To discuss a proposal from Julienne Thom All Saints Church, Loughton to hold a fundraising event in the form of a Scarecrow Trail in Loughton Village on the weekend of 22/23 June 2013

Julienne Thorn (All Saints Church, Loughton) spoke to the meeting about the proposal Scarecrow Trail subject to an agreement of a Congregational Meeting to be held on Sunday 27th January 2013.

The event will be inclusive to all communities and businesses in the Loughton Parish Council area.

There is at present an outline proposal which will be firmed up and further details will be given to the Parish Council in due course, suggestions are of course welcome.

This will be a major fundraising event for All Saints Church, it is planned that scarecrows will be displayed in resident's gardens and business premises, and a trail map will be produced, and will start and finish from the Church.

The trail will mainly take place in the conservation area; scarecrows that have been made from outside of the conservation area will be displayed inside the Church.

A barn dance inside of the Church is also planned, with a competition for the best scarecrow, where visitors to the event can vote, there will be an independent judge, everyone can take part, and there will be no particular theme for the scarecrow competition.

The entry form must be returned by the deadline date of Wednesday 1st May 2013, and will cost £3 per entry for residents and £10 for businesses the trail map will cost £1 per person.

In addition there will be a scarecrow making workshop, quiz, cream tea, raffle and a tour of the Jubilee Graveyard.

Winners of the scarecrow competition will receive a certificate.

Sponsorship will be sought with the company name and photograph put on the All Saints Church website and encouraged to sponsor a scarecrow and a business category where their scarecrow can be entered into the competition.

The event will be taking place on the weekend of Saturday 23rd June to Sunday 24th June 2013.

It was suggested that an article could be produced for the next Loughton Parish Council website and a poster for the notice boards.

Cllr Peter Ballantyne has a contact list of all businesses in the Loughton Parish Council area which he offered to pass on to Julienne Thorn.

Cllr Peter Ballantyne moved and Cllr Don Hoyle seconded "That Loughton Parish Council supports the planned Scarecrow trail to be held on Saturday 23rd June to Sunday 24th June 2013" which was approved by the meeting.

RESOLVED

- 1. That Loughton Parish Council enthusiastically supports and commends the planned Scarecrow trail to be held on Saturday 23rd June to Sunday 24th June 2013**

b) Cllr Hilary Dyer - Maintenance and funding of the planters outside Loughton Middle School – To seek confirmation that funds would be available to purchase new bulbs/plants and sundry items as needed.

Cllr Hilary Dyer reported to the meeting that volunteers are being sought to help undertake maintenance and planting works.

The Chair informed the meeting that Loughton Middle School is proposing to at some stage remove the planters and replace with trees. This was seen by him on a drawing of planned landscaping works for the premises.

The Chair as a Governor at the School will look into this matter and see what the School's actual intentions are along with the timescales involved until then the Chair therefore advised Cllr Hilary Dyer not to proceed on undertaking any work until this was clarified.

Cllr Peter Ballantyne requested that an agenda item is put on for the next meeting of Council regarding the Millennium Meadow.

Cllr Barry Barrington then left the meeting at 10:30pm.

RESOLVED

- 1. That the Chair as a School Governor at the Loughton School will look into this matter and see what the Schools actual intentions are along with the timescales involved as regards to the planters.**
- 2. That an agenda item is put on for the next meeting of Council regarding the Millennium Meadow.**

c) Cllr Peter Ballantyne - Litter problems on Great Holm

Cllr Peter Ballantyne informed the meeting that he was concerned about the amount of litter in Great Holm.

Cllr Don Hoyle said that he would take the matter up with Andy Hudson Head of Waste Management at Milton Keynes Council.

Cllr Ballantyne said that it would be better to do a weekly clean on a Monday after the black bags and pink sacks had been collected.

Cllr Ballantyne will email Chris Carvell Neighbourhood Manager at Milton Keynes Council to request that litter bins are installed at the Great Holm Local Centre.

d) Cllr Peter Ballantyne - To report on the application for village green registration in Great Holm and decide on action to take

Cllr Peter Ballantyne informed the meeting that Milton Keynes has objected to the registration of a village green in Great Holm and has replied with his objections.

Cllr Ballantyne has obtained signatures from residents who have indicated that they have used the open space for leisure and recreational purposes. Cllr Ballantyne has been dealing with Sharon Bridglaisingh Planning and Environment Team, Legal Services at Milton Keynes Council. There was some debate as to what a substantial amount of use by residents is and what the legal definition was Cllr Ballantyne will look further in to this.

e) Cllr Simon Kirkman - Kebab mobile unit which is trading every evening outside the Loughton Manor School (off Paynes Drive/Linceslade Grove), and also puts out a makeshift sign on the H5 Portway as reported by a member of the public who is concerned about this trader being in the vicinity.

Cllr Simon Kirkman informed the meeting that Milton Keynes Council's Enforcement Team is looking in to this matter.

The meeting proposed to enquire into the legality of the kebab mobile unit trading outside Loughton Manor School (off Paynes Drive/Linceslade Grove) with MK Council

RESOLVED

- 1. That Loughton Parish Council will enquire into the legality of the kebab mobile unit trading outside Loughton Manor School (off Paynes Drive/Linceslade Grove).**

16. Planning Applications:

The following determinations of planning were reviewed and noted

- 12/02400/FUL - 110 Linceslade Grove Loughton Milton Keynes MK5 8BL, Two storey side extension - **Application Permitted**
- 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 - **Listed Building Consent Refused**
- 12/02365/LBC - Manor Cottage Leys Road Loughton Milton Keynes MK5 8AZ, Erection of a two storey front extension - **Listed Building Consent Refused**
- 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 - **Application Refused**
- 12/02364/FUL - Manor Cottage Leys Road Loughton Milton Keynes MK5 8AZ, Erection of a two storey front extension - **Application Refused**
- 12/02647/MKCOD3 Loughton Manor First School, Paynes Drive, Loughton, Milton Keynes, MK5 8FA, Proposed detached teaching facility and associated parking - **Pending Consideration.**

RESOLVED

- 1. Not to object to the above planning application**

17. Verbal Reports/Updates on the following Projects/Issues:

- a) The graveyard extension

The Chair reported to the meeting that there will be a congregational meeting to approve the cost and work will proceed when there is better weather.

b) Loughton play area renewal

The Chair reported to the meeting that he had a meeting set up with Phil Snell from Milton Keynes Council to look through the tenders submitted; Mr Snell has managed to receive three (3) tenders.

RESOLVED

- 1. That the meeting gives the delegated power to the Chair to approve the tender on Milton Keynes Council's recommendation on behalf of Loughton Parish Council.**

c) Neighbourhood Development Plan

The Chair informed the meeting that when the latest draft of the plan has been completed it will then go out to resident consultation.

d) Conservation Area Review

The Chair reported to the meeting that the statement has been written and sent to Milton Keynes Council for comments, if any revisions are needed these will be done and then the document will go out for consultation.

e) March/April Parish Newsletter

The Chair informed the meeting that the next newsletter will be produced in March.

Cllr Ballantyne had been requested by the Loughton and Great Holm Neighbourhood Action Group to ask if the dates for the household waste collection service could be included in the next newsletter. The Chair invited him to send the info for inclusion ASAP.

The Chair asked Members to now start writing articles and to send them to him ASAP.

NOTED

f) Community Emergency plan

Cllr Simon Kirkman informed the meeting that Cllr Peter Ballantyne and two (2) other members that he has asked to be members of the committee, will be meeting as soon as the Clerk has managed to find out about the availability of the Loughton Memorial Hall.

The Clerk will also be taking the minutes for this meeting and assisting with any administrative tasks.

RESOLVED

- 1. That the Clerk to find out about the availability of the Loughton Memorial Hall so that the committee can meet.**
- 2. That The Clerk to take the minutes for this meeting and assisting with any administrative tasks.**

g) Loughton Lodge large scale development proposal

The Chair reported to the meeting that that he had contacted residents of Woodward Place and representatives of the residents committee to ask them what they felt about the proposed development. They were against the plans and were worried about the possible increase in traffic, all of the concerns which the Parish Council had expressed and including pressures on parking plus in addition with the impact on the value of their properties.

The Chief Executive Officer of the Badminton Centre seems to be considering the idea of developing the Farmhouse into a community facility.

The Chair and Vice-Chair with Peter Howard (Loughton Parish Council's Architect) will be meeting with the Chief Executive Officer of the Badminton Centre and their Architect on site on Wednesday 6th February at 11:00am.

The Chair closed the meeting at 11:30pm

18. Date and time of Next Meeting:

Monday 18th February 2013 at the Loughton Memorial Hall, Bradwell Road, Loughton at 7:30pm

Signed _____ Chair Date: _____