



To all members of Loughton & Great Holm Parish Council, you are hereby **Summoned** to attend the Parish Council Meeting to be held on **Monday 19 April 2021 at 7.30pm**. Members of the public and press are welcome to attend.

Location: to be held via zoom technology: contact the Clerk for login details (07591 236 263) or: parish.clerk@loughtonandgreatholm-pc.gov.uk

Philip Compton, Clerk to the Parish Council

Agenda

FC197/21 Apologies: To receive and note apologies from members unable to attend the meeting.

FC198/21 Declarations of interest: Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

FC199/21 Public participation: For any resident of the parish to raise any issue, petition, question or concern (10 minutes or by consent of the Chair).

FC200/21 Thames Valley Police: To receive crime statistics report

FC201/21 Minutes: To approve as an accurate record minutes of the last meeting held on 15 March 2021 (see pages 1-6)

FC202/21 Committee meetings: to note meetings and resolutions of the Committees held since the last FC meeting in October. All draft minutes uploaded to the website

- a) Planning Committee Meeting 06 April 2021 (pages 7-8)
- b) Finance and Staffing Committee on 12 April 2021 (page 9)

FC203/21 Traffic Regulation Order in Loughton outside schools: Councillors to consider a response to The Borough of Milton Keynes (Parking, Waiting and Loading Restrictions) Variation Order 2021 (pages 10-14)

FC204/21 Parks Trust assets, Loughton Brook and the Trim Trail: To request urgent repair of the Loughton Brook and to repair or replace the Trim Trail equipment

FC205/21 Payments: To authorise monthly payments to be made, and note current bank balance of £72k (see monthly payment schedule, page 16)

FC206/20 Parish Council Annual Return and Finance reports: Council to approve the annual return, income and expenditure and end of year accounts, and to note three year actual v budget working document (pages 17-21)

FC207/21 commemoration of HRH Prince Philip: Councillors to consider a form of commemoration to mark the death of HRH Prince Philip

FC208/21 annual reviewal and adoption of policies and Committee Terms of reference:

- Premises Committee

- Finance and Staffing Committee
- Planning Committee
- financial risk assessment
- code of conduct
- standing orders
- financial regulations
- asset register
- Committee terms of reference (Premises, Planning, Finance and Staffing Committee)
- All policies currently on the website (health and safety, equality, councillors' dispensation, protocol for office member relations, complaints, data protection, privacy, retention of documentation, freedom of information, training and development, disciplinary and grievances, sickness and absence)

FC209/21 waste removal report: Councillors to consider two options to mitigate against waste on the sports pitches in Loughton; hiring a waste removal employee, (approximate cost £1,560 per annum at 3 hours per week), or insert a new litter bin (pages 22-23)

FC210/21: Remote meetings gathering of information: To consider a response to the call for evidence on the use of current arrangements on remote meetings and to gather views on the question of whether there should be permanent arrangements and if so, for which meetings (pages 24-26)

FC211/21 wheelie bin service providers outside Great Holm Community Centre: To consider three tenders for work and agree which ones to hire (pages 27-28)

FC212/21 PKF Littlejohn external auditors intermediate rather than basic review: To note that the Parish Council has been selected for intermediate review, rather than basic review for the 2020/21 reporting year as part of their required 5% sample.

FC213/21 bike stands outside the Pavilion: to consider firstly having bike stands outside the pavilion and secondly to pay for the installation cost (at £50/stand, the stands are free following a MKC initiative) (pages 29-30)

FC214/21 dog warden feedback report: To note Clerk's report of the pilot dog warden scheme which happened in March 2021 (pages 31-33)

FC215/21 Spring Landscape Review: to delegate Parish Cllr attendees

FC216/21 Planning applications: To consider any representations to be made to Milton Keynes Council on the following planning applications (page 35):

- a) **Application no: 21/00876/FUL Proposal:** Proposed conversion of workshop building with extension into 2 bedroom bungalow on land at 63 London Road, Loughton At: 63 London Road Loughton Milton Keynes MK5 8AF

FC217/21 Reports from members: To receive verbal reports from members attending external meetings:

- a) Members to report back on any meetings that they may have attended
- b) Any ward Councillors present to report on Milton Keynes Council meetings

FC218/21 Items for the next agenda: To note that all members must notify the Clerk of any items for the agenda in accordance with the Parish Council's standing orders.

Date and time of Next Meeting: Monday 17 May 2021 at 7.30pm.