



Minutes of the meeting of Loughton & Great Holm Parish Council held on Monday 20 April 2020 at 7.30pm

Location: The meeting was held virtually, via dial-in using whypay.com: 03300 945940, room number: 407 05399#, PIN: 4433#.

Councillors present via call-in: Councillors Todd (in the Chair), Altieri-Douglas, Bailey, Dyer, Feeney, Howe, Hoyle, Nayee, Nolan and Sargent

Staff present: Philip Compton (Parish Clerk)

Members of the public present: 0

FC226/20 Apologies: There were no apologies for absence. Cllr Hoyle dialled-in at 7:35, when the meeting was at item FC229/20.

FC227/20 Declarations of interest: No interests were declared.

FC228/20 Public participation: No members of the public were present.

FC229/20 Thames Valley Police: Crime statistics report for the month from Thames Valley Police was received.

Offence	Shenley Church End	Loughton
Action Fraud	0	0
Arson	0	0
ASB	0	1
Assault with injury	2	0
Assault without injury	0	1
Bilking/Making off without payment	0	1
Burglary Residential	0	1
Burglary Attempted	0	0
Business Burglary	1	1
Covid Related incidents	4	0
Criminal Damage to cars	1	0
Criminal Damage to Property	7	4
Dangerous dog	0	0
Drink/drug driving	0	0
Drug offences	0	3
Fire Arms Offences	0	0
Garage Break in/attempt	0	0
Hate Crime /incident	1	2
Malicious Communications	2	0
Offensive weapons	0	0
Public Order	2	3
Road Traffic Incident	1	4
Robbery	0	0
Shoplifting	0	0
Suspicious Circumstances	1	0

Theft from Motor Vehicle	0	3
Theft of Bicycle	1	0
Theft of Property	3	1
Theft of Vehicle	1	1
Unauthorised Encampment.	0	0
Total	25	26

FC230/20 Planning and licensing applications: Councillors considered the following planning applications:

- a) Ref. No: 20/00670/FUL, 2 Bedroom Chalet Style Detached House at 3 Lucy Lane, Loughton, Milton Keynes, MK5 8EP (pp.3-4)

Action: Councillors unanimously resolved to object to the application, on the grounds that it was an over-development of a small plot of land, and the Clerk would comment on the MKC portal accordingly.

- b) 20/00812/FUL Proposal: Proposed two storey side and single storey front extensions and minor elevational changes At: 20 Hoppers Meadow Loughton, Milton Keynes, MK5 8DR (pp.5-6)

Action: Councillors considered the extension to the side to be perfectly suitable, but that the extension at the front of the house, taking the property to the boundary of the property and the street outside, would affect the narrow walkway in front of the house.

A vote was held as to whether to object to the front extension that would affect the walkway:

Those in favour of objecting: 5

Against objecting: 4

Abstain: 1

Action: The Clerk would write to object to front extension in the application on the MKC Portal.

- c) Street Trading Consent – Renewal, renewal application for The Sandwich Bar (p.7)

Action: It was resolved the Council held no objections to the application, other than to include in comments that cleanliness should be a condition of the permission granted, and the Clerk would comment on the MKC portal to that effect.

FC231/20 Planning Applications since publication of the agenda: There were none.

FC232/20 Minutes of the previous meeting: Minutes of the meetings of 17 February 2020 and 16 March 2020 were read by the Chair and **approved as accurate records** of the proceedings of those meetings. The minutes would be signed at the annual meeting on 18 May 2020.

FC233/20 Committee Minutes since the last Full Parish Council meeting:

- 1) The Graveyard Committee minutes were read and noted.

Discussion and Action: Councillors discussed the Jubilee Graveyard, and resolved to have it included on the Parish Council website, as a Parish Council property, under the premises tab.

- 2) Finance and Staffing Committee on 09 March 2020

Action: it was noted the last Finance Committee meeting was not quorate, and so it was resolved to hold an extra Finance and Staffing committee meeting prior to the next Full Council meeting which was scheduled to be held on 18 May, and the Clerk and Chair of the Finance of Staffing Committee would liaise on a date to be set.

FC234/20 Payments: The Payment schedule had been provided prior to the meeting, distributed in soft copy.

Action: All payments on the schedule were approved, and the Clerk would make them the following day. The Clerk had used his delegated financial powers, under item 4.6 of the Council's adopted Financial Regulations, to hire an electrician to fix the electrics at the Community Centre, which had shorted after a power surge. Among other expenses were the repayments to all regular groups at the Community Centre, who had paid for hall hire in advance.

FC235/20 Internal interim and end of year audit report:

End of year internal audit report: The end of year report had not been circulated yet, and the Clerk explained it would likely contain a caution not to let the reserve get too low. The Clerk recommended the Council adopt a reserve policy, a draft of which would be provided to the Finance and Staffing Committee, at their next meeting.

Interim internal audit: Councillors commented that overall the interim internal audit report was extremely positive, with only one recommendation which was to chase up a double payment of a bill in the summer of 2019. Councillors wished to know if any accounting practices could be altered to prevent double-payments happening again, and the Clerk explained all due processes were being followed and there was no recommendation to alter accounting practices. Councillors also commented that it was surprising the report did not mention in more detail the rent received from rented property, which accounted for over a quarter of last year's income.

FC236/20 Calendar of meetings revision: Dates for meetings from May 2020 to April 2021 were agreed (third Monday of the month, every month except August for Full Council, Planning Committee to be held first Monday of every month, pending frequency of planning applications).

Action: it was resolved the Clerk would compile a Calendar of meetings for distribution to Councillors, and input meeting dates onto the Microsoft Outlook calendar for the year ahead.

FC237/20 RFO update: Clerk informed Council of the current bank balance (£96,331.76), and provided reports (12 month cash-flow, three year actual v budget working doc., annual return, balance sheet). Questions were invited. The Parish Council noted £6,733 was owed to the Parish by Serco, and the Clerk confirmed he would be chasing this up, and had cancelled the direct debit to Serco as a response, to avoid this happening again. Councillors noted the projected shortfall in rent over the next 12 months, and the Clerk informed that minor savings would be made in expenditure which would slightly offset losses in income.

Action: it was resolved not to pay Serco any more money until the £6,733 had been reimbursed.

FC238/20 Premises update: The Clerk reported verbally on premises matters (allotments, Pavilion, Community Centre, sports pitches), in light of covid-19 outbreak. Councillors noted the sports pitches, Pavilion and Community Centre were all closed, and no rent was being

received for the foreseeable future. Councillors asked what the staffing provision and costs would be during the current time, as the Community Centre was closed, and the Clerk informed that furlough had been applied for from HMRC for the Premises Assistant's salary, the Cleaner was not being paid to clean, the cleaning agency cost had ceased, and non-essential electrical appliances had been switched off. The Caretaker was still being retained for use on general health and safety related work, and checking on the premises twice weekly, to make sure there were no leaking pipes or other matters of concern. **It was agreed to discuss the Pavilion Garden refurbishment at the next meeting.**

FC239/20 Policies and terms of reference:

- financial risk assessment
- code of conduct
- standing orders
- financial regulations
- asset register
- Committee terms of reference (Premises, Planning, Finance and Staffing Committee)
- All current policies 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)

Councillors were informed there had been no significant changes to the policies, excepting the standing orders, which had been amended by the Clerk to include the temporary provisions contained within the Coronavirus Act 2020, which were only in force until 7 May 2021, and which mainly concerned allowing virtual meetings.

Action: the policies and documents for 2020-2021 (papers attached) were adopted.

FC240/20 Reports from members:

- a) Cllr Hoyle provided a summary of the last Shenley Leisure Centre Trustees meeting, which had been held remotely. Councillors noted the Chair of the Trust, who was also Chair of the neighbouring Parish Council, had passed away.

Action: It was agreed the Clerk of Loughton and Great Holm Parish Council would write a letter to the Shenley Church End Parish Council expressing condolences.

- b) Cllr Nolan provided a summary of the main workings and focus of MKC in its response to Coronavirus, namely the focus on those who were in shelter for 12 weeks, and those in hospitals and care homes. Councillors noted MKC had a shortfall in income sources.

FC241/20 Items for the next agenda. Councillors noted that all members must inform the Clerk of any items for the agenda in accordance with the Parish Council's standing orders.

Councillors discussed the dial-in method of remote meetings, and agreed to hold the next meeting using Zoom, and the Clerk to pay for a subscription and conduct trial-runs prior to the next meeting on 18 May, which would be the annual meeting.

Date and time of Next Meeting: Monday 18 May 2020 at 7.30pm

The Meeting was declared closed at 9:05pm.