



**Minutes of the Annual Meeting of Loughton & Great Holm Parish Council held remotely on Monday 18 May 2020 at 7.30pm**

Location: held virtually by zoom technology.

**Councillors present:** Councillors Todd (in the Chair), Altieri-Douglas, Bailey, Dyer, Feeney, Howe, Nayee, Nolan, Sargent.

**Staff :** Philip Compton (Parish Clerk)

**Members of the public present: 0**

**FC1/20 Election of Chair:** for the Council year 2020-2021

**Action: Nominations were sought, Cllr Todd self-nominated. A vote was held. Those who voted for Cllr Todd: 6**

**Cllr Todd was elected Chair of the Parish Council for the year 2020-2021**

**FC2/20 Declaration of Office:**

**Action: Newly elected Chair agreed to sign the declaration of office and return to the Clerk before the end of May.**

**FC3/20 Election of Vice-Chair:** For the Council year 2020-2021

**Nominations were sought. Cllrs Bailey and Nolan self-nominated. A vote was held.**

**Those who voted for Cllr Bailey: 3**

**Those who voted for Cllr Nolan: 6**

**Cllr Nolan was elected Vice-Chair for the year 2020-2021.**

**FC4/20 Declaration of Office:**

**Action: Newly elected Vice-Chair agreed to sign the declaration of office and return to the Clerk before the end of May.**

**FC5/20 Apologies:** Apologies for absence had been received from Cllr Hoyle, to which the Council consented.

**FC6/20 Declarations of interest:** there were none

**FC7/20 Public participation:** There were no members of the public present

**FC8/20 Thames Valley Police:** Crime statistics report for the month from Thames Valley Police was received.

There were a total of 96 Reported Crimes on the area of Loughton Park Policing area which includes the parishes of Shenley Church End and Loughton & Great Holm. This was 69 less than last month. Councillors noted there were only 6 reported crimes in Loughton, probably the lowest the Council had ever seen.

Councillors asked if TVP (Thames Valley Police) had been invited to the meeting, and the Clerk confirmed they had, he had been in communication with them, but the police's technology did not support downloading zoom as it was not secure enough and so police officers were not able to attend meetings via zoom.

**FC9/20 Planning and licensing applications:** To consider any representations to be made to Milton Keynes Council on the following planning applications:

- a) Application no: 20/00834/FUL Proposal: Proposed two storey side extension, rendered facade with new roof tiles and replacement windows with a change to layout to accommodate a new front entrance hall and lounge with new front entrance gates to driveway At: 21 Ashpole Furlong, Loughton, Milton Keynes, MK5 8EA

Action: A vote was held on whether to object:

Those in favour of objecting to the application: 6

Those against objecting: 2

Abstain: 1

**It was therefore resolved to object to the application on the grounds that it was an overdevelopment of the site and the Clerk would write on the MKC portal accordingly.**

- b) Application no: 20/00999/FUL Proposal: Demolition of existing front and rear conservatories and single storey projecting bay to the rear of the property and erection of a single storey rear, double storey front, first floor front and Porch extensions.  
At: 21 Redland Drive, Loughton, Milton Keynes, MK5 8EJ

**Action: It was resolved not to object to this application, and the Clerk would comment on the MKC portal accordingly.**

- c) Boroughwide Street Trading Consent – Renewal We have received an application from MK Ices (Reg DG10 HCV) on 01/05/2020, for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 14:00 to 21:00

**Action: It was resolved the Council held no objections to the application, however concern over mitigating actions against the spread of the covid-19 outbreak, alongside conditions as to litter, would be requested as conditions and the Clerk would comment accordingly.**

- d) Boroughwide Street Trading Consent – Renewal and Transfer. We have received an application from MK Ices (Reg SV64 WSJ) on 24/04/2020, for 1 ice cream van to trade Boroughwide

**Action: It was resolved the Council held no objections to the application, however concern over mitigating actions against the spread of the covid-19 outbreak, alongside conditions as to litter, would be requested as conditions and the Clerk would comment accordingly.**

**FC10/20 Planning Applications since publication of the agenda:** The following

representations had been made to Milton Keynes Council since the publication of the agenda:

- a) **Street Trading Consent – Renewal** We have received an application from MSJ Ice Cream Services (Reg FJ64 UYS) on 14/05/2020 for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 16:00 to 20:00
- b) **Street Trading Consent – Renewal**  
We have received an application from Mr Softee (Reg V272 XNH) on 13/05/2020 for 1 ice cream van to trade Boroughwide for the following times:  
Monday to Sunday 15:30 to 19:30
- c) **Street Trading Consent – Renewal**  
We have received an application from Soft99Whip (Reg S99 WHP) on 07/05/2020 for 1 ice cream van to trade Boroughwide for the following times:  
Monday to Sunday 15:00 to 20:00
- d) **Street Trading Consent – Renewal**  
We have received an application from Mr Softee (Reg T402 POA) on 07/05/2020 for 1 ice cream van to trade Boroughwide for the following times:  
Monday to Sunday 14:00 to 20:00
- e) **Street Trading Consent – Renewal**  
We have received an application from Mister Softee (Reg J192 NVV) on 07/05/2020 for 1 ice cream van to trade Boroughwide for the following times:  
Monday to Sunday 16:00 to 20:00

**Action: It was resolved the Council held no objections to the application, however concern over mitigating actions against the spread of the covid-19 outbreak, alongside conditions as to litter, would be requested as conditions and the Clerk would comment accordingly.**

Other Planning Matters – Councillors noted there had been a van trading coffee primarily in the Parish, and the Clerk agreed to enquire with Licensing at MKC as to whether or not the van had a street trading license.

**FC11/20 Minutes of the previous full council meeting: Minutes of the meeting on 20 April 2020 were read and signed by the Chair and approved as an accurate record of the proceedings of that meeting. Minutes of the February and March Full Council meetings were also signed by the Chair.**

**FC12/20 Committee Minutes since the last Full Parish Council meeting:** The Finance and Staffing Committee meeting on 27 April 2020 were noted.

**FC13/20 Payments:** Payment schedule for the Parish's monthly bills had been provided prior to the meeting.

**Action: All payments were approved, except the two-year insurance cover for the Clerk's new laptop (for £99.99).**

**FC14/20 Approve the Annual Governance Statement:**

**Action: The Annual Governance and Return ((AGAR) form, which included the Annual Accounting Statement and the internal auditor section, was approved and signed for submission to the external auditors.**

**FC15/20 Pavilion Garden and premises update:** It was on the agenda to discuss and agree on a proposal to remove collapsed fence, dispose of deposited rubbish, to transfer shed to the GHCC for use by the NAG, and to return to open grass (see pp 26-28), plus

update on premises matters by the Clerk.

Discussion: The Clerk reported on premises matters, and Councillors noted the Pre-School aimed to re-open in some capacity on 1 June, pending the r-rating (infection rate of covid-19). Also the Clerk informed Councillors there was a waiting list of 22 for allotment plots, and that under the Small Holdings and Allotments Act 1908 s.23 the Parish was under a duty to consider providing allotments. Three potential sites were discussed, the area adjacent to the Badminton Centre (however it was noted this was the property of the Parks Trust), the Bradwell Road ridge and furrow site, and the Millennium Meadow (both MKC property). **It was agreed** the Clerk would look into possible sites within the Parish, and report back as a separate agenda item at the next Full Council meeting in June.

**Action: Regarding the Pavilion Garden, Councillors considered the three quotes provided, and it was resolved to contract Serco to clean and tidy and return to grass the Pavilion garden area, leaving the wooden fence adjacent to the path, at cost of £850 (+ vat). It was noted this was within the year's landscaping budget.**

**FC16/20 Pavilion Tenant rent:**

**Action: It was agreed to reconsider the matter at the next Full Parish Council meeting in June.**

**FC17/20 Reserve:** The RFO had recommended adoption of a reserve policy at the last Finance and Staffing Committee, and the Committee had recommended to Full Council a resolution not to go under £30,000 in reserve.

**Action: it was resolved that the Council's bank balance does not go under £30,000, prior to adopting a reserves policy when setting the budget in November 2020.**

**FC18/20 Review and agree Parish Council representation on external bodies for the council year 2020/21, or to discontinue representation, for the following:**

- a) Jubilee Graveyard committee – Cllrs Todd and Sargent
- b) Milton Keynes Parish forum – Cllr Todd and the Clerk
- c) Loughton and Great Holm Neighbourhood Action group – Cllr Nolan
- d) Milton Keynes Association of Local Councils – there were no nominations
- e) Shenley Leisure Trust – Cllr Hoyle
- f) Hugh Parke Charitable Trust – Cllrs Bailey and Nayee
- g) Approved Premises Representation – Cllrs Dyer and Nolan

**FC19/20 Review and agree the appointment of members and substitute members (see standing order 4.d.v) to existing committees and working groups for 2020/21 (summary attached), and consider dissolving any committees and working groups (see standing order 4.d.xii): as follows:**

- a) Planning committee

Councillors: Sargent, Dyer and Feeney.  
Substitutes Councillors Howe and Todd

- b) Finance and Staffing committee

Councillors: Altieri-Douglas, Bailey, Howe, Nolan, Nayee and Todd

- c) Premises Committee

Councillors: Nolan, Altieri-Douglas, Hoyle, Howe, Nayee, Todd

**FC20/20 Reports from members:** Cllr Nolan provided a summary of the work of MKC during the covid-19 outbreak.

**FC21/20 Items for the next agenda. Discussion:** Councillors were reminded to contact the Clerk and follow the rules as set out in the Parish's Standing Orders for items to be requested on the agenda for the next meeting.

**Date and time of Next Meeting:** Monday 15 June 2020 at 7.30pm

The Meeting was declared closed at 10:00pm.