



Notice of Meeting

Members of the public and press are invited to attend a meeting of Loughton & Great Holm Parish Council to be held on Monday 13/05/19 at 7.30pm at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY. Following the public participation in the meeting, members of the public may not participate further in the evening discussion (except by permission of the chair) other than to bear witness.

Bev Field
Clerk to the Parish Council

Members of the public and press are welcome to attend

Note: Prior to the meeting of full Council there will be an induction session for members only.

Agenda

FC01/19 Chair's Announcements: to thank Councillors Peter Ballantyne, Sandra Boland, Andy Dransfield, Thomas Gray and Claire Jones for their service to the community during their term of office on the Parish Council.

FC02/19 Declarations of Office for newly-elected members: to confirm that declarations of office have been signed by all newly elected members, and to approve any arrangements made with the Parish Clerk for signing a declaration of office for any Councillors unable to attend.

FC03/19 Apologies: To receive and accept apologies from members unable to attend the meeting

FC04/19 Election of Chair of Loughton and Great Holm Parish Council for the Council year 2019-2020

FC05/19 Declaration of office: to be signed by the newly elected Chair.

FC06/19 Election of Vice-Chair of Loughton and Great Holm Parish Council for the Council year 2019-20

FC07/19 Declaration of office: to be signed by the newly elected Vice-Chair

FC08/19 Crime statistics: to receive the report from Thames Valley Police (attached)

FC09/19 Public participation: For any resident of the Parish to raise any issue, petition, question or concern (10 minutes in total or by consent of the chair)

FC10/19 Declarations of interest: Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

FC11/19 Minutes of previous meetings: To approve as an accurate record the minutes of the meetings held on 15/04/19 (attached)

FC12/18 Matters arising - from the previous minutes that are not on the agenda

FC13/19 General Power of Competence: to consider whether the eligibility conditions to exercise the general power of competence are met (attached)

FC14/19 Standing Orders: to adopt the 2018 model Standing Orders as recommended by NALC and adapted for Loughton and Great Holm Parish Council (attached)

FC15/19 Terms of Reference for Committees: to adopt the Terms of Reference for the following committees (attached):

- a) Planning committee
- b) Finance and Staffing committee
- c) Premises Committee

FC16/19 Committee and working group membership: to agree the appointment of members and substitute members to existing committees and working groups for 2019/20 and consider adding or dissolving any committees and working groups (attached):

- a) Planning Committee
- b) Finance and Staffing Committee
- c) Premises Committee

- d) Editorial board (working group)
- e) Neighbourhood Development Plan (working group)

FC17/19 External Bodies and Groups: to agree Parish Council representation (or to discontinue representation) on external bodies for the Council year 2019/20 for (attached):

- a) Jubilee Graveyard Committee
- b) Milton Keynes Parish forum
- c) Approved Premises Committee
- d) Loughton and Great Holm Neighbourhood Action Group (NAG)
- e) Buckinghamshire & Milton Keynes Association of Local Councils (B&MKALC)
- f) Shenley Leisure Trust
- g) Hugh Parke Charitable Trust

FC18/19 Financial Arrangements: to adopt the financial controls and arrangements for 2019/20 (attached):

- a) Land and Asset Register
- b) Corporate and Financial Risk Management Scheme
- c) Financial Regulations
- d) Insurance
- e) Subscriptions (agreed at full Council 15/04/19 as £543.44 for B&MKALC, £333.21 for NALC and £208.00 for SLCC in 18-19)

FC19/19 Policies and Codes: to adopt the following codes, policies and procedures for 2019/20 (attached):

- a) Code of Conduct
- b) Protocol on Member/Officer Relationships
- c) Councillor Dispensation Policy
- d) Complaints procedure
- e) Freedom of Information Publication Scheme
- f) Data Protection and the use of Personal Data policy
- g) Privacy policy
- h) Equality policy
- i) Health and Safety at Work policy
- j) Training, Sickness and Absence, and Disciplinary and Grievance policies.

FC20/19 Calendar of meetings: to determine the time and place of meetings of the full Council and committees for 2019/20 (attached)

FC21/19 Planning and licensing applications: To consider any representations to be made to Milton Keynes Council on the following planning applications:

- a) 12 Edgecote, Great Holm application 19/01101/FUL for a two-storey rear extension, single storey ground floor extension to front porch and internal alterations.
- b) 3 Hillcrest Close, Loughton MK5 8BJ application 19/01018/FUL for a single-storey outbuilding in rear garden.

FC22/19 Parish Clerk report: to note the update from the Parish Clerk (attached)

FC23/19 Internal audit report: to receive the internal audit report for 2018/19 from Auditing Solutions Ltd (attached)

FC24/19 Annual Governance Statement 2018/19: To approve the annual governance statement for 2018/19

FC25/19 Annual Accounting Statement for 2018/19: To approve the annual accounting statement for 2018/19

FC26/19 Finance report: to note the report of the RFO (attached)

FC27/19 Authorise payments: to authorise the payments detailed (attached)

FC28/19 MKDONS SET football sessions: to consider paying for football sessions in Loughton and Great Holm during the summer half-term and summer holidays (attached)

FC29/19 Electricity repairs: to consider quotes to repair the light fittings in the kitchen, hallways and cupboard at the Great Holm Community Centre, and installing an external sensor light to the car park (quotes to follow).

FC30/19 Reports from members: To receive reports from members attending external meetings:

- a) Loughton and Great Holm Neighbourhood Action Group
- b) Any ward Councillors present to report on Milton Keynes Council meetings
- c) Members to report back on any other meetings that they may have attended

FC31/19 Items for the next agenda: to note any items requested during the public participation or requested by members.

Date and time of Next Meeting: Monday 17/06/19 at 7.30pm at the Community Centre, 87 Kensington Drive, Great Holm. MK8 9AY