



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 21st May 2018 at Holmwood School, Kensington Drive, Great Holm MK8 9AB

Following the public participation item, the formal meeting will resume, and members of the public may not participate further in the evening discussion other than to bear witness.

Bev Field
Clerk to the Parish Council

AGENDA

FC01/18 Apologies: To receive and accept apologies from members unable to attend the meeting

FC02/18 Election of chair for the council year 2018-2019

FC03/18 Declaration of office - newly elected chair to sign the Declaration of Office.

FC04/18 Election of vice-chair for the council year 2018-2019

FC05/18 Declaration of office – newly elected vice-chair to sign the Declaration of Office

FC06/18 Receive the crime statistics report from Thames Valley Police

FC07/18 Public participation:

For any resident of the parish to raise any issue, petition, question or concern (10 minutes or by consent of the chair)

FC08/18 Declarations of interest: Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

FC09/18 Minutes of previous meetings (attached):

To approve as an accurate record the minutes of the meetings held on:

- a) Monday 15th May 2017 (annual council)
- b) Monday 16th April 2018 (ordinary meeting)

FC10/18 Matters arising - from the previous minutes that are not on the agenda

FC11/18 Receive and note the draft minutes of the following committee meetings (attached):

- a) Finance and Staffing Committee meeting on 12/3/18
- b) Planning Committee meeting on 5/2/18
- c) Loughton Sports Ground Committee on 12/4/18

FC12/18 Approve and adopt the 2018 model Standing Orders as recommended by NALC and adapted for Loughton and Great Holm Parish Council (electronic-only copy attached)

FC13/18 Review and approve the Terms of Reference for the following committees (electronic-only copy attached):

- a) Planning committee
- b) Finance and Staffing committee

FC14/18 Review and agree the appointment of members and substitute members (see standing order 4.d.v) **to existing committees and working groups for 2018/19** (summary attached), **and consider dissolving any committees and working groups** (see standing order 4.d.xii) as follows:

- a) Planning committee
- b) Finance and Staffing committee
- c) Loughton Sports Ground committee
- d) Lodge Lake signs sub-committee
- e) Editorial board
- f) Neighbourhood Development Plan committee

FC15/18 Review and agree Parish Council representation on external bodies for the council year 2018/19 (summary attached), **or to discontinue representation, for the following:**

- a) Jubilee Graveyard committee
- b) Milton Keynes Parish forum
- c) Approved Premises committee
- d) Loughton and Great Holm Neighbourhood Action group
- e) Milton Keynes Association of Local Councils
- f) Shenley Leisure Trust
- g) Hugh Parke Charitable Trust

FC16/18 Section 137 funding - To note that the Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2018-19 is £7.86 per elector.

FC17/18 Review and agree the following financial documents and arrangements for 2018/19:

- a) Land and asset register (document to follow after the internal audit)
- b) Financial Risk Assessment (attached)
- c) Financial Regulations (electronic-only copy attached)
- d) Confirmation of insurance cover arrangements for insured risks (electronic-only copy attached)
- e) Review of subscriptions to other bodies including:
 - i. National Association of Local Councils (NALC)
 - ii. Bucks and Milton Keynes Association of Local Councils (B&MKALC) (letter attached)
 - iii. Society for Local Council Clerks (SLCC)

FC18/18 Review and agree the following codes, policies and procedures for 2018/19 (electronic-only copies attached):

- a) Code of Conduct
- b) Protocol on member/officer relationships
- c) Complaints procedure
- d) Freedom of Information Publication Scheme

- e) Data Protection and the use of Personal Data policy
- f) Privacy policy
- g) Equality policy
- h) Health and Safety at Work policy

FC19/18 Determine the time and place of meetings of the full council and committees for 2018/19 up to and including the next annual meeting of full council (see attached calendar). Set the date of the Annual Parish meeting 2019.

FC20/18 Consider planning and licensing applications:

To consider any representations to be made to Milton Keynes Council on any other planning applications validated since the publication of the agenda.

FC21/18 Receive verbal 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

FC22/18 Note the finance report (attached) including the levels of earmarked reserves

FC23/18 Consider 4 quotes and agree the expenditure to refurbish the Great Holm Community Centre subject to the completion of the asset transfer and discussion with the pre-school committee. (attached).

FC24/18 Agree the expenditure of £231.00 for the full planning application fee (with 50% reduction) to Milton Keynes Council for the MK50 art sculpture in Lodge Lake, Loughton (see attached) **and consider whether the submission should be made by the Parish Clerk.**

FC25/18 Consider funding MK Dons SET activity sessions in the summer holidays (see attached)

FC26/18 Note that a payment was authorised under the Financial Regulations 4.6 & 11.1 by the Parish Clerk. On 3/5/18 the Parish Clerk authorised urgent work by Dynorod, in consultation with Anglian Water, to clear the blocked drains and sewer at the Loughton Sports and Social Club and investigate further work that can be planned (invoice included in agenda item FC30/18).

FC27/18 Consider a quote from Dynorod for the sewers and drains at Loughton Sports and Social Club (attached) - to clear road gullies and rain water drains, electro mechanical rodding (1 day @ £750+VAT), de-scaling of the urinal pipework (half day @ £150+VAT for the first hour then £50+VAT per half hour)

FC28/18 Consider a pre-planning consultation for EE Ltd to preplace the Orange PCS Ltd installation at Great Holm Fire Station, Haddon, Great Holm MK8 9HP – referred by the Planning Committee for consideration.

FC29/18 Receive and note the progress report of the parish clerk (attached)

FC30/18 Cheques for payment:

To authorise payments to be made (attached)

FC31/18 Receive items for the next agenda

Date and time of Next Meeting: To be confirmed