



Minutes of the meeting of Loughton & Great Holm Parish Council held on Monday 18/02/19 at 7.30pm at the Moot Hall, MacIntyre, 54 Haddon, Great Holm MK8 9HP

**Present:** Councillors Todd (Chair, late), Nolan (Vice-Chair), Boland, Sargent, Jones, Dyer, Gray, Ballantyne and Howe.

**Staff present:** Parish Clerk (Bev Field)

**Members of the public present:** 1

Councillor Nolan opened and chaired the meeting.

**FC197/19 Apologies:** Apologies were received and accepted from Councillor Dransfield, who had 2 other meetings to attend.

**FC198/19 Declarations of interest:** Councillor Jones declared an interest in agenda item FC201/19 as she lives in a neighbouring property.

**FC199/19 Thames Valley Police:** The Parish Clerk explained that PCSO Cooper starts in her new role on 20/02/19 and plans to attend the next Parish Council meeting. PCSO Capstick will be returning to her role in the Parish at the start of April to bring the team up to full complement alongside PC Nisbet. A written report was received as follows:

Shenley Church End	Loughton Park
Assault 4	Burglary non-residential 2
Burglary non-residential 1	Criminal damage 1
Burglary residential 2	Theft 2
Criminal damage 5	Theft from vehicle 2
Shoplifting 3	Theft of vehicle 1
Theft 3	
Theft from vehicle 2	
Theft of cycle 3	
Total of 133 offences and 102 crime related offences	

**Agreed:**

- a) To request an explanation of the breakdown of the crime figures in relation to "crime related incidents".
- b) To request an update on the alleged assault on a 12-year-old on the bridge with Two Mile Ash.

**FC200/19 Public participation:**

**Question 1:** There is a red-way footpath in Loughton Valley Park running alongside Bradwell Rd under the bridge between the Portway flyover and Linceslade Grove, Loughton. The path is cracking; it floods and when water/ice is there it is dangerous, and the grass stays very wet which makes walking difficult. A family member slipped over there recently. The resident has raised this with the Parks Trust, but the path remains a problem. Can the Parish Council contact the Parks Trust to support the resident in asking for improved drainage?

**Answer:** Councillor Sargent replied that he is concerned about this area and that it remains wet. He has personally tried to dig out the ditches to aid drainage, but they get full quickly.

**Agreed:**

The Parish Clerk will write to the Parks Trust to request that the drainage issue is addressed.

**Question 2**

The bushes and trees by the Kam Tong restaurant have been pruned. The debris has been left and looks unsightly. Can the Parish Council help with this problem?

**Answer:** Councillor Ballantyne will contact the owner of the Kam Tong restaurant to request it is removed.

Councillor Jones did not participate in the debate or vote for FC201/19.

Councillor Todd arrived at 7.42pm

**FC201/19 Planning and licensing applications:** Representations to be made to Milton Keynes Council were considered for planning application 19/00170/FUL at 2 Snaith Crescent Loughton MK5 8HG for the erection of a detached garage; integral garage conversion and first floor side and rear extension.

**Resolved:** No objection.



Councillor Todd took the chair for the remainder of the meeting

**FC202/19 Minutes:** The minutes of the meeting held on 21/01/19 were approved as an accurate record with a correction in FC197a/19 of "Lamsden" not "Lumsden".

**FC203/19 Matters arising:**

- a) For FC187/19 The City Fibre leaflet is being delivered alongside other flyers and could be missed by householders. Progress on the delivery of the scheme is unclear.

**Agreed:** The Parish Clerk will ask City Fibre for an update and circulate the response.

- b) For FC172/18 The recruitment process is underway. 16 enquiries resulted in 6 applications for 2 vacancies. The selection panel have met and shortlisted candidates. Interviews of 4 people for the positions will be held by the Parish Clerk with Councillors Boland and Ballantyne on 23/02/19.

**C204/19 Finance:** The finance report was noted. The online banking service now makes monthly statements with opening/closing balances available online. This means that the bank reconciliation has been done much earlier and the figures for January are available to support decisions about expenditure.

**FC205/19 Cheques for payment:** The payments were authorised, including 5 for electronic payment in anticipation of this being made available by Lloyds.

**FC206/19 Emergency fire exit door repair:** It was noted that under the Financial Regulations paragraph 4.2 in consultation with Councillors Todd and Boland, the Parish Clerk authorised spending of £65.00+VAT plus parts on a new door handle mechanism at the Great Holm Community Centre to ensure that the fire escape route was accessible and that children could be safely contained.

**FC207/19 Resource books for Members:** A NALC book called "*Local Councils Explained*" by Meera Tharmarajah (2013) was suggested by the Parish Clerk for each Councillor following the Parish Council election on 02/05/19. 10 copies would cost £177.40 + postage (with a NALC members discount of £472.50).

**Resolved:**

- a) To purchase 10 copies of "*Local Councils Explained*" by Meera Tharmarajah for each Councillor following the election on 02/05/19
- b) To delay the purchase if a revised edition is to be issued later in the year.

**FC208/19 Office Equipment:** Office equipment will be required for the 2 new members of staff, dependent on their own phones and the capacity of the Chromebook that is currently owned. The task of inspecting following lettings may be transferred to the Premises Assistant job description, therefore, the caretaker/cleaner would not need a tablet.

**Resolved:** Expenditure is approved for the following items if they are required:

- a) 2 x mobile phone at a maximum monthly cost of £10.00 (contract or pay as you go)
- b) Laptop or tablet for the Premises Assistant at a maximum price of £400.00 + VAT plus relevant software
- c) Tablet for the caretaker/cleaner (if necessary) at a maximum price of £200+VAT
- d) Parish Clerk to obtain the best price available at the time of purchase.

**FC209/19 Section 137 grant application:** An application by Great Holm Pre-School for a grant of £500.00 towards a summer event on 29/06/19 in Great Holm was considered. The aim is to fundraise, promote the Pre School and to provide an enjoyable event for the wider community. £1500.00 is available in the s137 grant budget for 2018/19.

**Resolved:**

- a) To approve a grant of £500.00 on the condition that the Parish Council will participate in the event by promoting wider use of the Community Centre.
- b) To use part of the grant to pay Milton Keynes Play Association directly to support their inclusion and access the reduced Parish Council rates, if this service is being paid for by GHPS.

**FC210/19 Use of Playing Field:** Great Holm Pre-School have requested to use the Community Centre and playing field in Kensington Drive, Great Holm to hold an open event day on Saturday 29/06/19 for families, carers and residents in the area.

**Resolved:**

- a) To give permission for the use of the playing field in Kensington Drive, Great Holm on 29/06/19 for the open event day free of charge.
- b) Great Holm Pre School must provide insurance for the event.
- c) To participate in the event as an opportunity to show residents around the Great Holm Community Centre and promote lettings.



**FC211/19 Traffic management for roadworks:** Ways to alleviate congestion around the traffic management system proposed for the roadworks in Dansteed Way for February to May 2019 were considered. Dansteed Way is a grid road and should not have a crossing on it; this plan is contrary to the design of the Milton Keynes grid system, but insufficient s106 infrastructure funding was secured to build underpasses in keeping with the grid roads.

**Resolved:** The Parish Clerk to write to the Highways Team of Milton Keynes Council to express concern about the effect on the Parish and ask what mitigating proposals the Highways Team have in place.

**FC212/19 Community Policing:** Updates on community policing from Thames Valley Police and Shenley Church End Parish Council were considered. The number of officers has been reduced in recent years and the Parish Council values the police presence and contribution. A new PCSO needs time to settle in and get to know the local people, schools and contacts to help with identifying offenders. This local engagement has been missing in recent months. Councillor Nolan raised the issue at the Milton Keynes Council cabinet with the Police and Crime Commissioner, who said it was a budget issue and the Parish is a low-crime area. A Police community forum is due to take place. PCSO Cooper is due to start in a new role on 20/02/19, PCSO Capstick plans to return at the start of April and PC Nisbet covers the area.

**Resolved:**

- a) To write to Superintendent Hitch expressing concern at the lack of police presence in the area, and the importance of the forum to discuss the issue alongside Shenley Church End Parish Council.
- b) The Parish Clerk to write to the Parish Clerk of Shenley Church End to suggest a joint discussion in the Police forum due in February 2019.

**FC213/19 Milton Keynes Community Safety Partnership:** The Safer MK team requested that the Parish Council adopts an information sharing protocol (*Crime and Disorder Act 1998 section 17a*) and appoint a "Designated Liaison Officer" (*section 115*). The *Data Protection Act 2018 schedule 2 part 2* allows the exchange of personal and anonymised data for the prevention of crime, apprehension or prosecution of offenders. Parish Councils are listed as "Relevant Authorities" with the power to share information.

**Resolved:**

- a) To adopt the Safer MK Information Sharing Protocol
- b) The Parish Clerk to be the "Designated Liaison Officer" if required.

**FC214/19 Pavilion lease:** The heads of terms negotiated with The Grumpy Cook for the management lease of the Pavilion, Lincelade Grove, Loughton were considered. The café will not be asked to open on Bank Holidays, the equipment that the business installs and provides will belong to the business. The rent has been offered by the tenant and will provide a reasonable income for the Parish Council while opening the facility up to the community. Any signage or alterations are subject to approval by the Parish Council. The tenant has agreed to promote community use of the Pavilion. Geoffrey Leaver Solicitors have been consulted and have provided a quote for the agreement and contract work plus land registry documentation.

**Resolved:**

- a) To approve the heads of terms for the 10-year lease of the Pavilion, Lincelade Grove, Loughton to the Grumpy Cook, and to execute the lease.
- b) To commission Geoffrey Leaver Solicitors at a cost of £1750.00+VAT plus disbursements to produce an agreement for lease, execute the lease and make a land registry compliant plan.

**FC215/19 Calendar of meetings:** The dates for meetings in April and May 2019 have been revised, to accommodate the legal requirements for Parish meetings, Annual Council meetings, Bank Holidays, the election and signing declarations of office following the election, whilst ensuring that normal Council business takes place (*Local Government Act 1972 schedule 12 (7,14) and section 83*).

**Resolved:**

- a) To agree the revised calendar and publish it on the Parish Council website.
- b) Venue and date for the Parish Meeting to be confirmed by the Parish Clerk dependant on availability.

**FC216/19 Annual Parish Meeting:** (*Local Government Act 1972 schedule 12 part III*). The Chair of the Parish Council has called for an Annual Parish Meeting to be convened. This is the formal opportunity each year for the Council (through the Chair) to be available to the community and to take questions and comments. Advice has been sought regarding a hustling event from the Milton Keynes Council elections officer and the SLCC, to encourage residents to participate in local democracy. If this is a non-selective open event it will be acceptable during the "purdah" period prior to the election when the Parish Council must not support any publicity for an individual or political party (*Local Government Act 1986 s2*, and the *Code of Recommended Practice on Local Authority Publicity 2011*). Other options for the evening were considered. The Parish Council has undertaken a lot of work this year and these projects should be highlighted to the community.



**Resolved:**

- a) That at the Parish Meeting, the Chair will provide a report to the community and take questions and comments.
- b) To promote the achievements of the Parish Council particularly with the two premises.
- c) To invite community group leaders to give a short update on their group.
- d) To provide refreshments.
- e) To pay for a leaflet to be delivered to each household to promote the event, ideally as a solo drop.

**FC217/19 Parish Clerk:** The report of the Parish Clerk was noted. The Clerk confirmed she had spent the day at the Great Holm Community Centre with 2 separate plumbing contractors for the kitchen sink update and the replacement of the LST radiators.

**FC218/19 Reports from members:** Members reported attending the following external meetings:

- a) **Loughton and Great Holm Neighbourhood Action Group (NAG):** Councillor Ballantyne reported that the last NAG meeting was on 07/01/19 as previously noted. NAG are planning a "Picnic on the Green" event on 07/07/19. Councillor Ballantyne is considering a proposal for a "Decorated House Competition". The plan is to promote and judge Christmas light decorations. It is intended to be a fun activity with a map of participating dwellings. Some discussion took place regarding environmental issues and the use of solar lights, the public sector equality duty and that it is intended as a fun event that is accessible, because the lights are public and there for everyone to enjoy.
- b) **Milton Keynes Council:** Councillor Nolan reported That the Milton Keynes University design competition has attracted interest from 103 countries, and the prize will be to construct the winning design. She went on a tour of the Recycling Factory with a talk and practical information that was interesting. The Parish Council coffee morning was well attended (17 people) with 4 people coming who were new to the area. Milton Keynes Council has a budget meeting on Thursday. Michael Bracey has been appointed as the new CEO which has meant an internal re-organisation of the management structure. For the Children & Families portfolio, Councillor Nolan is looking at ways to promote science, technology, engineering and mathematics (STEM) from pre-school through to Milton Keynes University, to build these skills locally. She also praised the work of Foster Carers in Milton Keynes, and the adoption agency who do amazing work. Councillor Nolan met with the Guinness Partnership who own Cavendish house to support tenants in discussed how repairs and complaints are dealt with. Pothole repairs are ongoing in Loughton, with over 20,000 potholes to be filled across Milton Keynes. Milton Keynes Council has resolved to aim to be the greenest city in the world through reducing the carbon footprint by 2030.
- c) **Members Attending Other Meetings:**
  - (i) Councillor Sargent attended the funeral of Lyn Rose on 14/02/19. Lyn was a former Parish Councillor who was active in the local community. A commemorative seat for her is being planned in the churchyard.
  - (ii) Councillor Ballantyne thanked Councillor Gray for the invitation to the multi-disciplinary art installation called "*Border-Zone: Dreams, Memories & Realities*" at the Milton Keynes Museum - New Galleries in Wolverton on 06/02/19.
  - (iii) Councillor Todd attended the Jubilee Graveyard Committee on 03/02/19. There is a small amount of income due to the Parish Council (approx. £350.00). There is an increased demand for cremation plots and the site will be rearranged to include an extra line of plots for ashes. Charges will increase by an annual review to keep them in line with the rate of inflation.

**FC219/19 Items for the next agenda:** None

**Date and time of Next Meeting:** Monday 18/03/19 2018 at 7.30pm at the Moot Hall, MacIntyre, 54 Haddon, Great Holm MK8 9HP

The meeting closed at 10.13pm

Signed:



Date:

18.3.19