



**Minutes of the annual meeting of Loughton & Great Holm Parish Council held on Monday 21<sup>st</sup> May 2018 at Holmwood School, Kensington Drive, Great Holm, Milton Keynes MK8 9AB at 7.30pm**

**Present:** Councillors Todd (chair), Nolan (vice-chair), Gray, Dyer, Dransfield, Boland, Jones, Sargent and Howe.

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

**Members of the public present:** 1

**FC01/18 Apologies:** Apologies were received and accepted from Councillor Ballantyne

The Parish Clerk chaired the elections to the offices of chair and vice-chair for 2018-19

**FC02/18 Election of chair for 2018-19:**

1 nomination was received for the office of chair to the Parish Council. Councillor Todd was nominated by Councillor Boland and seconded by Councillor Sargent. Councillor Todd accepted the nomination.

For: 8 Against: 1

**Resolved:** Councillor Todd was elected chairman of Loughton and Great Holm Parish Council for 2018-19

**FC03/18 Declaration of office:** Councillor Todd signed the Declaration of Office.

**FC04/18 Election of vice-chair for 2018-2019:** there were 2 nominations for the office of vice-chair.

Councillor Jones was nominated by Councillor Sargent and seconded by Councillor Howe

Councillor Nolan was nominated by Councillor Dyer and seconded by Councillor Todd.

Councillors Jones and Nolan accepted their nominations.

Councillor Jones 4 votes Councillor Nolan 5 votes

**Resolved:** Councillor Nolan was elected as the vice-chair of Loughton and Great Holm Parish Council for 2018-19

**FC05/18 Declaration of office:** Councillor Nolan signed the Declaration of Office

Councillor Todd resumed the chair.

**FC06/18 The crime statistics report was received from Thames Valley Police**

There were 121 reported occurrences for the Policing area of Loughton Park for the month of April.

75 of these were crime related incidents, not of public interest, for example; domestic reports, incidents at the Youth Offenders Centre and Woodhill Prison, missing people and safety protection reports created by the Police for vulnerable people in the area. In Loughton the occurrences included 4 of criminal damage, 1 of bilking, 2 thefts and 1 domestic violence incident.



**Resolved:** To ask the Neighbourhood Policing team to clarify whether any crime took place in Great Holm, since only Shenley Church End and Loughton are mentioned as locations. To circulate the response to Councillors.

**FC07/18 Public participation:** Councillor Gilbert (Ward Councillor for Loughton and Shenley) explained that his contact details are now on the Milton Keynes Council website and that he is looking forward to working with the Parish Council.

**FC08/18 Declarations of interest:** Councillors Dransfield and Gray declared a personal interest in agenda item FC25/18.

The register of Councillor's interests was discussed, and it was explained that following the election the register is completed, and that it is a Councillors responsibility to update the register when necessary.

**Resolved:** The Parish Clerk was asked to remind Councillors of their details on the register of interest and how to update the register.

**FC09/18 Minutes of previous meetings:** the minutes of the following meetings were approved as an accurate record with one amendment:

- a) Monday 15<sup>th</sup> May 2017 (annual council)
- b) Monday 16<sup>th</sup> April 2018 (ordinary meeting) – that apologies from Councillors Dransfield and Sargent are noted at the start of the Parish meeting in addition to the ordinary meeting of Full Council.

**Agreed**

**FC10/18 Matters arising** – Councillor Dyer noted that agenda item FC18/16 in the minutes of 15/05/17 stated that a second bench was planned but not delivered for the Petworth play park refurbishment.

The Parish Clerk confirmed that this was raised during the landscaping review and a request has been made to Milton Keynes Council.

**FC11/18 The draft minutes of the following committee meetings were noted with the following comments:**

- a) Finance and Staffing Committee meeting on 12/3/18 - agenda item FS40/18 Councillor Dransfield raised concerns from residents that the Loughton Sports and Social Club may be closing.
- b) Planning Committee meeting on 5/2/18 - for agenda item PC29/18a 6 Weldon Rise, Loughton, Councillor Dransfield stated that he withdrew his objection to the gates following the change of design, since he did not hear any further objections from residents.
- c) Loughton Sports Ground Committee on 12/4/18. The terms of reference have not been reviewed, and will be considered at the full council on 18/6/18

**Noted**

**FC12/18 The 2018 model Standing Orders as recommended by NALC** and adapted for Loughton and Great Holm Parish Council were approved and adopted

**Agreed**

**FC13/18 The Terms of Reference for the following committees were approved and adopted:**

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

**Agreed**



**FC14/18 Existing committees and working groups for 2018/19 were reviewed and membership is as follows:**

- a) Planning committee**  
Councillors Sargent, Jones and Dyer.  
Substitutes Councillors Howe, Todd and Ballantyne
- b) Finance and Staffing committee**  
Councillors Boland, Howe, Dransfield, Ballantyne and Todd
- c) Loughton Sports Ground committee**  
Councillors Todd, Boland and Gray
- d) Lodge Lake signs sub-committee**  
This committee is dissolved
- e) Editorial board**  
Councillors Todd, Dransfield, Nolan, Gray and Jones
- f) Neighbourhood Development Plan committee**  
Councillors Nolan and Todd

**FC15/18 Representation of the Parish Council on external bodies for 2018/19 was reviewed and agreed as follows:**

- a) Jubilee Graveyard committee**  
Councillors Todd and Sargent
- b) Milton Keynes Parishes forum**  
Councillor Sargent, substitute Councillor Todd
- c) Approved Premises committee**  
Councillors Nolan and Dyer
- d) Loughton and Great Holm Neighbourhood Action group**  
Councillor Gray
- e) Buckinghamshire and Milton Keynes Association of Local Councils**  
No representation
- f) Shenley Leisure Trust**  
Councillor Jones and Barry Connell (resident representative)
- g) Hugh Parke Charitable Trust**  
Councillors Boland and Dransfield

**FC16/18 Section 137 funding.** It was noted 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.

**Noted**



**FC17/18 The following financial documents and arrangements for 2018/19 were reviewed and updated:**

**a) Land and asset register**

**Resolved** to inquire from the previous Parish Clerk the location of 2 laptops. To locate the table tennis table at the Great Holm Community Centre and review the land and asset register at the next meeting of full council.

**b) Financial Risk Assessment**

**Agreed and adopted** with the addition at no.11 "to backup all information including payroll"

**c) Financial Regulations**

**Agreed and approved**

**d) Confirmation of insurance cover arrangements**

**Agreed and approved**

**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)

**Agreed and approved** to pay for membership of the NALC, B&MK ALC and SLCC for the coming year

**FC18/18 The following codes, policies and procedures for 2018/19 were reviewed and updated:**

- 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

**Agreed and approved**

**FC19/18 The time and place of meetings of the full Council and committees for 2018/19 were considered and agreed with the following points:**

- Venues will only be booked until December 2018 to allow time to consider use of the Great Holm Community Centre,
- The Moot Hall, Great Holm will be booked for full Council meetings. The Memorial Hall in Loughton will be booked for all committee meetings.
- The Parish meeting will be held on a separate evening to the ordinary Council meeting.
- 2019 is an election year and full Council must be held within 14 days of the election. As a result, the rota of meetings will vary from the usual pattern. Therefore, taking bank holidays into account, the meetings for April and May 2019 will be as follows:

1<sup>st</sup> April 2019 Full Council and Planning Committee combined meeting

15<sup>th</sup> April 2019 Annual Parish Meeting

29<sup>th</sup> April 2019 Planning Committee

13<sup>th</sup> May 2019 Annual Council

**Agreed**



**FC20/18 Planning** - No planning or licensing applications were validated since the publication of the agenda

**FC21/18 Verbal reports were received from members attending external meetings:**

**a) Loughton and Great Holm Neighbourhood Action Group**

Councillor Gray reported that no meetings had taken place

**b) Any ward Councillors present to report on Milton Keynes Council meetings**

Councillor Nolan met with the manager of the Approved Premises as the Ward Councillor, to support a concerned resident who is unhappy with the smoking, noise and swearing in the garden. The situation was reported to have improved and the Manager suggested moving the smoking area to behind the garage. The Manager was engaged with managing the behaviour of the residents, has contacted the other neighbours and is in daily contact with the shop. There have been no problems in the underpass recently. An Approved Premises Committee meeting has been arranged in 2 weeks' time.

Councillor Nolan reported that following the election there is a Conservative majority at Milton Keynes Council which will still need to be run in a political partnership. A motion of no-confidence in the Labour leader was defeated. Councillor Hopkins, the outgoing mayor, raised approximately £22,000 for Ride High Equestrian Centre in Loughton. The mayor for 2018/19 is Councillor Petchey whose chosen charity is the Bus Shelter MK, a homeless shelter. Maria Priestley will be working with the Parishes. Councillor Nolan is continuing as the lead member for Children and Families.

Councillor Dransfield reported that the Conservatives have 24 seats, Labour 21 seats and Lib-Dem 12 seats at Milton Keynes Council for 2018/19. The leadership motion was to remove the leader from the post, which is a 4-year appointment, and the result means a Labour administration.

Dan Gilbert was welcomed as the new Ward Councillor for Shenley and Loughton.

**c) Members to report back on any other meetings that they may have attended:**

Councillors Todd and Boland had a meeting regarding the possibility of re-establishing a cricket square at the Loughton Sports Ground. Quotes have been requested from Serco and from SGS who maintain the grounds with alternatives for astro-turf.

Councillor Jones left the meeting at 9.30pm

**FC22/18 Finance report** - was noted, including the levels of earmarked reserves (Financial Regulation 4.10) as follows:

£16,000	Landscaping
£11,250	Parish Office fund
£28,300	Great Holm Community Centre
£10,500	MK50 Art Work (agreed the £7,000 was increased on 19/2/18 agenda FC184/18)
£ 5,000	Lodge Lake trim trail
£ 8,646	Refurbish Pirates Play Area

**Agreed**

**FC23/18 4 quotes to refurbish the Great Holm Community Centre** - subject to the completion of the asset transfer and discussion with the pre-school committee were considered. The asset transfer deeds are imminent.

There is not a management plan, business plan, committee, detailed information about the finances, staff, marketing or bookings in place.



Councillor Howe requested that the minutes show that he does not agree with the decision for the asset transfer, that the Parish Council has failed to negotiate funding from Milton Keynes Council to refurbish the building and is disappointed that there is no business plan, despite asking for one 8 months ago.

Agenda item FC 76/17 on 18/09/18 was reviewed. The agenda item was titled "*Transfer of the Freehold Ownership of the Great Holm Community Centre to Loughton & Great Holm Parish Council, Including Approval to Execute the Agreement and Transfer Deed with Milton Keynes Council*". The resolution wording was:

*"That the agreement to transfer the freehold ownership of the Great Holm Community Centre to Loughton & Great Holm Parish Council be approved.*

*That clarification of the legal issues outlined by Councillor Dransfield be reported back at the next Full Council meeting."*

**Proposal** by Councillor Howe seconded by Councillor Dransfield:

To delay the refurbishment of the Community Centre to allow time to consider the finances and management of the Centre.

For 3 votes Against 4 votes Abstain 1 vote

**Motion failed**

**Resolved:**

a) To approve the quote of £17,578.00 + VAT by RPL to refurbish the Great Holm Community Centre, to include new kitchen units and worktops. This quote was more detailed and compliant with the tender. To arrange the work to be delivered in the school summer holidays.

b) To delay the decision regarding the paintings on the outside walls to June 2018

**Proposal** by Councillor Howe and seconded by Councillor Dransfield:

To call an extra-ordinary meeting of full Council to consider the finances and management of the Great Holm Community Centre

For: 3 votes Against 4 votes Abstain 1 vote

**Motion failed.**

**Agreed:** to put the Great Holm Community Centre on the agenda for the next full Council

**FC24/18 MK50 art commission** - the expenditure of £231.00 for a Planning application (with 50% discount) to Milton Keynes Council for the MK50 art sculpture in Lodge Lake, Loughton was considered, and whether the Parish Clerk should submit the application

**Resolved:** to pay £231.00 for a planning application to Milton Keynes Council for the MK50 art sculpture to be sited in Lodge Lake, Loughton. The Parish Clerk to prepare and submit the application.

**FC25/18 A request to fund MK Dons SET activity sessions in the summer holidays was considered**

**Resolved:** to pay for 6 sessions of MKDons SET in the school summer holidays for 3-16-year olds, with 3 sessions each in Great Holm and Loughton. 2 coaches will be present at a cost of £50.00 per hour. Any unused sessions remaining from ward monies at Easter will be delivered in addition to these sessions.

**FC26/18 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). **Noted**



**FC27/18 Consideration of a quote from Dynorod** for the sewers and drains at Loughton Sports and Social Club was deferred to the next meeting

**FC28/18 A pre-planning consultation for EE Ltd to preplace the Orange PCS Ltd installation at Great Holm Fire Station, Haddon, Great Holm MK8 9HP was considered**

**Resolved:** to respond as recommended by the Planning Committee; that the pre-consultation is premature, since the Fire Station is likely to be sold next year, following a merger of Fire Stations. The siting of the equipment now, could potentially hinder any proposals for a new development on the site.

**FC29/18 Progress report of the parish clerk** was deferred to the next meeting

**FC30/18 The cheques for payment were authorised**

**FC31/18 Items agreed for the next agenda:**

- Review the Terms of Reference for the Loughton Sports Ground Committee
- Consider quotes and agree expenditure for landscaping work in Loughton and Great Holm
- Consider management plans for the Great Holm Community Centre
- Review the land and asset register

**Date and time of Next Meeting:** 18/06/18 at the Moot Hall, Macintyre, 54 Haddon, Great Holm MK8 9HP at 7.30pm

The chairman closed the meeting at 11.00pm



Signed

Date

18.6.18