



**Loughton & Great Holm Parish Council
Full Council**

Minutes of the meeting held on Monday 16/07/18 at Moot Hall, MacIntyre, 54 Haddon, Great Holm MK8 9HP at 7.30pm

Present: Councillors Todd (Chair), Nolan (Vice-chair), Sargent, Boland, Dyer, Jones and Ballantyne.

Staff present: Bev Field (Parish Clerk).

Members of the public present: none.

FC56/18 Apologies:

Apologies were received and accepted from Councillors Howe, Dransfield and Gray.

FC57/18 Minutes of previous meetings:

The minutes of the meeting held on 18/06/18 were approved and signed as an accurate record with the following addition: FC38b/18 "open to pedestrians".

Approved

FC58/18 Minutes of committee meetings: The draft minutes of the following meetings were received and noted:

- a) Finance and Staffing Committee 11/06/18
- b) Planning committee 02/07/18

Noted

FC59/18 Matters arising:

None. This agenda item should not include any debate or discussion of past resolutions. The Chair will accept questions about the implementation of decisions.

FC60/18 Declarations of interest:

None.

FC61/18 Crime statistics report for June 2018 from Thames Valley Police:

Arson: SCE x 2
Burglary - business premises: LOU x 2
Burglary - residential: SCE x 1 LOU x4 (garages only)
Drugs: SCE x 1 LOU x 2
Robbery: SCE x 2
Shoplifting: SCE x 3
Theft: SCE x 7 LOU x 2
Theft from vehicles: SCE x 6 LOU x 4
Theft of cycles: SCE x 3 LOU x 1

The crime statistics combine Loughton and Great Holm and will no longer identify each part of the Parish due to time constraints. Therefore, the description of "Loughton" actually means "Loughton and Great Holm".

Noted

FC62/18 Public participation: None present.

FC63/18 External meetings: verbal reports were received from members attending the following:

a) Loughton and Great Holm Neighbourhood Action Group (NAG)

Councillors Dyer and Ballantyne reported that the NAG are organising the "Picnic on the Green" event at Lakeview Green, Great Holm on Saturday 21/07/18 from 1-4pm. The Parish Clerk organised a leaflet to be printed and delivered.

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

Councillor Nolan reported on Milton Keynes Council (MKC):

- MKC will be discussing unauthorised encampments on 18/07/18. Work is being considered to erect natural barriers to sensitive sites.
- The National Litter Strategy was discussed at the cabinet meeting and the work of the Loughton and Great Holm NAG was mentioned as an example of having community champions for each road.
- ~~Denbigh School was one of 12 schools who~~ received an Inclusion Award ^{including} ~~Hazely, Loughton + Loughton~~ Manor schools.
- Milton Keynes University (MKU) will be sited between the rail station and the Hub. It may put pressure on Loughton and Great Holm for accommodation. It is part of the MK Futures 2050 programme and there will be a competition to design an iconic building for the new University.

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

Councillor Dyer attended a Get Sorted! recycling information event on behalf of the Parish Council. There was an exchange of recycling ideas, mostly with larger Councils who employ wardens. Resources were made available for the "Picnic on the Green" event.

FC64/18 Parish Clerk's report: The progress report of the Parish Clerk was noted.

Noted

FC65/18 Section 137 grant report: A report was received from All Saints Church.

Resolved: To write and thank the organisers for their hard work in putting on a wonderful event, which attracted a lot of people from the Parish. The parking was well organised, and the flyover of the Lancaster Bombers was impressive. Putting stalls along Church Walk was a good idea and the bells pealed for 2 hours to mark the 800th anniversary of All Saints Church.

FC66/18 Finance: the finance report was received and noted.

Noted

FC67/18 Audit report: the internal audit report for 2017/18 was received and noted with thanks.

Noted

FC68/18 Cheques for payment: The cheques were authorised for payment.

FC69/18 Electronic payments: suppliers increasingly prefer electronic payment. The specific control procedures with Lloyds Bank are in accordance with the guidance in "Governance and Accountability for Smaller Authorities in England 2018" (section 5.35 and 5.36) and the Financial Regulations (section 6).

Resolved: To arrange online viewing and authorising of payments with Lloyds Bank. The RFO will be the creator/instigator of payments and 2 Councillors will authorise each payment, not including the Chair of the Finance and Staffing Committee (Financial Regulation 2.2). The RFO will support Councillors to access the online system.

FC70/18 Blocked sewers and surface drain water pipes: the Dynorod quote to dig out the blocked sewers and surface water pipes in the car park at Loughton Sports and Social Club was considered.

Resolved: to commission Dynorod for electro-mechanical rodding and descaling of the sewers and surface water pipes in the car park at the Loughton Sports and Social Club, as per the quoted estimate of £1050.00+VAT minimum.

FC71/18 Installing benches: Quotes were considered for installing benches at three locations, which all have agreement from the relevant authority for the Parish Council to fund. Consideration was given to the locations, concern about littering, consultation with residents, vandalism, design and desirability.

Resolved:

- a) Petworth play park, Great Holm: the 4 Great Holm Councillors will consult the local residents around the park regarding a second bench and the position of the bench. If there are no serious objections, to proceed with the Broxap anti-vandal bench (£674.00 including delivery) with installation by Serco for an extended base (£500.00) (4 in favour of a bench, 2 against, 1 abstained).

Resolved (continued):

- b) Lakeview Village Green, Great Holm: Not to place a bench on the Green (2 in favour of a bench, 3 against, 1 abstained)
- c) Lodge Lake by the Kam Tong restaurant, Great Holm (replacement of broken bench which has been removed): Not to replace the bench.

FC72/18 Dog and litter bins: the provision of bins around Lodge Lake and the Loughton Sports Ground, and the frequency of the emptying service was reviewed. Marcus Young Landscapes have given a fast and efficient service in responding to recent misuse of the bins, vandalism and a bin that was burned.

Resolved:

- a) To increase the collection to those bins already having an extra collection on Saturday, to 4 empties per week.

To add bin LPC11 (by the Kam Tong restaurant (by Attingham Hill/Portway, Great Holm) to this list so that it is emptied 4 times per week. This would be 9 bins in total having 4 empties per week.

To increase the bins that are often 75%+ full to 3 empties per week. These are bins no. LPC12, LPC14, LPC23, LPC25.

To review the collections in September, anticipating that they may be able to reduce in the Winter season when there are fewer visitors to Lodge Lake.

- b) To replace the burnt bin LPC11 near to the Kam Tong restaurant by Attingham Hill/Portway, Great Holm with a bin with a metal liner, as per the quote from Marcus Young Landscapes for a Glasdon metal lined bin £110.04+VAT plus £30.00+VAT installation. Due to the urgency of getting a replacement in use, consideration for relocating the bin (which would require a new post) was deferred. The Parish Clerk to purchase stickers for the bins.

No new bins will be provided.

- c) The Parks Trust requested that the Parish Council considers ways to promote taking litter home. An article will be included in the Parish Newsletter.

FC73/18 Cleaning the obelisk in Great Holm: quotes and methods for the removal of efflorescence from the obelisk in Kensington Drive, Great Holm were considered. As a symbol of Great Holm, it is important to maintain the appearance of the obelisk.

Resolved:

- a) To remove the efflorescence from the obelisk (5 in favour, 2 against)
- b) That if the proposal to remove the efflorescence is approved, to use See Brilliance (2 in favour of Building Transformation, 2+Chairmans' casting vote in favour of See Brilliance)
- c) To commission See Brilliance to remove the efflorescence from the Obelisk in Great Holm, to be co-ordinated by Aitchison & Raffety during the refurbishments of the Great Holm Community Centre in August 2018 (3 in favour, 2 against, 2 abstained).

FC74/18 Landscaping: a quote from Serco was considered to weed, rotavate and re-sow wild flowers in the Millennium Meadow. The flower swathes will be reduced to a 1 metre strip alongside the path and the rest will be returned to grass. Serco have accessed their community fund for the cost of the wild flower seeds and wish to include the local school with the sowing of the seeds.

Resolved: to pay £75.00 for the preparation and weed control of the ground in September/October 2018. To liaise with Serco and the School to involve the eco-warriors in the project.

RT

FC75/18 Great Holm Community Centre:

- a) Electrical Safety Check – there is no record of the electrical circuits being checked.
Resolved: to accept the quote from CW Electrical for an electrical installation condition report for 12 circuits and portable appliance testing (PAT) for up to 50 appliances at the cost of £320+VAT.
- b) Security - The Great Holm Community Centre has an unrecorded number of keys in private ownership, which may not be returned. The property is not secure.
Resolved: to accept the quote from GPM Locks for the locks to be replaced with a restricted-access system for £455.50+VAT plus 9 extra keys at £10.50 each. This quote was the most accurate to the specification and included the case and door plates. All the quotes are subject to change once the cylinders are accessed. To request that any damage to the doors is rectified prior to RPL starting work in August.
- c) Kitchen appliances - Following the asset transfer, an inspection of the property revealed that the kitchen oven has a broken glass door and emits a smell that apparently is caused by a plastic cup having been baked during a weekend party letting. The oven is not in use and is a hazard. The current fridge is 1 year old; the microwave and kettle are old but are in working order. RPL were consulted and a dishwasher with a reduced number of sinks was suggested, with the option of a hob and oven. A new sink was not included in the original tender and quote. A quote from RPL is due for these items; with an estimated maximum of £1500.00 for the hob, sink and dishwasher with installation.

Resolved: To approve the inclusion of a dishwasher, hob, oven, sink (one plus a half-sink) and taps (5 for 2 against).

To delegate to the Parish Clerk the authority to agree the final quote for these items in order that the work can proceed in August as planned.

FC76/18 Planning applications: Representations to be made to Milton Keynes Council were considered for the following planning applications:

- a) 18/01165/FUL 91 London Rd, Loughton MK5 8AF for a side and rear extension to house
Resolved: No objection
- b) 18/01635/FUL 72 London Rd, Loughton MK5 8AQ for the enlargement of existing windows on the rear elevation
Resolved: No objection
- c) 18/01613/FUL 70 London Rd, Loughton MK5 8AQ for a single storey front and rear first floor side single extension with associated internal/external works.
Resolved: No objection

FC77/18 Recently validated planning applications: None.

FC78/18 The following items were received for the next agenda:

- Review the dog bin emptying service.
- Update on the Loughton controlled parking zone (Councillor Todd to provide a report)
- To consider a resolution regarding parking on the pavement (Councillor Nolan to consider the wording).

Date and time of Next Meeting: Monday 17th September 2018 at 7.30pm at the Moot Hall, Macintyre, 54 Haddon, Great Holm MK8 9HP

The chair closed the meeting at 10.12pm



Signed by Chair:

Date:

17.9.18