

# Broughton and Milton Keynes Parish Council

(Including Atterbury: Middleton: Oakgrove)

## Minutes of the Parish Council Annual General Meeting

Held on

Monday 14th May 2007 in Milton Keynes Village Hall at 7.15pm

**Present:** Mrs Jenny Brighton; Mr Ian Mitchell; Mr Richard Peters; Mrs Monica Watkins; Mr Peter Johnson; Mrs Katrina Deacon; Mr Alex Kidd (from item 7a); Mr David Miller – outgoing Clerk; Mrs Helen Ward – new Clerk; and 2 members of the public. Ward Cllr Sam Crooks for Items 6e-7e.

Helen Ward welcomed everyone to the meeting.

### 1 Apologies for Absence

Mr Robert Brown

### 2 Election of Chairperson

Ian Mitchell nominated Alex Kidd for the position of Chair for the year, and this was seconded by Jenny Brighton and, there being no other nominations, Alex Kidd was elected as Chair by the Council.

### 3 Election of Vice-Chair

Monica Watkins nominated Ian Mitchell for the position of Vice-chair for the year, and this was seconded by Richard Peters and, there being no other nominations, Ian Mitchell was elected as Vice-chair by the Council.

### 4 To receive declaration of Acceptance of Office & Register of Interest forms

The Acceptance of Office & Register of Interest forms were submitted from the 8 Parish Councillors, signed and countersigned by the clerk.

### 5 To confirm the minutes of the Parish Council Meeting held on 2<sup>nd</sup> April 2007

Apart from a spelling mistake on page 2, item f: (should be *previous* rather than *precious*), the minutes were agreed by the Council and were signed by Ian Mitchell.

### 6 Matters arising from the previous meetings

#### a. M1 J14

A capacity improvement explanatory note had been circulated to councillors prior to the meeting, however it was felt that the document did not address the issues raised on traffic flows. It was agreed that we should ask for a set of drawings showing the junction layouts at the 3 roundabouts.

**Action: Clerk to follow up**

#### b. Installation of 3 dog bins in Broughton Leys

Quotations had been received for supplying 3 dog bins from JRB Enterprises at £149.00 + VAT, installation by Ron Todd at £25.00 per bin, and emptying by AH Contracts at £2.51 per week per bin.

The Parish Council agreed that the Clerk should proceed to order and arrange installation of 3 dog bins in Broughton Leys. The 3 locations have been authorised by Milton Keynes Council and The Parks Trust.

**Action: Clerk to follow up**

c. Drainage problems on football pitch

The football club have incurred costs of £2,428.95 for drainage improvement work last summer. The Parish Council previously committed £1,000 and the Parish Partnership Fund 05/06 also allocated £1,000.

The football club have not yet provided us with receipts for the work undertaken. Upon receipt of this documentation, it was agreed that the Parish Council would issue a cheque to the football club for £1,000 and pursue to claim £1,000 from the Partnership Fund, which if successful would be passed on to the football club.

The Parish Council would re-visit at a later date any further capital work that may be required.

**Action: Clerk to follow up**

d. Paddock Proposal – land behind Parneleys

Ben Ruston at English Partnerships has asked for some available dates for a meeting with himself, the Parks Trust, the Parish Council and Milton Keynes Council to discuss the way forward. Jenny and Alex will represent the Parish Council and will propose some dates to the clerk to forward on to Ben.

**Action: Clerk to follow up**

e. Allotment ditch clearance

The Parish Council agreed that any work on the ditch clearance should be deferred until the development of Middleton South.

A discussion on allotments followed -

Two of the allotments had recently been sub-let to new holders; they would take formal possession when the existing tenancy expires on 30<sup>th</sup> September. The Parish Council felt that allotments should be offered to the people on the waiting list and that this is the fairest way to allocate. We then ensure the deposit is paid and the new tenant becomes responsible for the plot under the terms of the tenancy. The allotment rules do state that the tenant shall agree not to sub-let, assign, or part with possession of the allotment area or any part of it without the written consent of the Parish Council.

It was suggested that Alex would be asked to attend the Allotment holders meeting on 24<sup>th</sup> May to re-iterate with Peter that sub-letting is against the rules.

It was agreed that allotments should be on the agenda for the next meeting to define the role of the Parish Clerk and Councillor.

f. 12 Walton Road

Geoffrey Leaver solicitors are currently drafting the Deed of Easement. The Parish Council agreed that if this needs to be signed prior to our next meeting, then 2 councillors would read on behalf of the Parish Council and the Chair would sign the document.

## 7 Finance

a. Draft Accounts for 2006-7

The clerk had circulated, with the agenda papers, the Income & Expenditure Account; the Balance Sheet, and also the quarterly Receipts and Payments compared with budget.

As a result of the balance between Income and Expenditure being more favourable than budgeted, a further £13,076 was added to the General Fund in the year.

It was agreed not to create any new earmarked reserves despite the under spend against budget in 2006/07. Councillors noted that a deficit budget had been set for 2007/08.

David Miller advised of a VAT discrepancy of 5p. It was agreed no further action is required.

David Miller advised that a newsletter advertising debt of £13.75 from February 2006 had not been chased, as there had been an omission to forward it to the 06-07 accounts. It was agreed that this amount to be written off.

Reconciliation year-end bank balances were reported as:

Treasurer account	£2,386.96
30 day account	£40,957.61
Pavilion account	£12,172.17

b. Report of income, expenditure, balances and reconciliation for April

David reported that the reconciliation for April had not yet been produced due to work on the year-end accounts and handover.

Income received during April	
£19,110.00	First half of precept for 2007-8
£75.00	Paddock rent
£79.31	Interest (30-Day Account)
£50.87	Interest (Pavilion Account)
£133.75	Newsletter Advertising
£36.25	Allotment Rents
£100.00	Allotment Deposits
£238.40	D Miller – underpaid PAYE, offset by small overpayment of NI (as per note above)
<b>Receipts outstanding</b> Newsletter Advertising £210.00 – £80.00 Your Phone (from Nov 06), Top to Toe £40.00, Greenacres £20.00 (subsequently received), Openwork £30.00, The Core £40.00 – reminders sent 31 <sup>st</sup> March. Garage Rent Feb-Apr £96.00 – reminded April.	

Having received the precept, the Treasurer Account seemed to be carrying more funds than required in the immediate future, so £10,000 has been transferred to the 30-Day Account.

The Garage rent is overdue now from February, the tenant was chased on 24<sup>th</sup> April, payment promised but still not received. It was agreed that the clerk should chase payment again, to be discussed at next meeting if not received by then. **Action: Clerk to follow up**

c. To propose new bank signatories

The current signatories are Jenny Brighton, Ian Corlett, Alex Kidd and David Miller. Just to remind councillors that the legal position is that cheques have to be signed by two councillors. The clerk is not allowed to sign cheques. However, from the banking point of view the clerk has to be a signatory in order to conduct day-to-day business and arrange, for example, transfers between accounts.

It was agreed that Monica Watkins would replace Ian Corlett and Helen Ward would replace David Miller. **Action: Clerk to submit form to bank**

d. Authorisation of cheques

Cheques authorised at the meeting:

<b>Treasurer Account</b>			
<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Payee</b>
£439.09		£439.09	Mr D Miller – Salary April
£38.65		£38.65	Mr D Miller – expenses April
£512.46		£512.46	Mrs H Ward – Salary April
£83.67		£83.67	Mrs H Ward – expenses April
£124.27	£21.75	£146.02	AH Contracts – Dog Bin Emptying – April
£207.50	£36.31	£243.81	R & P Todd – Grass cutting contract – 1st payment 07-08 contract
£687.00		£687.00	Harlequin Press – Spring Newsletter

e. Grant requests

An email had been received from MK Welfare Rights Group asking for a donation, however the Parish Council felt that the information supplied was insufficiently detailed regarding use of the service by Parishioners.

**Action: Clerk to reply**

**8 Oakgrove Development**

Jenny asked whether we should be following up her response to John Lewis on the outline planning application for Oakgrove. It was agreed that we should seek a current situation on this and Alex, as a member of the Steering Group, and the Clerk, would request an update.

**Action: Alex Kidd & Clerk**

**9 Festival of Football**

City Colts Football Club are planning to hold a festival of football and this will involve potentially 250 cars parking in the area each day on June 23, 24 & 30. So as not to cause too many traffic problems for the village, the plan is to bring vehicles in to Middleton via the entrance on the V11 near the fire station, use the outer areas of the field to park, and then for vehicles to leave via the village hall, the area will be marshalled, creating a one way traffic flow. For this to happen the current car park height restrictors will need to be opened and a small piece of the wooden car park barrier by the village hall removed, they of course will replace and repair this. They would signpost the entrance and exit routes.

The Parish Council agreed that the Football Club could go ahead but to reserve the right to refuse parking on the grass if the pitches become waterlogged.

It was suggested that the Football Club consider putting a flyer to houses in Worrelle Avenue advising them of the event and the increase of traffic on these dates.

**Action: Clerk**

**10 Reports from Councillors on meetings attended**

Richard is attending the Eastern Expansion Area Stakeholder Meetings and is collating all the plans for the Broughton parcels. Kat is happy for Richard to attend these meetings due to them being at 5pm.

Ian and Jenny are representatives on the Pavilion Management Committee and are happy to continue. Meetings are on the 2<sup>nd</sup> Tuesday of each month.

Richard attends the quarterly meeting of Urban Parish Councils

Alex attends the quarterly meeting of the Parish Assembly – next meeting in June

**Action: Clerk to note**

## 11 Land & Buildings Maintenance

Pamela Stone has phoned to say that this is the time of year when they go round chain-harrowing the paddocks in the area. Cost would be £50 + VAT. It was agreed to ask Pamela to proceed with this work.

Ron Todd has phoned to say that there are 2 cherry trees by the paddocks (last 2 on the left) that are rotten at bottom, probably woodworm. It was agreed that Ron should remove these trees if there is a danger that they will fall down.

Jenny advised that there is a tree that needs attention in the Village due to over hanging branches

**Action: Clerk to follow up**

## 12 Matters relating to Wards

### a. Middleton

Peter made reference to a letter received from English Partnerships that a traveller protection barrier is due to be installed in the Linear Park car-park in the vicinity of Woodall Close w/c 14<sup>th</sup> May.

### b. Broughton & Atterbury

Kat reported that some fencing in Broughton Leys needs attention; some litterbins are required and they possibly could be sited near our new proposed dog bins, and holes on the redway need attention.

**Action: Kat to contact English Partnerships & Milton Keynes Council**

### c. MK Village

Nothing to report

## 13 General Planning Applications

### Planning Applications – April 2007

Ref No	Date valid	Description	Comments
07/00286/FUL	19-Mar-07	REAR CONSERVATORY ADJOINING BOTH PROPERTIES AND BLOCK PAVED DRIVEWAY WITH ADDITIONAL PARKING AND DROPPED KERB at 1 Highley Grove and 20 Swanwick Lane, Broughton MK10 9LB	
07/00527/FUL	22-Mar-07	CONSTRUCTION OF THREE STOREY OFFICE BLOCK, CAR PARKING SPACES AND ANCILLARY WORKS at Eastlake Park, Former Milton Campus, Tongwell Street, Fox Milne, MK15 0YS	
07/00560/FUL	27-Mar-07	ERECTION OF CONSERVATORY at The Barn, Home Farm, Broughton Road, Milton Keynes Village, MK10 9AJ	
07/00575/FUL	30-Mar-07	EXTENSION OF EXISTING GARAGE AND FIRST FLOOR SIDE EXTENSION at 5 Swayne Rise, Middleton	
07/00666/FUL	11-Apr-07	SINGLE STOREY SIDE EXTENSION at 18 Wrens Park, Middleton	
07/00675/FUL	12-Apr-07	ENCLOSURE OF PUBLIC AMENITY LAND FOR USE AS PRIVATE GARDEN at Land Adjacent To 48 Deacon Place, Middleton MK10 9FS	Plans received

07/00729/MKPCR	23-Apr-07	Broughton Gate Parcel F	Plans received
07/00744/MKPCR	26-Apr-07	Broughton Gate Parcel H1 & H2	Plans received

Permission Granted			Decision Date
07/00422/FUL	06-Mar-07	TWO STOREY SIDE EXTENSION at 3 Webbs Home Close, Middleton	10-Apr-07
07/00557/TCA	27-Mar-07	NOTIFICATION TO FELL SYCAMORE TREE COPPING OF A WILLOW TREE AND REDUCTION IN HEIGHT TO APPROX EIGHT FEET OF A HOLLY TREE at Village Garden, Milton Keynes Village	8-May-07

Permission Refused			Decision Date
06/02005/FUL	05-Feb-07	REPLACEMENT OF EXISTING FENCING WITH NEW CLOSE BOARDED FENCE AND ERECTION OF NEW SECTION OF CLOSE BOARDED FENCE at Southside Farm, Walton Road, Milton Keynes Village	29-Mar-07
07/00242/LBC	19-Feb-07	LISTED BUILDING CONSENT FOR EXTERNAL ALTERATIONS AND ERECTION OF A CANOPY TO FRONT ELEVATION at The Granary, Broughton Road, Milton Keynes Village, MK10 9AJ	13-Apr-07

Jenny informed that permission has been granted on 07/00560/FUL and Kat informed permission has been granted on 07/00286/FUL

Monica expressed a concern that when looking at applications in future we should consider access and it was agreed.

Alex visited the site for 07/00675/FUL and felt that there was no objection to make. The Parish Council agreed however a letter to be written that if permission is granted then this should not set a precedent that public amenity land is enclosed for private use. **Action: Clerk to send**

Our planning application for the Village Garden has been granted permission. We need to obtain a firm quote from Ron Todd to do the work. **Action: Clerk to request quote**

## 14 Correspondence

Date received	Sent by	Item	Comments
4-Apr-07	Kings Oak	Broughton Gate Parcel D pre application	
4-Apr-07	MK Council (by email)	Parish & Town Council Newsletter – April edition	Forwarded to councillors
4-Apr-07	East Flank Agency Group (by email)	Agenda for meeting 19 <sup>th</sup> April	
5-Apr-07	MK Council (by email)	Draft Open Space Strategy – comments invited up to July 6th	
5-Apr-07	MK Council (by email)	Members Weekly News, Issue 14, plus attachments	
7-Apr-07	Lawrence Revill (by email)	Letter to MKC objecting to diversion of Bridleway, Middleton South	
7-Apr-07	MK Council	Response to e mail from the Campaign for State Education re the Milton Keynes Academy	

	(by email)		
9-Apr-07	Arfan Ahmed (by email)	Broughton resident requesting information on elections	Clerk replied
10-Apr-07	Slip this way Ceramics (by email)	Interested in holding stall at local fete / festival	Forwarded to Alison Corlett
12-Apr-07	Bedfordshire Railway & Transport Assoc	Planning to demolish existing buildings in Turvey and construct dwellings and business units	
12-Apr-07	MK Council	Clean Neighbourhoods and Environments Act 2005 joint protocol – letter to chase document	
12-Apr-07	MK Council	Training sessions for revised Code of Conduct 2007	Circulated to councillors
12-Apr-07	MK Council	Consultation on a request for a change to the defined area of Oakgrove School	Circulated to councillors
12-Apr-07	MK Council (by email)	MKC Walkabout on Broughton – Streetcare Management Team	Forwarded to Kat
12-Apr-07	MK Council (by email)	Parish Remuneration update 07/08	Forwarded to councillors
13-Apr-07	MK Council (by email)	Members Weekly News, Issue 15, plus attachments	
13-Apr-07	MK Partnership (by email)	Next meeting of MK Partnership Planning Sub Committee will be on May 15th	
13-Apr-07	MK Council (by email)	Temporary car park in Atterbury as part of Coachway works	Forwarded to councillors
14-Apr-07	Milton Keynes Victim Support	Would like to submit article to Parish Council newsletter	Forwarded to Kat
17-Apr-07	MK Council	Local Plan 2001-2011 Publication	
17-Apr-07	MK Partnership (by email)	Eastern Expansion Area Stakeholder Meeting 26 <sup>th</sup> April – Broughton Gate Parcel G (plus plans rec'd 19/4)	Forwarded to Richard
17-Apr-07	Midsummer Housing (by email)	12 Walton Road - reasonable legal costs will be met by Midsummer Housing, seeking agreement to cap at £500	
18-Apr-07	H Watson (allotment holder)	Letter expressing views on ditch clearance	
18-Apr-07	Football Club (by email)	Costs incurred to alleviate drainage problems & "festival of football"	To agenda
19-Apr-07	MK Partnership (by email)	Minutes of meeting held 29 <sup>th</sup> March 07 (amended 23 <sup>rd</sup> April)	Forwarded to Richard
19-Apr-07	MK Lions (by email)	Summer events	Clerk requested more information
20-Apr-07	MK Council (by email)	Ref 510 Temporary parking restrictions and road closure at the Coachway Brook Furlong, Pineham	Forwarded to councillors
22-Apr-07	Arfan Ahmed (by email)	Would like to fill vacancy by co-opting to Broughton Ward	Clerk replied
23-Apr-07	Geoffrey Leaver	Letter confirming Deed of Easement for 12 Walton Road is being prepared	
23-Apr-07	Hacker Young	Letter advising business is being transferred to a Limited Liability Partnership	
23-Apr-07	MK Council (by email)	Members Weekly News, Issue 16, plus attachments	
23-Apr-07	East Flank Agency Group (by email)	Minutes from meeting Jan 07, plus proposed dates for July meeting	

23-Apr-07	MK Council (by email)	Press releases for w/e 20 <sup>th</sup> April	
24-Apr-07	MK Council (by email)	Allotment contracts to include metric measurement for a pole	
24-Apr-07	Arfan Ahmed (by email)	Document attached introducing himself for co-option to Broughton	Forwarded to councillors
24-Apr-07	MK Council (be email)	Agreement to proceed with siting dog bins in 3 proposed Broughton locations	
25-Apr-07	MK Council (by email)	M1 J14 improvements – Capacity improvement note	Circulated to councillors
25-Apr-07	MK Council (by email)	39 Walton Road – Pending advice from MKC legal department for land encroachment	
25-Apr-07	MK Council (by email)	JATAC update from 19 April meeting	
27-Apr-07	MK Energy Efficiency (by email)	Article for newsletter	Forwarded to Kat
27-Apr-07	MK Council (by email)	Members Weekly News, Issue 17, plus attachments	
30-Apr-07	MK Council	Plans for application 675	Forwarded to Alex
30-Apr-07	Dept. for Communities and LG	The Local Authorities (Model Code of Conduct) Order 2007 SI 1159	Circulated to councillors
30-Apr-07	MK Council (by email)	Press releases for w/e 27 <sup>th</sup> April	
1-May-07	Football Club (by email)	Breakdown of costs incurred for drainage problem	
2-May-07	MK Partnership	Plans for Broughton Gate Parcel F	Forwarded to Richard
2-May-07	East Flank Agency Group (by email)	Agenda for meeting 5 <sup>th</sup> July	
3-May-07	MK Partnership	Plans for Broughton Gate Parcel H1 & H2	Forwarded to Richard
3-May-07	Standards Board for England	Advise of new code of conduct SI 1159	
4-May-07	MK Council (by email)	Members Weekly News, Issue 18, plus attachments	
4-May-07	MK NHS Primary Care Trust	Annual report 2006	
4-May-07	HM Revenue & Customs	Employers Budget Pack 2007	
4-May-07	SLCC	Invitation to a become a member without paying the joining fee	
8-May-07	MK Partnerships (by email)	Pre-meet and main meetings for the Placemaking Group on 16 <sup>th</sup> and 30 <sup>th</sup> May have been cancelled	
8-May-07	English Partnerships	Barrier is scheduled to be installed w/c 14 <sup>th</sup> May at Middleton: Linear Park Car Park	
8-May-07	MK Partnerships (by email)	Planning Sub Committee - 15 <sup>th</sup> May 2007 plus agenda and papers	Forwarded to Richard
10-May-07	English Partnerships (by email)	Notes from the EEASG meeting, held on 26 April	Richard copied in on email
11-May-07	MK Council (by email)	Members Weekly News, Issue 19, plus attachments	

11-May-07	MK Community Foundation	Guidelines about eligibility of PC's to receive grants	Passed to Jenny at meeting
11-May-07	MK Council (by email)	Press releases for w/e 11 <sup>th</sup> May	
11-May-07	SLCC	Details of Regional conference at Bracknell Wed 27 <sup>th</sup> June	
12-May-07	Destination MK (by email)	Invitation for parish participation in MK40 celebrations	Forwarded to councillors

Richard as reader of the month for March & April summarised:

- East Flank Agency Meetings – we have been invited to attend and to suggest meeting dates either 5<sup>th</sup> or 19<sup>th</sup> July. It was decided not to attend at present.
- Local plan 2001-2011 is available to be viewed on line.
- Some bus lanes are now going to operate restricted times for buses only
- Richard had received a map and roll out plan that the Parish Council would be invited to participate in the planning in August 2007 for a PCSO. **Action: Clerk to circulate**

The Councillor responsible for reading correspondence in May will be Alex.

## 15 Any other business items

### Pavilion insurance claims

The Pavilion have asked that two claims are made on insurance, for

- i. A pipe burst on 20<sup>th</sup> April and an emergency plumber was called out.

The total cost was £280. As the excess on our insurance policy is £250, it was agreed that the Parish Council will pay this invoice without pursuing a claim.

- ii. The Pavilion has suffered a broken window, the result of a cricket ball.

Costs to repair the window need to be obtained from the Pavilion Management Committee, although they should go ahead with the repair in the meantime. The Parish Council feel that the Cricket Club's own insurance should cover the incident. **Action: Clerk to follow up**

### Derek Eastman

The Parish Council felt that a letter should be sent to Derek Eastman to thank him for his support to the community and at the Parish Council meetings. **Action: Clerk to send**

### Cheque authorisation prior to next meeting

It was agreed to authorise cheques for regular suppliers before the next meeting – salaries, R & P Todd and AH Contracts.

### Newsletter advertising

One of the adverts had some text missed out in error in the spring newsletter. It was agreed that we would not charge for this.

## 16 Date of next meeting

Monday 18<sup>th</sup> June at 7.15pm

Signed.....18th June 2007