

# Broughton and Milton Keynes Parish Council

(Including Atterbury: Middleton: Oakgrove)

## Minutes of the Parish Council Meeting

Held on

Monday 3<sup>rd</sup> September 2007 in Milton Keynes Village Hall at 7.15pm

**Present:** Mr Alex Kidd (Chair); Mr Ian Mitchell (Vice-Chair); Mrs Jenny Brighton; Mr Robert Brown; Mr Richard Peters; Mrs Monica Watkins; Mr Peter Johnson (from item 10); Mrs Katrina Deacon; Mrs Helen Ward (clerk); and 1 member of the public.

Ward Cllr John Bint & Ward Cllr Sam Crooks were present for items 7, 11 and from 15.

Alex welcomed everyone to the meeting.

### 1 Apologies for Absence

None

### 2 To confirm the minutes of the Parish Council Meeting held on 23<sup>rd</sup> July 2007

The minutes were agreed by the Council and signed by Alex Kidd.

### 3 Matters arising from previous meetings

#### a. Deed of Easement – 12 Walton Road

The clerk has received an amended Deed of Easement for signing by the Parish Council; the amendments are minor in nature. The letter stated that there was no easement for services as Midsummer have only instructed their solicitor in respect of access. Jenny reported to the council that the house has been demolished but further work has ceased whilst the correct paperwork is being sorted. Jenny offered to take away the latest correspondence and consider on behalf of the Council.

#### b. Pavilion insurance claims

The Parish Council have received a letter, and following a subsequent telephone call, the insurance company have confirmed that permanent repairs for both claims - the break in and the broken window incident - can now be undertaken. These have been acknowledged by the insurance company as 2 separate claims and so an excess of £250 will be payable under each claim. Clerk has advised Pam Duggan, who is now in contact with Chiltern Door Systems to undertake the permanent repairs.

#### c. Pavilion – emergency access

The Parish Council accepted a quotation from The Highways Department for £298.00 to supply and fit a lockable bollard to enable emergency vehicle access to the cricket pitch. It was agreed that the clerk would contact Pam Duggan to suggest a location for the post that would not be blocked by parked cars.

#### d. Cricket Club / Football Club public liability insurance

The clerk informed the council that there has been no response from the Cricket Club or Football Club requesting copies of public liability insurance.

#### e. Annual Audit

Hacker Young have returned the annual return, duly signed and we now have a statutory obligation to put up a notice for 14 days for the right for any local government elector to inspect the annual return. The Parish Council would apply a £3 fee for anyone requesting a copy of the accounts.

f. 10 Babington Close, Middleton

The Planning Enforcement Officer at Milton Keynes Council has confirmed that the building in the rear garden requires planning permission and has asked the householder to submit an application.

g. The Paddock, Broughton Road

The letter to the tenant has been drafted.

**ACTION: Alex / Clerk**

h. Paddock proposal

The Council noted that there had not been a response from Jackie Fox to our letter 2<sup>nd</sup> July and a subsequent email requesting a meeting.

**ACTION: Clerk to chase**

i. Broughton notice boards

The clerk advised that 2 locations had been put to English Partnerships and we are waiting their response.

**ACTION: Clerk to chase**

j. Notice board keys

The clerk advised that the key from Barbara Hulse had been returned. Clerk to ask Ian Corlett to return his one.

**ACTION: Clerk**

k. Dead trees – MK Village

The clerk advised that a quotation was pending from Ron Todd for removal of the dead trees.

**ACTION: Clerk to chase**

#### 4 Finance

a. Report of the Income, expenditure, balances and reconciliation for July & August

<b>Cheques issued following approval at the July Parish Council Meeting – Treasurer's Account</b>				
Chq No.	Amount	VAT	Total	
992	£44.92		£44.92	Mrs H Ward – Expenses June
993	£160.64	£28.11	£188.75	A H Contracts – Dog Bin Emptying
994	£282.50	£49.44	£331.94	R & P Todd – Grass cutting contract & installation of 3 new dog waste bins
995	£62.23		£62.23	Anglian Water - allotments
996	£31.54		£31.54	Anglian Water - paddocks
997	£35.00		£35.00	Mrs J Brighton – David's gift *
998	£82.50	£14.43	£96.93	MKV Community Sports Club – David's farewell buffet
999	£58.00	£10.15	£68.15	Law Security Systems – Pavilion maintenance
1000	£514.06		£514.06	Mrs H Ward – Salary July

**Plus standing monthly payment of £33 + £5.78 VAT to Market Town for website hosting**

<b>Income received during July &amp; August</b>	
£150.00	Paddock rent
£192.00	Garage rent
£1,377.34	VAT Refund
£536.78	VAT Refund - Pavilion

£67.00	Newsletter advertising
£230.86	Interest (30-Day Account)
£106.43	Interest (Pavilion Account)

Receipts outstanding	
£32.00	Garage Rent - August
£80.00	Newsletter advertising – Nov 2006 (Your Phone)
£70.00	Newsletter advertising – Feb 2007 (Top 2 Toe £40, Openworks £30)

<b>Reconciliation – Treasurer’s Account</b>		
Bank Statement – 21 August 07	£3,957.12	
	£0.00	Cheques issued, not yet cleared
	<b>£3,957.12</b>	Balance after above
1 April 07	£2,386.96	Opening balance
	£21,754.74	Cash book receipts Apr – 21 Aug 07
	£10,184.58	Cash book expenditure Apr – 21 Aug 07
	£10,000.00	Transferred to 30-Day Account
21 August 07	<b>£3,957.12</b>	Closing Balance

<b>30-day Account – 6263475</b>		
Bank Statement - 10 August 07	<b>£51,466.65</b>	
1 April 07	£40,957.61	Opening Balance
	£509.04	Interest received Apr - Aug 07
	£10,000.00	Transferred from Treasurer Account
10 August 07	<b>£51,466.65</b>	Closing Balance

<b>Pavilion Account – 1167214</b>		
Bank statement - 10 August 07	<b>£12,332.38</b>	
1 April 07	£12,172.17	Opening Balance
	£795.25	Cash Book receipts Apr - Aug 07
	£635.04	Cash Book expenditure Apr - Aug 07
10 August 07	<b>£12,332.38</b>	Closing Balance

b. Authorisation of cheques

The following payments were authorised at the meeting:

<b>Treasurer Account</b>			
<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Payee</b>
£35.76		£35.76	Mrs H Ward – Expenses July
£160.64	£28.11	£188.75	A H Contracts – Dog Bin Emptying July
£243.00	£42.53	£285.53	R & P Todd – Grass cutting contract & call out to remove fallen branch
£514.06		£514.06	Mrs H Ward – Salary August
£50.00	£8.75	£58.75	P F Stone – topping the paddock

£700.00		£700.00	Harlequin Press – Newsletter Summer issue
£160.64	£28.11	£188.75	A H Contracts – Dog Bin Emptying August
£285.00	£49.88	£334.88	Hacker Young – External Audit
£1000.00		£1000.00	City Colts Football Club – Partnership Fund 05/06 *
£12.95		£12.95	Mrs H Ward – Expenses August
£487.65		£487.65	Current Electrical Services – Pavilion maintenance
£127.00	£22.23	£149.23	Air Cool Refrigeration – Pavilion maintenance

\* NB Milton Keynes Council Remittance advice confirming that the grant payment of £1,000 has been paid direct to the Treasurers account on the 22<sup>nd</sup> August.

c. Pavilion request for capital expenditure

A new glass washer for the Pavilion had been purchased for £824.95 + VAT. This payment was authorised, reimbursement to Pam Duggan.

d. Outstanding newsletter advertising income

A payment of £27.00 had been received following chase up phone calls for all the outstanding payments. Contact numbers on file did not exist for the remaining advertisers. It was agreed that the Council would write off £150.50 and, as agreed at the last meeting, payment for advertising would need to be made in advance in future.

e. Grant requests

All Saints Church has had to purchase a new mower and have asked that the Parish Council share the burden of the cost. It was agreed to grant £325.

## 5 Casual Vacancy, Broughton Ward

Milton Keynes Council have confirmed that there was no request for an election to be called so the Parish Council can co-opt to fill the vacancy. There has been no reply from MK Council with regard to our request to increase the number of Broughton councillors to 4. **ACTION: Clerk to chase**

## 6 The Garage, Milton Keynes Village

The tenant terminated the contract as at 31<sup>st</sup> August and the clerk confirmed the garage was empty, clean and tidy. The rent for August is still outstanding. **ACTION: Clerk to chase**

## 7 Neighbourhood Action Group

Ian attended the meeting on the 14<sup>th</sup> August and the meeting was an introduction to get the Parish Council on board and seek help in getting a NAG up and running in the Parish. NAGs meet once a month for a couple of hours and discuss potential solutions to the top 3 issues in their area. Generally it's the agencies (i.e. the police or MKC) that go away with actions from these. MK Council and the police would like to run probably two (possibly more) public meetings, one in Middleton/MKV and one in Broughton to get community buy in and kick-off the process. These are likely to last 2 hours.

John Bint said the Parish is unique in that the NAG and Parish Boundary are the same. The representation on the NAG does not have to be an existing Parish Councillor so it was agreed that Councillors would think about possible representatives for future NAG meetings.

The possibility of the Middleton/MK Village one being tacked onto a parish council meeting was considered however it was agreed that they should be kept separate to avoid such a lengthy evening.

Lisa Emmanuel, the Safer Neighbourhoods Project Manager, offered to design a logo for the Parish which could be used in the literature together with those of the partner organisations. The Parish Council would be happy to consider a design at a future meeting. **ACTION: Clerk**

## 8 Emergency Planning Seminar for Milton Keynes

This item was deferred from July's meeting. There was no current interest in attending the seminar on 19<sup>th</sup> September.

## 9 Code of Conduct

The Parish Council accepted the new code of conduct following the recent training and literature, and agreed that the clerk should request that the Parish be included in the free advert being placed by MK Council in the local papers. **ACTION: Clerk**

## 10 Village Garden

Vanda Joss has asked if the Parish Council would make some contribution to finishing the village garden and for annual maintenance. £1,000 has been included in the budget for this year so it was agreed that the clerk meet with Vanda to ascertain the work and costs involved. Alex will then consider and report back at the next meeting. **ACTION: Clerk / Alex**

## 11 Middleton South Development

The planning application was discussed at the Council's Development Control Committee on 16<sup>th</sup> August but it has not yet been decided on. A meeting has been arranged for 10.30am 11<sup>th</sup> September for talks between the Council, the Parish Council, English Partnerships and the developer. Alex offered to attend the meeting on the Parish Council's behalf. **ACTION: Alex**

## 12 Allotments

Councillors agreed that the rents for the Broughton Road allotments should increase from £2.90 to £3.00 per pole, and the Walton Road allotments from £2.60 to £2.70 per pole, with effect from October 1<sup>st</sup>.

It had been reported that there has been some cultivating outside of plots, and temporary buildings being put up without permission. Councillors agreed that the renewal letters should include a copy of the rules and regulations, and that these need to be adhered to.

## 13 Land & Buildings Maintenance

There is an outstanding quotation from Ron Todd for the removal of dead trees in MK Village, see matters arising minute reference 3k.

## 14 Matters relating to Wards

### a. Middleton

Peter mentioned that he has received numerous complaints about the access to Noon Layer Drive, that there is still a need for lay-bys and that there is plant machinery parking on the grass. The clerk undertook to email Ben Ruston about the machinery. **ACTION: Clerk**

Sam Crooks reported that it had been hoped money would be available from the Parish Partnership Fund but unfortunately the fund would not support this.

### b. Broughton & Atterbury

Nothing to report

### c. Milton Keynes Village

Nothing to report

## 15 General Planning Applications

Ref No	Date valid	Description	Comments
07/01068/ANOT	19-Jul-07	NOTIFICATION OF ERECTION OF AGRICULTURAL BUILDING FOR USE AS WORKSHOP, STORAGE OF GRAIN, MACHINERY AND FERTILISER at Brooklands & Broughton Barns Farm, Broughton Grounds Lane, Broughton	No further action

07/01242/MKCOD3	12-Jul-07	CONSTRUCTION OF TEMPORARY CAR PARK AND ASSOCIATED ENGINEERING WORKS TO SERVE AS REPLACEMENT DURING MILTON KEYNES COACHWAY REDEVELOPMENT WORKS Land at Wansford Avenue Off Childs Way Atterbury	No further action
07/01429/MKPCR	16-Aug-07	RESERVED MATTERS APPLICATION FOR 86 DWELLINGS, INCLUDING LANDSCAPING, CAR PARKING AND ASSOCIATED WORKS PURSUANT TO OUTLINE APPLICATION 06/00709/MKPC AT BROUGHTON GATE PARCEL C at Land Off Milton Road, Broughton	No further action
07/01432/HNOT	15-Aug-07	NOTIFICATION OF INTENTION TO REMOVE A SECTION OF HEDGEROW TO FACILITATE LAYING OF WATER MAIN IN EASTERN EXPANSION AREA at Land North of Newport Road, Broughton	No further action

Permission Granted			Decision Date
07/00991/FUL	04-Jun-07	SIDE AND REAR EXTENSIONS (RESUBMISSION OF 06/01564/FUL) at The Old Schoolroom, London Road, Broughton MK10 9AA	13-Jul-07
07/00643/FUL	02-May-07	INSTALLATION OF AIR CONDITIONING AND ERECTION OF SATELLITE DISHES at Unit 22c Tanfield Square, Broughton, MK10 9NH	18-Jul-07
07/00998/ADV	05-Jun-07	14 NON-ILLUMINATED HOARDING SIGNS at Land off Milton Road, Shackerstone Close and Kingswear Drive, Broughton	30-Jul-07

Permission Refused			Decision Date
07/00905/FUL	22-May-07	DEMOLITION OF EXISTING BIN STORE AND ERECTION OF NEW BIN STORE AND STORAGE CONTAINER at Broughton Service Station, Tongwell Street /Childs Way, Atterbury, MK10 9AB	13-Jul-07
07/00853/FUL	30-May-07	CHANGE OF USE FROM RESIDENTIAL DWELLING (USE CLASS C3) TO HOUSE IN MULTIPLE OCCUPANCY at 38 Milton Road, Broughton	27-Jul-07

## 16 Correspondence

Date received	Sent by		Item	Comments
24-Jul-07	MK Council	Post	The MK Urban Development Area Tariff Supplementary Planning Document	Summary emailed to councillors
24-Jul-07	MK Council	Email	Press releases w/c 16 <sup>th</sup> July	
24-Jul-07	Edward Neal via website	Email	Question on our ancient storm drains and whether they will take increased run off from Walton Road	Forwarded to councillors & clerk replied
25-Jul-07	Sam Crooks	Email	Thanks for copy of our letter to Jackie Fox on the Middleton South development	No further action
25-Jul-07	MK Council	Email	Safer Neighbourhoods Briefing Issue 1	Forwarded to Alex & Ian
25-Jul-07	MK Council	Email	Online survey on Integrated Youth Support Service, deadline 14 <sup>th</sup> September	Forwarded to Monica, and then Alex & Ian
26-Jul-07	BALC	Email	Half day workshop on Local leadership through Community Engagement and Partnership Working 30 <sup>th</sup> /31 <sup>st</sup> October	No further action
26-Jul-07	MK Council	Post	Comments requested on Consultation on the Council's Housing Options and Allocations Scheme – deadline 10 <sup>th</sup> September	

26-Jul-07	MK Partnerships	Email	EEASG minutes 31 <sup>st</sup> May, 28 <sup>th</sup> June, Draft MKC Design Guide plus next meeting scheduled for 30 <sup>th</sup> August	Forwarded to Richard
26-Jul-07	Wayne Samuels	Email	Confirmation that dead tree in Worrelle Avenue will be replaced this coming planting season	Clerk to follow up later in the year
26-Jul-07	MK Council	Post	Booking form for Clerks and Councillor Training on 28 <sup>th</sup> September, Civic Offices, 9am-1pm	Emailed councillors
26-Jul-07	Middleton parishioner	Phone	Request for an allotment	Added to waiting list
27-Jul-07	MK Partnerships	Email	Notification that the PMG meeting on 8 <sup>th</sup> and 22 <sup>nd</sup> August has been cancelled	
27-Jul-07	MK Council	Email	Notification of clash of meetings - Parishes Assembly and LSP are both on 13 <sup>th</sup> September	Alex & Ian included on email distribution
27-Jul-07	MK Council	Email	Weekly news 30, plus attachments	
27-Jul-07	MK Council	Email	The Draft Private Sector Housing Strategy has now been published. It can be viewed on <a href="http://www.mkweb.co.uk/housing-needs/home.asp">www.mkweb.co.uk/housing-needs/home.asp</a> . Any comments by email by 19 <sup>th</sup> October	Monica forwarded to all councillors
29-Jul-07	Sam Crooks	Email	Advice that the Middleton South development was deferred at the Development Control Committee meeting on 26 <sup>th</sup> July until 16 <sup>th</sup> August	Forwarded to councillors
30-Jul-07	MK Council	Email	Has the PC accepted the code of conduct that comes into force 1 <sup>st</sup> October?	Forwarded to Alex, agenda item September
30-Jul-07	MK Council	Post	Review of polling districts and places, notice for parish notice boards	Clerk to display
30-Jul-07	Hacker Young	Post	Acknowledgment of receipt of annual return and accompanying papers	No further action
31-Jul-07	MK Council	Email	Corporate Policy Development Committee – next meeting 12 <sup>th</sup> September, agenda to follow	
31-Jul-07	MK Council	Email	LSP hosting State of the Borough Debate 13 <sup>th</sup> September, 5pm -8pm, further information to follow	Forwarded to all councillors
31-Jul-07	Primary Care Patient & Public Forum	Post	Application for a pharmacy in Tanfield Lane, Broughton	Summary emailed to all councillors
31-Jul-07	MK Council	Email	Invite for nominations for Standards Committee, deadline 14 <sup>th</sup> September	Forwarded to all councillors
31-Jul-07	MK Partnerships	Post	Statements of community involvement - Broughton Parcel F, H1, H2, J, G, D and K	Forwarded to Richard
31-Jul-07	MK Partnerships	Post	Business Plan 2007/08- 2011/12	
1-Aug-07	Community Foundation	Post	Newsletter issue 31 - Summer 2007	
1-Aug-07	MK Council	Post	Milton Keynes Children & Young People's Plan Review 2007-08	
1-Aug-07	Parishioner via website	Email	Query on the landscaping in Broughton, specifically Tanfield Lane and the square	Clerk replied. Kat is in discussion with EP
2-Aug-07	MK Council	Email	Parish has not yet returned the Cleaner Neighbourhoods and Environment Protocol 2005	Clerk replied
2-Aug-07	MK Council	Email	Poster for World Picnic event in Campbell Park on 2 September	
3-Aug-07	MK Council	Email	Weekly news 31 – attachments missing	
6-Aug-07	MK Council	Email	Volunteer walk leader training on 19 October	
6-Aug-07	MK Council	Email	Parish & Town Council newsletter Jul/Aug 2007	Forwarded to all councillors
7-Aug-07	MK Partnerships	Email	Reminder for Design Guide comments deadline 10 <sup>th</sup> August	
7-Aug-07	MK Council	Email	Free training course for clerks on safer recruitment	No further action
7-Aug-07	MK Council	Email	Invitation to submit evidence to the Council's Performance Review Panel at its meeting on 5 <sup>th</sup> September on the ability of the Housing Service. Submissions by 24 <sup>th</sup> August	
8-Aug-07	Wolverton Town Band	Email	Article for consideration for our newsletter	Forwarded to Kat
9-Aug-07	MK Council	Email	Press releases w/c 30 <sup>th</sup> July	
10-Aug-07	MK Council	Email	Weekly news 32, plus attachments	
17-Aug-07	MK Council	Email	Weekly news 33, plus attachments	
17-Aug-07	Shaun McComish	Email	Would like to run a food van at Parish events	No further action

19-Aug-07	Mr Beecher	Email	Request to advertise business on parish notice boards	
20-Aug-07	MK Council	Email	Advice of temporary closure of underpass of redway at Fox Milne and part of V11 northbound from 3 <sup>rd</sup> Sept 07 – 3 <sup>rd</sup> March 08	
20-Aug-07	MK LSP	Post	Invite and booking form for State of the Borough Debate 13 September	Forwarded to Monica
20-Aug-07	MK Council	Post	Transport Briefing notice – bus service changes Aug/Sep 07	
20-Aug-07	Zurich Insurance	Post	Authority to proceed with insurance claims	Advised Pam
20-Aug-07	MK Council	Post	Letter confirming grant payment of £1,000 has been granted from the Partnership Fund 05/06 for improvement of drainage to the playing fields	
20-Aug-07	MK Women and Work	Post	Response requested on 1 <sup>st</sup> edition of briefing paper 'MK Women & Work and the National Picture'	
20-Aug-07	MK Council	Post	Next meeting of STARS (Sustainable Transport and Road Safety Forum) will be on 23 <sup>rd</sup> October at 7pm in the council chamber	
21-Aug-07	MK Council	Email	Press releases w/c 13 <sup>th</sup> August	
23-Aug-07	Thames Valley Police	Email	Request to deliver their leaflet with our next newsletter	Forwarded to Kat
23-Aug-07	English Partnerships	Email	Next EEASG meeting 30 <sup>th</sup> August cancelled. Next meeting scheduled 27 <sup>th</sup> September at 5pm	Forwarded to Richard
24-Aug-07	MK Council	Email	Contact number and email address for reporting mini motos	
24-Aug-07	MK Council	Email	Weekly news 34, plus attachments	
24-Aug-07	MK Partnership	Email	Agenda and papers for sub planning meeting 3 <sup>rd</sup> September 5.30pm	
27-Aug-07	Sam Crooks	Email	Update on Middleton South development, meeting to take place on Tuesday 11 <sup>th</sup> September at 10.30am at the Civic Offices with Crest Nicholson, EP, GSA, Savills as well as the council's Planning and Highways reps.	Forwarded to all councillors
27-Aug-07	SLCC	Email	Training Meeting on roles and responsibilities of clerks and councillors 13 <sup>th</sup> October 2007, 10.30 am in Aylesbury	
29-Aug-07	Melissa Sutcliffe	Email	Would like to publicise fundraising event for Willen Hospice on 21 <sup>st</sup> October in aid of Jane Cunningham in our newsletter and on notice boards	Kat replied
31-Aug-07	MK Council	Email	Weekly news 35, plus attachments	
31-Aug-07	Wolverton Town Band	Email	Article for Parish newsletter	Forwarded to Kat
31-Aug-07	Hacker Young	Post	Return of annual audit and public notice confirming completion	
2-Sep-07	Victoria Wright	Email	Allotment enquiry – added to waiting list	Clerk replied
3-Sep-07	MK Council	Email	Press releases for w/e 31 <sup>st</sup> August	
3-Sep-07	Geoffrey Leaver	Post	Revised Deed of Easement sent for signature	

- The next meeting of STARS will be held on Tuesday 23<sup>rd</sup> October at 7pm. It was noted that June Brown attends these meetings.
- The State of Borough Debate is being held on 13<sup>th</sup> September. Monica will attend.
- Parish Council Dinner is being held on 16<sup>th</sup> November – further details to follow.
- The Corporate Policy Development Committee is meeting on 12<sup>th</sup> September. The agenda has not yet been sent. Clerk to chase and circulate.
- The Councillor responsible for reading correspondence in September will be **Peter Johnson**.

## 17 Any other business items

### Gypsy and Traveller Accommodation Needs

The deadline for comments was 31<sup>st</sup> August, which in turn goes to the Council's cabinet meeting on 25<sup>th</sup> September.

Councillors agreed that if current sites were expandable then that would be the best option; any new sites would face opposition from local people. Also, having had illegal transit camps in, and just outside the parish boundary in the past, this would indicate that there would be a need for at least 6 pitches. It was agreed that the council would submit a letter with these comments rather than respond to the questionnaire. **ACTION: Clerk**

Recording footpaths in the parish

Jenny informed the Council of a website for recording public rights of way. [www.useyourpaths.info](http://www.useyourpaths.info). It was set up as a walking project but is also useful to report any problems (obstructions, missing signposts etc) to MK Council.

Frank Wilmer

Jenny announced the death of Frank Wilmer, and would draft a letter to Mrs Jackie Wilmer offering our condolences.

**18 Date of next meeting**

Monday 1<sup>st</sup> October at 7.15pm

Signed.....1<sup>st</sup> October 2007