

Broughton and Milton Keynes Parish Council

(Including Atterbury: Middleton: Oakgrove)

Minutes of the Parish Council Meeting

Held on

Monday 5th November 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; Mr Peter Johnson; Mrs Katrina Deacon; Mrs Helen Ward (clerk); and 3 members of the public.

Ward Cllr John Bint. Ward Cllr Sam Crooks from item 6.

Alex welcomed everyone to the meeting.

1 Apologies for Absence

None

2 To confirm the minutes of the Parish Council Meeting held on 1st October 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

Jenny has spoken to Midsummer Housing and suggested that it might be a good idea to include the easements for services in the deed of grant for access. We now await communication from the solicitor.

Jim Morrison, owner of Nurses Cottage, presented at the meeting a suggested reroute for access to garages and parking behind Nurses Cottage, 12 Walton Road and 39 Walton Road, as well as to the allotment area. It was agreed that Robert, Jenny and Jim would meet to make an outline plan for consideration at the next meeting. **ACTION: Robert & Jenny**

b. Land encroachment

Milton Keynes Council's tenants have agreed to a compensation offer on the condition that a good quality secure 6ft panel enclosed fence and gate are erected at the rear of the property as soon as the existing fence and shrubbery are taken down. It was agreed that Robert & Jenny would look at the proposed area and report back for consideration at the next meeting. **ACTION: Robert & Jenny**

c. Broughton notice boards

MK Council have been in touch by telephone to advise that there are no objections to the proposed notice board in Swanwick Lane, although it must face the footpath and be at an arms length away so that the board can be reached from the pavement. No formal planning application is required however a scale drawing does need to be submitted. Clerk to check whether the council have the right to electronic ordnance survey maps.

The second proposed location on the wall outside Budgens is not currently available. An alternative location on the grass outside the Budgens store was proposed and it was agreed that the clerk should identify who owns this area of land, and seek permission. **ACTION: Clerk**

d. Pavilion fireworks

Ian reported that the Pavilion Management Committee had accepted that a breakdown in communication had occurred, the fireworks were louder than expected, and that lessons had been learnt with regard to this type of corporate event.

4 Register of Interests

Following the council's adoption of the new Code of Conduct, Register of Interests transfer form were submitted by Alex, Ian, Jenny, Richard and Kat. **ACTION: Clerk to chase Peter**

5 Casual Vacancies

The clerk informed the meeting that to date there had been no formal response to the Broughton Ward vacancy however John Bint and Sam Crooks had both put names forward. Alex has already been in touch with one, who hopes to attend the next meeting. Alex will contact the other. **ACTION: Alex**

There are 2 further vacancies as Monica had tendered her resignation prior to the meeting and Robert tendered his resignation at the meeting. Thanks were given to both Monica and Robert for their service to the Council. Michael Schwartz, a Middleton parishioner expressed an interest.

The 2 new vacancies need to be advertised for 14 days after which, if no election is called, the Parish Council can co-opt. **ACTION: Clerk**

6 Finance

a. To report on the second quarter's receipts and payments compared with budget

The report had been circulated to councillors prior to the meeting. It was noted that only a quarter of the budget has been spent in half the year. Alex reported that he had contacted the two primary schools, as money had been allocated for school projects in the budget. Ian is to attend the next Pavilion management committee meeting to enquire on the condition of the car park.

b. Report of the income, expenditure, balances and reconciliation for October

Cheques issued following approval at the October Parish Council Meeting – Treasurer's Account				
Chq No.	Amount	VAT	Total	
1013	£325.00		£325.00	All Saints Milton Keynes PCC – grant towards Churchyard mower
1014	£657.50	£114.98	£772.48	R & P Todd – Grass cutting contract August, and removal of dead cherry tree and works in village garden
1015	£160.64	£28.11	£188.75	A H Contracts – Dog Bin Emptying September
1016	£514.06		£514.06	Mrs H Ward – Salary September
1017	£34.86		£34.86	Mrs H Ward – Expenses September

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

Income received during October	
£75.00	Paddock rent
£453.90	Allotment rent & deposits
£207.50	Newsletter advertising
£117.37	Interest (30-Day Account)
£50.68	Interest (Pavilion Account)

Reconciliation – Treasurer's Account		
Bank Statement – 29 Oct 07	£19,041.50	
	£0	Cheques issued, not yet cleared
	£19,041.50	Balance after above
1 April 07	£2,386.96	Opening balance

	£42,708.14	Cash book receipts Apr – 29 Oct 07
	£16,053.60	Cash book expenditure Apr – 29 Oct 07
	£10,000.00	Transferred to 30-Day Account
29 Oct 07	£19,041.50	Closing Balance

30-day Account – 6263475

Bank Statement – 10 Oct 07	£51,705.02	
1 April 07	£40,957.61	Opening Balance
	£747.41	Interest received Apr – Oct 07
	£10,000.00	Transferred from Treasurer Account
10 Oct 07	£51,705.02	Closing Balance

Pavilion Account – 1167214

Bank statement - 10 Oct 07	£11,469.87	
1 April 07	£12,172.17	Opening Balance
	£902.06	Cash Book receipts Apr - Oct 07
	£1,604.36	Cash Book expenditure Apr - Oct 07
10 Oct 07	£11,469.87	Closing Balance

c. Budget 2008-9 – to discuss process and timetable

Alex Kidd and **Ian Mitchell** will serve on the Budget Working Group and would meet next month with the clerk to construct a draft budget for discussion at the January Parish Council meeting.

d. Authorisation of cheques

Treasurer Account

Net	VAT	Total	Payee
£207.50	£36.31	£243.81	R & P Todd – Grass cutting contract September
£200.80	£35.14	£235.94	A H Contracts – Dog Bin Emptying October
£514.06		£514.06	Mrs H Ward – Salary October
£28.10		£28.10	Mrs H Ward – Expenses October
£25.00		£25.00	Mrs E Halls – Allotment deposit reimbursement
£25.00		£25.00	Mr & Mrs Wilkinson – Allotment deposit reimbursement
£207.50	£36.31	£243.81	R & P Todd – Grass cutting contract October
£1,298.00		£1,298.00	Harlequin Press – Autumn newsletter
£57.00		£57.00	Milton Keynes Council – Parish Conference Dinner

NB Plus direct debit annual payment of £35 to be taken 14 November 2007 for the Information Commissioner's Office

e. Bank signatories

It was agreed that Ian would replace Monica as a bank signatory with immediate effect. The clerk passed the new signatory form to Ian to complete and return to the bank. **ACTION: Ian**

f. Pavilion finances

An invoice for £178.00 plus VAT was presented to the council in respect of fire alarm bi-annual maintenance. Ian mentioned that he could not recollect an agreement that the Parish Council would pay for alarm maintenance. It was agreed that the clerk would check back in previous minutes to identify whether an agreement had been reached. **ACTION: Clerk**

A quotation was also presented for £764.29 for some work to be undertaken on the patio area. It was agreed that this work would enhance the area and that the work should be undertaken and financed by the Pavilion Fund.

7 Middleton South

a. Development

The planning application was discussed at the Development Control Committee on 18th October. It has been approved with a request that improvements at the Claridge Drive/Chaffron way junction be considered.

b. Open space behind Parneleys

It was agreed that the Parish Council needs to facilitate the transfer of the land from English Partnerships and that Alex should take an informal approach with Kevin Monkton at Milton Keynes Council in the first instance, and to also contact Ben Ruston at English Partnerships. **ACTION: Alex**

Robert wished to highlight that a recent map he had purchased showed this area in grey, indicating this land is for development.

8 Noon Layer Drive

Sam Crooks had emailed the Parish Council to advise that MK Council have agreed to put access protection lines to control the situation at the entrance to Woodall Close and Powell Haven. These do not require traffic orders and should be completed before Christmas. EP are also looking at removing a section of the existing hedgerow to improve sightlines. The longer-term solution is to review this end of Noon Layer Drive as part of the re-modelling of the V10 exit that will be necessary when the Oakgrove development starts to go ahead.

9 Parcel L Broughton

Kat had circulated her comments to councillors on the design brief prior to the meeting highlighting that there are no pedestrian footpaths to 9 plots, rear parking courts in practice do not work and these are not adopted by the council resulting in residents having to pay for property maintenance. It was agreed that these comments represented the views of the Parish Council and should be submitted in a letter to MK Partnerships. **ACTION: Clerk**

10 To received reports from councillors on relevant meetings attended

a. East Flank Interagency

Richard attended this meeting on 11th October with representatives from MK Council, pre-schools, schools and youth clubs. This meeting concentrated on rolling out the Neighbourhood Action Groups however the meetings enable all groups to talk to each other. Richard offered to attend these quarterly meetings on behalf of the Parish Council.

b. Parish Boundary

Richard, Jenny & Kat attended this meeting on 29th October with John Moffatt, MK Council and representatives from Kents Hill & Monkston Parish Council to have an open dialogue on reviewing the Parish boundaries and ward representation. John Moffatt is to issue a resume of the meeting for consideration by the Parish Council.

c. Broughton Pavilion

Alex and Kat met with Jill Dewick and Clare Walton from MK Council on 16th October. Plans are very much in the very early stages and Jill is very keen to have consultations with the Parish and other stakeholders over the coming months.

John Bint asked the Parish Council to consider what should be put there, and whether this was an opportunity to provide a community facility unlike existing facilities in Milton Keynes.

11 Land & Buildings Maintenance

a. Allotment proposal

Alex had circulated to councillors prior to the meeting a proposal on the future management of the allotments. It was agreed that the clerk should remove from the website the reference to an allotment holders committee and that no individual councillor needs to be dedicated to the allotments. English Partnerships should be approached about allocating allotment land in Broughton. **ACTION: Clerk**

Robert thanked Peter for all his hard work with the allotments and all councillors endorsed this.

12 Matters relating to Wards

a. Playground litter bins

Kat reported that the playground in South Broughton is constantly littered, and to date MK Council have not agreed to install a bin. It was agreed that the clerk would contact MK Council to see if they would take responsibility for emptying it if the Parish Council committed expenditure to purchase a bin. **ACTION: Clerk**

b. Industry signs

Kat reported that there are 10 offices within Broughton Leys, and there is one sign directing traffic to "Broughton Industry" from the Kingston Roundabout but then no others. It was suggested that this should be reported to the Highways Department.

c. Developer sign posts

Kat reported that the developer signposts in Middleton still remain at the entrance to Tanfield Lane, the entrance to Griffith Gate off V11 and the other one off V11 into Noon Layer Drive and that these posts should be removed. It was suggested that these posts would have been subject to temporary planning permission and therefore should be taken down by the developer. Clerk to contact Ann Stannard in planning enforcement at MK Council. **ACTION: Clerk**

d. Wooden posts outside All Saints Church

Richard had reported to Environmental Services the damaged wooden posts outside All Saints Church. As this has been logged with MK Council, it was agreed that the Parish Council take no further action at this stage.

e. The Old Forge (Garage), MK Village

As there is currently no tenant, it was agreed that this be an item on the agenda for the next meeting to discuss.

13 General Planning Applications

Ref No	Date valid	Description
07/10655/ADV	26-Sep-07	TWO NON-ILLUMINATED FREE STANDING CONSTRUCTION SITE SIGNS at Junction Off A5130 Ambergate, Broughton

38 Milton Road

The planning application to convert this property to a HIMO was refused and an appeal has since been lodged. The deadline for further comments is 28th November, copies to be sent to The Planning Inspectorate, Bristol. It was agreed that Kat would draft comments for approval before sending.

ACTION: Kat

14 Correspondence

Correspondence received 1st October – 5th November 2007

Date received	Sent by		Item	Comments
1-Oct-07	MK Council	Email	Parish & Town Council October newsletter, plus conference booking pack	Forwarded to councillors
1-Oct-07	MK Council	Email	Invitation to attend a Parish Boundary Review meeting with MKC, Wavendon and Kents Hill & Monkston PC's.	
1-Oct-07	Sam Crooks	Email	Proposal from MKC on temporary solution to parking issue on Noon Layer Drive	Forwarded to councillors
1-Oct-07	MK Council	Email	Budget consultation 2008/09	Forwarded to councillors
3-Oct-07	MK Council	Email	Press releases for w/e 28 th September	
3-Oct-07	MK Council	Email	Update from Sept 2007 Parish Assembly	Forwarded to councillors
3-Oct-07	Anglian Water	Post	Notification that a new service water main is proposed from the Northfield Roundabout to the new housing development along the A5130	
3-Oct-07	Bucks Community Action	Post	In Focus Newsletter September issue no. 39	
4-Oct-07	MK Council	Post	Hard copy of email attachments on budget consultation 08/09	
5-Oct-07	MK Council	Email	Weekly news 40, plus attachments	
8-Oct-07	MK Council	Email	Press releases for w/e 5 th October	
8-Oct-07	Dave Austin, Chair Football Club	Email	Thank you to the Parish Council for following up and obtaining the money from the Parish Partnership Fund	Forwarded to councillors
8-Oct-07	MK Council	Email	Asking if Parish Clerk's have broadband connections so that emails with large attachments can be sent	Clerk replied
8-Oct-07	Kents Hill & Monkston PC	Email	Minutes of recent meeting held to progress the new youth club	Forwarded to Alex
8-Oct-07	Mr D Villa	Email	Concern about not being consulted about the open space/paddock proposal land that adjoins his property. <i>(Clerk replied to say PC do not currently own control of this land and to be assured that the PC will involve the community when plans have progressed a little further)</i>	Clerk replied
8-Oct-07	MK Council	Email	Due to the new code of conduct, all councillors must complete a register of interests transfer form	Sent to all councillors
9-Oct-07	Mr R Tetlow	Email	Has planning applications for Broughton Square, Broughton Leys and the 2 infill sites, if the PC would like them	Clerk replied
10-Oct-07	MK Council	Email	Copy of a letter from MK Council sent to Mr & Mrs Norman, 39 Walton Road on land encroachment	Agenda item 3b
10-Oct-07	Geoffrey Leaver	Email	Notification that solicitor for Midsummer will be advised that the deed for access and services should be combined	Agenda item 3a
11-Oct-07	Peter Green	Email	Details of Adult Learning Day courses starting in the New Year for consideration for inclusion in the newsletter	Forwarded to Kat
12-Oct-07	MK Council	Email	Press releases for w/e 12 th October	
12-Oct-07	MK Council	Email	Invitation to attend site visit, Middleton South at 4.15pm on Monday 15 th October	Forwarded to councillors
12-Oct-07	MK Council	Post	Appeal lodged for planning application for HIMO in Broughton, deadline for further comments 5 th November	Kat advised
12-Oct-07	MK Council	Email	Introduction from the Outreach worker for MKCVO	
12-Oct-07	MK Council	Email	Weekly news 41, plus attachments	
12-Oct-07	MK Council	Post	Deployment of Safer Communities Warden in the Parish from 1 st November, including posters and leaflets	
14-Oct-07	Colts Engineering	Email	Trade introduction	
15-Oct-07	MK Council	Email	Invitation to attend Parish Boundary Review meeting on Monday 29 th October at 6.30pm in Kents Hill	Forwarded to councillors
15-Oct-07	Defra	Post	'Ways to tackle climate change' guide available on defra website	
15-Oct-07	Highways Agency	Post	Roadworks and journey planner leaflet for East of England (Sept – Nov 2007)	
15-Oct-07	MK Council	Post	Poster for notice board – MKC's Preferred Strategy for how	

			MK will grow for the next 20 years and beyond.	
15-Oct-07	Carillion-URS	Post	Introduction to Carillion-URS who act in the capacity of Management Agent to the Highways Agency	
15-Oct-07	MK Museum	Email	Enquiry on whether Parish newsletter produced, and if so who to contact	Forwarded to Kat
16-Oct-07	Thames Valley Police	Post	Thank you for distributing 'How to contact us' publicity material with newsletter	
16-Oct-07	MK Council	Post	Agenda for Sustainable Transport and Road Safety Forum to be held 23 October 07, 7pm Council Chamber, Civic Offices	
17-Oct-07	MK Council	Post	Letter of introduction to the Safer Communities Unit - staff deployments	
18-Oct-07	MK Partnership	Email	UDA Place Making Group agenda for meeting 14 th November - to discuss Road Codes and Landscape, and Public Realm Strategy for Areas 10 & 11 (Western Expansion Area)	
18-Oct-07	MK Council	Post	Additional items for Sustainable Transport and Road Safety Forum to be held 23 October 07	
18-Oct-07	English Partnerships	Email	EEASG minutes of meeting 27 th September. Next meeting scheduled for 29 th November	Forwarded to Richard and Kat
19-Oct-07	MK Council	Email	Weekly news 42, plus attachments	
19-Oct-07	Monica Watkins	Post	Letter of resignation as Councillor for Middleton Ward	
22-Oct-07	MK Council	Email	SID (Speed Indication Device) data collected on Broughton Road, MKV from 24 th to 27 th October	
23-Oct-07	BALC	Email	Invitation for 2 councillors to attend the AGM on Friday 16 th November at 7.30pm in Aylesbury	Forwarded to councillors
23-Oct-07	John Bint	Email	Introduction to Tony Woolf, Broughton parishioner, who has an interest in neighbourhood involvement	Clerk replied
24-Oct-07	S&C Slatter	Post	Trade introduction for sports and play surfaces	
24-Oct-07	MK Council	Email	Deadline reminder for booking a place at the Parish Conference Dinner	Forwarded to councillors
24-Oct-07	Thames Valley Police	Post	Fireworks safety poster for notice boards	
26-Oct-07	John Hood	Email	Has photographs of parking problem in Noon Layer Drive for Peter	Forwarded to Peter
26-Oct-07	Standards Board of England	Email	First edition of the Town & Parish Standard - September 2007	
26-Oct-07	MK Council	Post	Supplementary papers for the Sustainable Transport and Road Safety Forum to be held 23 October 07, 7pm Council Chamber, Civic Offices	
26-Oct-07	HM Revenue & Customs	Post	Employer Bulletin October 07 Issue 27	
26-Oct-07	Playground Supplies Ltd	Post	Trade introduction	
26-Oct-07	MK Council	Email	Weekly news 43, plus attachments	
28-Oct-07	Barbara Hulse	Email	Report of graffiti in Broughton, and a request that the email and telephone number of the Broughton councillors be added to the Broughton notice board. <i>(Kat agreed to her name being displayed but contact is made through the clerk)</i>	Clerk reported graffiti to MK Council and put contact details on notice board
29-Oct-07	MK Council	Email	Letter regarding Government's capital funding cut backs – Milton Keynes annual new build funding is being cut from £30million per year to approximately £10 million per year over the next 3 financial years	Forwarded to Alex and Ian Corlett (as school governors)
29-Oct-07	MK Council	Email	Minutes of Parishes Assembly meeting 13 th September	
29-Oct-07	MK Council	Email	Website link to the local consultation for Milton Keynes Council Traffic and Transport Policy and Procedures Manual, continues until Friday 14 th December	Forwarded to councillors
30-Oct-07	MK Council	Email	Parish Partnership Fund application forms 2008-09 should be sent out this week, deadline for applications 1 st February 2008	
30-Oct-07	MK Council	Post	Application forms and criteria for 3 partnership grant schemes operating in 2008/09, The Community Parking Partnership Scheme, the Parish Partnership Fund and the Play Area Improvement Scheme	
31-Oct-07	The Parks Trust	Email	Request for Village Hall booking contact and next newsletter submission deadline	Clerk replied
2-Nov-07	BALC	Email	2007/08 National Salary Award for Local Council Clerks	
2-Nov-07	MK Council	Email	Parish & Town Council newsletter, November issue	Forwarded to

				councillors
2-Nov-07	MK Council	Email	New funding initiative for 8-13 year olds for Parish Councils. Application deadline Monday 3 rd December	
5-Nov-07	MK Council	Email	Temporary highway restrictions for the Royal Visit to Milton Keynes on 29 th November	Forwarded to councillors
5-Nov-07	MK Council	Email	Weekly News 44, plus attachments	

- Alex offered to take a look at the consultation for the Traffic and Transport Policy and Procedures Manual. June Brown had attended the forum on 23rd October and Robert passed to Alex copies of the presentation.
- Jenny, as reader of the month, suggested a number of the correspondence items could be added to the website. **ACTION: Clerk**
- The application forms for the Parish Partnership Fund 08/09 have now been received. The Village Hall Trustees had expressed an interest in making an application. It was agreed that this item appears on the agenda for December's meeting.
- The Councillor responsible for reading correspondence in November will be **Ian Mitchell**.
- Robert reported to the Council on behalf of Joy Dawe that the scarecrows around the village was a success, and hoped that this would become an annual event.
- John Bint advised that there was to be a meeting regarding the V10 on 30th November. Alex will get in touch with Ben Ruston about this to see if a representative of the Parish Council could attend. **ACTION: Alex**

15 Date of next meeting

Monday 3rd December at 7.15pm

Signed.....3rd December 2007