

Broughton and Milton Keynes Parish Council

(Including Atterbury: Middleton: Oakgrove)

Minutes of the Parish Council Annual General Meeting

Held on

Monday 8th May 2006 in Milton Keynes Village Hall at 7.15 pm.

Present: Mr I Corlett (Chair); Mr R Brown; Mr P Johnson; Mrs M Watkins; Mr I. Mitchell; Mr A Kidd; Mr R Peters; Mr D Miller – Clerk; and 4 members of the public.

Mr Corlett welcomed everyone to the meeting.

1 Apologies for Absence

Mrs J Brighton; Mrs B Hulse; Ward Cllr. Derek Eastman; Ward Cllr Sam Crooks.

2 Election of Chairperson

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

3 Election of Vice-Chair

Robert Brown nominated Ian Corlett for the position of Vice-chair for the year, and this was seconded by Peter Johnson and, there being no other nominations, Ian Corlett was elected as Vice-chair by the Council.

4 Minutes of the Parish Council Meeting held on Monday 6th March 2006, and the Annual Assembly meeting and subsequent Parish Council meeting held on Monday 3rd April 2006

The draft minutes of the 6th March meeting had recorded the correspondence reader for the month of February instead of March.

The draft minutes of the 3rd April meeting, held after the Annual Assembly, had recorded the date of the meeting as 6th March.

The Clerk had produced corrected versions of these minutes which were agreed by the Council and were signed by Mr Corlett.

The draft minutes of the Parish Annual Assembly meeting were agreed as a correct record, and will be signed at next year's Annual Assembly meeting in April.

5 Matters arising from the previous meetings:

a. Dog Fouling

Following the provision of an extra Dog Waste Bin near to Wolston Meadow, there had been no further reports of dog fouling problems. The Parish Council decided to take no further action at present, but if residents were to report further problems in that area, the earlier proposal to write to the local residents would be considered again.

b. Allotment gates and taps

The Parish Council agreed that the Clerk should obtain quotations for repairing the three gates used for access to the Broughton Road allotments. **Action: David Miller**

There is a gate at the entrance to the Walton Road allotments which may require repair in due course, but the Parish Council agreed to wait until work on the rebuilding of 12 Walton Road had been completed.

Allotment holders had been provided with a sample locking tap, purchased by the clerk, and had decided that a stopcock would provide a more satisfactory solution. One of the allotment holders has the expertise necessary to install this. The Parish Council agreed to fund the materials required.

c. Website article about the precept

Ian Corlett had drafted the following Motion and amendments, which the clerk had circulated prior to the meeting.

Motion: To adopt the following article for the Parish Council's website:

Parish Precept

1. Parish and town councils raise their money primarily from a levy called a precept. Milton Keynes Council collects the precept on behalf of the parish council at the same time that it collects the Council Tax. Your parish council element is small compared to the other sections of the bill.
2. For this Parish the precept for 2006/07 is £39,190 (2005/06 £26,800). The main reason for the difference between the two years is the large increase in the number of households in the parish.
3. This is slightly higher than the amount actually required in the current year, as a mistake was made in the figure advised to Milton Keynes Council. This amounted to £5,615 and it was not considered cost effective to correct this in the current financial year. An adjustment will be made to next year's precept to compensate for this minor error.
4. Any town or parish that precepts for more than £100,000 each year has to inform its residents of that fact and provide a breakdown of how it intends to spend it. A leaflet will be in the same posting as the Council Tax bills from Milton Keynes Council. There will also be pamphlets from the Buckinghamshire and Milton Keynes Fire and Rescue Service and the Police Authority who are also entitled to raise their budget in this fashion.
5. There are sections of the Local Government Acts and the Police Act that enable us to raise additional funds, not all of these will come from you the local tax payer.

Amendment 1:

To amend paragraph 2 to read

"For this Parish the precept for 2006/07 is £39,190."

Amendment 2:

To amend paragraph 3 to read

"After publishing this figure, it has become evident that actual expenditure will be lower, creating a small surplus that will be used to adjust the precept for 2007/08."

Ian Mitchell proposed that Amendment 1 be made, and Alex Kidd seconded this. After discussion about Amendment 2, the wording of which councillors were not able to agree, a third amendment was proposed which was to delete paragraph 3 altogether.

The Council agreed unanimously to adopt Ian Corlett's motion with Amendments 1 and 3, but Amendment 2 was lost.

6 Finance

a. Draft Accounts for 2005-6

The clerk had circulated, with the agenda papers, the draft 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 £4169 was added to the General Fund in the year.

In response to a question raised by Richard Peters about items in the Reserved funds, Ian Corlett explained the history of some of these. It was agreed to re-word the reserves for the church walls, churchyard walls, for the sake of clarity. Councillors then discussed the reserved funds and Ian Mitchell proposed that the amounts held for Village Hall works (£297.50), for website development (£1000) and for youth projects (£900) should be transferred back into General Reserves. This was agreed unanimously by the Council.

Action: David Miller to prepare a revised Balance Sheet.

The Accounts would now be submitted to Chris Davis, for the internal audit to commence.

b. Asset Register

The clerk had circulated copies of the Asset Register with proposed changes from the version agreed a year ago. The Council approved the new version.

Councillors commented favourably on the supplement the clerk had produced containing copies of the plans showing the pieces of land owned by the Parish Council. The clerk agreed to print off an extra copy for Chris Davis, Internal Auditor.

Robert Brown reported that on a visit to MK Council to view the latest edition of the Local Plan, he had noticed that the Walton Road allotment site was shown as land designated for housing. The Council agreed that **David Miller** should write to the Planning Department to draw attention to this, enclosing a copy of the plan on our file from the time the allotments were transferred to the Parish Council in 1997.

c. Insurance

The Council agreed to add the following items to the All Risks section of the Insurance Policy with Zurich Municipal:

Item	Extra Value to cover	Premium	Premium, inc 5% ITP
Extra Dog Waste bin	£161	£2.42	£2.54
Fire-proof filing cabinet	£259	£2.59	£2.72
Extra PC Noticeboard*	£484	£9.66	£10.14

* the new Notice-boards, having no glass doors, each cost less than the old one was insured for

d. Report of the Income, Expenditure, balances and reconciliation for April

Cheques issued following approval at the March Parish Council Meeting				
Chq.	Net	VAT	Total	Payee
866	£413.00		£413.00	Mr D Miller – Salary February
867	£50.55		£50.55	Mr D Miller – expenses February
868	£105.60	£18.48	£124.08	AH Contracts – Dog Bin Emptying – February
869	£186.84	£32.69	£219.54	R & P Todd – Grass cutting contract – 11th payment
870	£1000.00		£1000.00	Friends of Middleton - grant
871	£259.00	£45.33	£304.33	Online Stores – fireproof filing cabinet
872	£257.73		£257.73	BALC and NALC Annual subscriptions
873	£150.00		£150.00	MK City Counselling Centre - grant

Plus the standing monthly payment of £33.00 + £5.78 VAT to Market Town for website hosting.

Cheques issued following approval at the April Parish Council Meeting				
Chq.	Net	VAT	Total	Payee
874	£413.00		£413.00	Mr D Miller – Salary March
875	£47.60		£47.60	Mr D Miller – expenses March
876	£463.23		£463.23	Inland Revenue – PAYE/NI Jan-Mar 06
877	£132.00	£23.10	£155.10	AH Contracts – Dog Bin Emptying – March
878	£186.84	£32.69	£219.54	R & P Todd – Grass cutting contract – 12th payment
879	£155.00	£27.13	£182.13	JRB Enterprise – extra Dog Waste Bin

Plus the standing monthly payment of £33.00 + £5.78 VAT to Market Town for website hosting.

Income received during March	
£75.00	Paddock rent – March
£495.00	Pavilion Insurance first repayment 2006
£4.20	Allotment Rent
£25.00	Allotment Deposits
£39.04	Interest (30-Day Account)
£46.20	Interest (Pavilion Account)

Income received during April	
£92.00	Garage Rent Oct-Dec 05
£75.00	Paddock rent – April
£165.00	Pavilion Insurance repayment
£19,595.00	MK Council – Precept - first half year
£27.50	Newsletter Advertising
Receipts outstanding Garage Rent Jan-Apr: £120.00. Newsletter Advertising £13.75	

Treasurer's Account		
Bank Statement - 25th Apr 06	£21,834.53	
1st April 06	£1,946.31	Opening cash book balance 1st April 2006
	£19,927.00	Total cash book receipts – 1st – 25th Apr 2006
	£38.78	Total cash book expenditure – 1st – 25th Apr 2006
25th Apr 06	£21,834.53	Closing Balance (agrees with adjusted bank statement)
		NB £12,000 transferred to 30-Day A/c April 26th

e. Authorisation of cheques

Cheques authorised at the meeting:

Treasurer Account			
Net	VAT	Total	Payee
£438.61		£438.61	Mr D Miller – Salary April
£48.53		£48.53	Mr D Miller – expenses April
£114.40	£20.02	£134.42	AH Contracts – Dog Bin Emptying – April (13 bins, previously 12)
£226.32	£39.61	£265.93	R & P Todd – Grass cutting contract – 1st payment (including £25 for Dog Bin installation)

Pam Duggan had emailed the clerk on the morning of the meeting to say that she had purchased some of the equipment for the Pavilion as agreed by the Parish Council towards the end of last year. She had paid for this using her own debit card.

The Council agreed to re-imburse her for the amount spent, £170.32, and a cheque would be issued from the Pavilion Account and sent on production of the receipts. The clerk agreed to request that VAT invoices be submitted for future purchases in order that VAT may be reclaimed.

Grant Requests

None.

7 Risk Assessment

The Council thanked the clerk for producing a table summarising actions taken during the last year:

Nature of Risk	Action to reduce exposure	Date
Loss of key documents	Provision of Fire-proof filing cabinet	Mar 06
PC Notice-boards, installation of	Public Liability Insurance cover increased by contractor to level specified by MKC	Feb 06
Forge/Bus-shelter repairs	Contractor had suitable Public Liability Cover and provided temporary fencing to protect area being worked on	Jan 06
Financial loss through inadequate Insurance cover	New items identified for adding to Asset register and insurance schedule	Apr 06
Exposure to Pavilion insolvency	Regular financial reporting reinstated; vacancy for parish councillor representative on PMC filled.	Feb 06
Publishing unsuitable material on the Website	PC appointed a working group to manage the content.	Oct 05
Acting outside Powers of Local Councils	Consulted MKC regarding all new types of expenditure during the year	Various
Failing to comply with legislation regarding planning matters and Great Crested Newt protection	Advised Cricket Club of need for obtaining necessary permission for proposed works to the edge of the pitch, both in relation to use of spoil and of possible disturbance of Great Crested Newts	Nov and Dec 05
	Involved Chris Coppock in the project to clear Southside Pond	Feb 06
Road Safety matters	Contacted the football club (twice) regarding the danger posed by inappropriate parking of vehicles along Worrelle Avenue;	Two occasions
Firework Dangers on PC land	In response to an incident at the village bonfire, wrote to village hall committee regarding provision of suitable fencing next year; and to local MP regarding the dangers posed by large fireworks	Nov 05

A copy of this would be provided for Chris Davies, Internal Auditor.

8 Standing Orders and Financial Regulations

Councillors had been asked to read through the current documents, both of which had been re-written two years ago, before the meeting. The clerk had been advised by BALC that the current Model Standing Orders, used as the basis for ours, date back to 2003 and are still applicable.

The Council agreed that neither document was in need of amendment and that they would be adopted for the succeeding year.

Discussion took place regarding the use of email for confirming orders, and a change of practice was agreed – confirming an order by email is satisfactory, but purchase orders created as Word documents, should be sent by post, rather than as email attachments.

Miller

Action: David

9 Oakgrove Development

There had been no further developments since the exhibition at Oakgrove Leisure Centre. Discussion took place regarding the sending of a letter communicating the comments of the Parish Council in response to the exhibition. Councillors concluded that the next response from the Parish Council would be given when the planning applications are published.

Ben Ruston confirmed that MK Council are the planning authority responsible for approving these applications. The first application is in draft form and, after editing, is likely to be available in about 2 months time. The application for the development between the secondary school and Southside Lane is likely to be available about a month after that.

Work on the Oakgrove grid square will be visible shortly – this will be in connection with the digging out of ponds and moving of mud, not the construction of housing or other structures.

10 UDA Placemaking Group Meeting

Monica Watkins, Richard Peters and Robert Brown had attended this meeting earlier in the day. The agenda had included the Brooklands Development Brief, and City Streets, the latter concept being firmly embedded in current thinking about all new developments across the city.

Further meetings are planned.

Robert Brown raised the issue of safety in relation to pedestrians using City Streets, where accessing the pavement on the opposite side of the roads will involve crossing four lanes of vehicular traffic.

11 MK2031

Robert Brown had attended the recent meeting, designed to be a consultative meeting with Parish Councils, but which had failed to satisfy many of those present.

In addition to the six Options for Growth originally published, two more had been added but no details provided. Option 1 was presented as the favoured one, but no reasons or explanation for this choice were given to those attending.

It had been agreed to provide participants with copies of the basic information which would then be discussed in a further series of meetings, with conclusions to be published in June. The associations of Urban and Rural Parish Councils would be included in this consultation process.

Providing a high quality, considered, response to matters discussed at meetings such as this and the Placemaking Group mentioned above is very time-consuming for Parish Councils. It was agreed that councillors would consider, between now and the next Parish Council meeting, the possibility of setting up a Working Group to provide the necessary input. In the meantime Robert Brown, Monica Watkins and Richard Peters will continue to attend future meetings, when they are able to.

12 Land & Buildings Maintenance

Barbara Hulse had contacted the clerk to report that the Broughton Bus Shelter's condition was deteriorating and that the roof support might soon require remedial work. The Council agreed that the clerk should, in the first instance, write to English Partnerships to ask about the plans for the development of that area of the village.

Action: David Miller

13 Matters relating to Wards

a. Middleton

- *Electricity Supply to the Pavilion hut.*

The Pavilion Management Committee had approached the Parish Council regarding the provision of an electricity supply to the hut.

The Council discussed this request and it was agreed that the Pavilion Management Committee should be asked to explain why this was deemed necessary, and how they intended to connect up the new cabling to the existing supply in the Pavilion.

Reassurances are also to be sought in relation to the increased fire risk, appropriate insurance being arranged, security, methods of preventing unauthorised use, and whether planning consent is being/has been obtained.

- *Travellers*

Peter Johnson reported to the Parish Council his unsatisfactory conversation with MK Council in relation to the travellers occupying land alongside the V10 in recent days. The Council agreed that a letter should be sent to Martin Tootell, Senior Traveller Liaison Officer, asking for an explanation of the length of time that elapsed before the travellers were moved on.

Action: David

Miller

- *Chestnut Trees*

Alex Kidd reported on the recent vandalism of chestnut trees, which had been mentioned in the local press. The Council noted this and expressed sorrow at this act of mindless destruction.

b. Broughton & Atterbury

Nothing to report.

c. MK Village

Nothing to report.

14 Matters relating to Individual Councillors Responsibilities

Allotments

Peter Johnson reported that the allotments were currently in very good condition.

15 General Planning Applications

<i>Reference</i>	<i>Date Valid</i>	<i>Description</i>	<i>Comments</i>
06/00529/LBC	06/04/06	LISTED BUILDING CONSENT FOR ERECTION OF FRONT FENCE AND FIXING OF BURGLAR ALARM BELL BOX TO FRONT AND REAR ELEVATIONS at Brook Farmhouse Broughton Road Milton Keynes Village	See minute below
06/00415/MKPCO	20/03/06	OUTLINE PERMISSION FOR RESIDENTIAL DEVELOPMENT COMPRISING 72 UNITS at Broughton Manor Business Park, Newport Road, Broughton	See minute below
06/00416/MKPCO	20/03/06	OUTLINE PERMISSION FOR RESIDENTIAL DEVELOPMENT COMPRISING 72 UNITS (DUPLICATE) at Broughton Manor Business Park, Newport Road, Broughton	See minute below
06/00529/LBC	24/04/06	LISTED BUILDING CONSENT FOR FIXING OF BURGLAR ALARM BELL BOX TO FRONT AND REAR ELEVATIONS at Brook Farmhouse Broughton Road Milton Keynes Village	
<i>Permission Granted</i>			
06/00325/FUL	01/03/06	SINGLE STOREY REAR EXTENSION at 38 Swanwick Lane, Broughton	10/04/06

72 Units at Broughton Manor Business Park – Ref 06/00415-6/MKPCO

Ian Corlett agreed to draft a short response commenting that the development needed to be compatible with the adjacent Gallaghers development at Broughton Manor Farm.

Brook Farmhouse - Ref 06/00529/LBC

Ian Mitchell had looked at the plans and had no comments. The plans were passed to **Robert Brown** who will inspect them and pass them on to Jenny Brighton in turn, if he considers it advisable for the Parish Council to make a response, the deadline for which would be May 20th.

16 Correspondence

Date received	Sent by	Item	Distribution
4-Apr-06	MK Council (by email)	Local Area Agreement Workshops – notification of spare spaces for these, plus venues	Forwarded to all councillors
4-Apr-06	English Partnerships (by email)	Invitation to Parish Consultation meeting regarding MK2031 on April 26 th at 7pm, Christ the Cornerstone	Forwarded to all councillors
7-Apr-06	MK Council Streetcare	Reminder that non-urgent Streetcare enquiries should be made via the Streetcare website or by phoning 252811 (Streetcare or Highways) or 252570 (Waste & Cleansing)	
7-Apr-06	Carillion	Note regarding the upgrade of the Willen Road bridge over the M1 motorway between May 30 th and August 20 th	
7-Apr-06	Bedfordshire County Council	Consultation on Statement of Community Involvement – runs from 10 th April to 22 nd May	
7-Apr-06	South East England Regional Assembly	Consultation – The South East Plan – comments invited up to 23 rd June	
7-Apr-06	MK Council (by email)	Note regarding the launch of the Children's Hospital Tsunami Appeal Fund (CHTAF) and request to display posters	Posters put on PC Noticeboard
7-Apr-06	MK Council (by email)	Members Weekly News, Issue 14, plus attachments	
8-Apr-06	Petra Seath (by email)	Buckinghamshire Parish Pond Survey – request to do a survey of Southside Pond and for information regarding its history	
10-Apr-06	MK Council (by email)	Advice, guidelines and contact details for reporting dead birds in the context of the first UK case of Avian Flu	
11-Apr-06	MK Council	Parish Newsletter – invitation to advertise local events	
12-Apr-06	TV Police	Community Policing Awards 2006 – competition launch. Request to display posters about this and about motorcycle safety	Posters to be put on PC Noticeboard
13-Apr-06	MK Council	Advice that the first instalment of the 2006-7 precept will be credited shortly	
13-Apr-06	MK Council (by email)	Members Weekly News, Issue 15, plus attachments	
13-Apr-06	English Partnerships (by email)	MK 2031 meeting – questions to consider before the meeting	Forwarded to Robert Brown
15-Apr-06	MK Council	Mobile Library Service – new dates for April-Sept	
15-Apr-06	The Safety Centre	April Newsletter	
18-Apr-06	English Partnerships (by email)	UDA Placemaking Group – note and agenda for next Meeting on May 8 th .	Forwarded to all councillors
20-Apr-06	English Partnerships (by email)	Emailed note from Jennie Cook, acknowledging our letter regarding Brooklands, and promising to keep the PC informed about proposed high density housing	
21-Apr-06	MK Council (by email)	Members Weekly News, Issue 16, plus attachments	
21-Apr-06	MK Council (by email)	Notes of the outputs of the Local Area Agreement workshops that took place before Easter.	
24-Apr-06	MK Council (by email)	Graffiti cleaning schedule for the rest of the year. Our area 10 th -15 th May	Councillors to advise priorities
25-Apr-06	MK Council (by email)	Parish & Town Council Newsletter – May edition	
27-Apr-06	Age Concern	Report on the Peartree Centre, Age Concern Milton Keynes	
28-Apr-06	MK Council	Members Weekly News, Issue 17, plus attachments	
29-Apr-06	MK Association of Urban PCs	Agenda for meeting 25 th May	
29-Apr-06	BALC	Matters Arising – Issue 17, April 06	
29-Apr-06	MK Council	MK Council Submission Statement of Community Involvement – Consultation documents – responses invited up to 8 th June	
29-Apr-06	MK Council	Details about the Parish Conference Annual Dinner – 27 th October	Copied to all Councillors

29-Apr-06	MK Council	Revised MKC Officer Contact List	Copied to all Councillors
29-Apr-06	MK Council	Copies of Powerpoint slides for recent Planning (Section 106) seminar; plus other attachments from the May Parish & Town Council Newsletter	
29-Apr-06	SLCC	Further letters relating to the ongoing dispute between SLCC and BALC	
2-May-06	English Partnerships (by email)	Agenda for UDA Placemaking Group meeting	Forwarded to Monica Watkins & Richard Peters
3-May-06	ODPM	Discussion Paper regarding Local Authority Byelaws in England	
4 May-06	Phil Keech (by email)	Invitation to attend Youth Group AGM, 15 th May	Forwarded to all Councillors
5-May-06	Clerks & Councils Direct	Subscription Renewal advice	
5-May-06	English Partnerships (by email)	UDA Placemaking Group – Brooklands Development Brief	Forwarded to Monica Watkins & Richard Peters
5-May-06	MK Council	Members Weekly News, Issue 18, plus attachments	

MK Council Plan 2006-9 (from last month's correspondence)

After some discussion, councillors agreed not to respond to this.

Clerks & Councils Direct – subscription renewal

Councillors agreed they would like to continue receiving this publication.

The Councillor responsible for reading correspondence in May will be **Richard Peters**.

Ian Corlett declared the meeting closed, the time being beyond 10.00pm.

17 Date of next meeting

June 5th

Signed.....5th June 2006.

DJM

Mrs J Brighton