

MINUTES OF THE PARISH COUNCIL MEETING

Held on 11 December 2017 at 19h15 at 27 Atlas Way, Oakgrove, MK10 9SG

Public Open Session started at 19h15

| Ref | Agenda Item | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|---|--------------------|--------|----------------|---------------------------|-------------------|------------|------------------------------------|-------------------|------------|-----------------------------------|-------------------|------------|--------------|--|--------------------|----------|--|--|--|--|------|-------|---------|--------|---------|-------|--------------|----------------|--------|-------|-------|-----------|----------------|--------|-------|-------|--------------|----------------|--------|-------|-------|---------------------|----------|------|------|--------|--------------|----------------|------|-------|--------|-------------|----------------|------|-------|--------|----------------|----------------|------|-------|--------|---------------|----------------|------|-------|--------|-------------|----------------|------|--------|--------|--------------|----------------|------|-------|--------|-----------------------|----------------|------|-------|--------|-------------|----------------|------|-------|--------|-----------------------------|----------------|------|-------|--------|--------------|----------------|------|-------|--------|------------|----------------|------|-------|--------|--------------------------|----------------|------|-------|--------|--------------|----------------|------|------|--------|--------------|----------------|------|-------|--------------|--|--|--|----------------|-------|
| 1. | <p>Apologies: Cllr D Hudson (DH), Cllr C Craig (CC), Cllr J Chambers (JC).</p> <p>Present: Cllr D Monk (DM)-Chair, Cllr T Small (TS)-Vice Chair, Cllr J Bint (JoB), Cllr L Swinton (LS), Cllr J Small (JS), Cllr M Solanki (MS), Cllr Y Olayemi (YO), Cllr J Brighton (JeB) arrived at 20h42</p> <p>In attendance: Vicky Mote (Clerk), Colin Bowker (Contractor) and 5 members of public.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | <p>Minutes of the Parish Council Meeting held on 6 November 2017 were amended and signed as a true copy by Cllr DM (Chair).</p> <p><u>Amendment:</u> Cllr JS pointed out error under 6 Planning Applications, the RESOLUTION was amended to say Cllr JoB JS and JeB.....</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <p>Declaration of Interest: Cllr JoB, who is a member of the Development Control Panel declared an interest in item 6 Planning. He will not express any opinion on planning applications however, is happy to comment on any planning processes. Cllr TS declared an interest in item 17.3 Ground Maintenance, landscaping tender.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | <p>Finance</p> <p>4.1 Appeal for Funding, there were none presented.</p> <p>4.2 Payments Clerk presented the finance report. RESOLUTION: Council approved payment list presented; duly signed by Cllr's DM and JeB.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">STATEMENT BALANCES</th> </tr> </thead> <tbody> <tr> <td style="width: 40%;">Treasurers Account</td> <td style="width: 30%;">Balance 30 Nov 17</td> <td style="width: 30%; text-align: right;">£81,602.06</td> </tr> <tr> <td>30 Day Bank Instant Account</td> <td>Balance 30 Nov 17</td> <td style="text-align: right;">£31,592.06</td> </tr> <tr> <td>Public Sector Deposit Fund</td> <td>Balance 30 Nov 17</td> <td style="text-align: right;">£25,000.00</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">£138,194.12</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">RECEIPTS</th> </tr> <tr> <th style="width: 10%;">Date</th> <th style="width: 40%;">Payee</th> <th style="width: 20%;">Receipt</th> <th style="width: 10%;">Method</th> <th style="width: 10%;">Receipt</th> </tr> </thead> <tbody> <tr><td>1-Nov</td><td>Zapita (K12)</td><td>Allotment Rent</td><td>Cheque</td><td style="text-align: right;">42.00</td></tr> <tr><td>1-Nov</td><td>Hunt (K7)</td><td>Allotment Rent</td><td>Cheque</td><td style="text-align: right;">43.50</td></tr> <tr><td>1-Nov</td><td>Wesley (C16)</td><td>Allotment Rent</td><td>Cheque</td><td style="text-align: right;">42.00</td></tr> <tr><td>4-Nov</td><td>30 Day Bank Instant</td><td>Interest</td><td>BACS</td><td style="text-align: right;">1.34</td></tr> <tr><td>14-Nov</td><td>Murphy (K16)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">60.00</td></tr> <tr><td>20-Nov</td><td>Wright (C1)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">42.00</td></tr> <tr><td>21-Nov</td><td>Franczak (K15)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">10.00</td></tr> <tr><td>21-Nov</td><td>Tallboy (B15)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">87.00</td></tr> <tr><td>22-Nov</td><td>Leigh (B22)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">120.00</td></tr> <tr><td>24-Nov</td><td>Arslan (C20)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">39.00</td></tr> <tr><td>28-Nov</td><td>Sharp & Djellab (M16)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">33.00</td></tr> <tr><td>28-Nov</td><td>Dower (K40)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">39.00</td></tr> <tr><td>29-Nov</td><td>MARTIN GRAHAME WIR WIRTH 8B</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">40.50</td></tr> <tr><td>29-Nov</td><td>Brookes (21)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">42.00</td></tr> <tr><td>29-Nov</td><td>Thuo (C19)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">39.00</td></tr> <tr><td>30-Nov</td><td>EMMA Kizilkaya Swain (9)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">39.00</td></tr> <tr><td>30-Nov</td><td>Gadeke (M25)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">9.00</td></tr> <tr><td>30-Nov</td><td>Brookes (21)</td><td>Allotment Rent</td><td>BACS</td><td style="text-align: right;">21.00</td></tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td style="text-align: right;">£749.34</td> </tr> </tbody> </table> | STATEMENT BALANCES | | | Treasurers Account | Balance 30 Nov 17 | £81,602.06 | 30 Day Bank Instant Account | Balance 30 Nov 17 | £31,592.06 | Public Sector Deposit Fund | Balance 30 Nov 17 | £25,000.00 | Total | | £138,194.12 | RECEIPTS | | | | | Date | Payee | Receipt | Method | Receipt | 1-Nov | Zapita (K12) | Allotment Rent | Cheque | 42.00 | 1-Nov | Hunt (K7) | Allotment Rent | Cheque | 43.50 | 1-Nov | Wesley (C16) | Allotment Rent | Cheque | 42.00 | 4-Nov | 30 Day Bank Instant | Interest | BACS | 1.34 | 14-Nov | Murphy (K16) | Allotment Rent | BACS | 60.00 | 20-Nov | Wright (C1) | Allotment Rent | BACS | 42.00 | 21-Nov | Franczak (K15) | Allotment Rent | BACS | 10.00 | 21-Nov | Tallboy (B15) | Allotment Rent | BACS | 87.00 | 22-Nov | Leigh (B22) | Allotment Rent | BACS | 120.00 | 24-Nov | Arslan (C20) | Allotment Rent | BACS | 39.00 | 28-Nov | Sharp & Djellab (M16) | Allotment Rent | BACS | 33.00 | 28-Nov | Dower (K40) | Allotment Rent | BACS | 39.00 | 29-Nov | MARTIN GRAHAME WIR WIRTH 8B | Allotment Rent | BACS | 40.50 | 29-Nov | Brookes (21) | Allotment Rent | BACS | 42.00 | 29-Nov | Thuo (C19) | Allotment Rent | BACS | 39.00 | 30-Nov | EMMA Kizilkaya Swain (9) | Allotment Rent | BACS | 39.00 | 30-Nov | Gadeke (M25) | Allotment Rent | BACS | 9.00 | 30-Nov | Brookes (21) | Allotment Rent | BACS | 21.00 | Total | | | | £749.34 | Clerk |
| STATEMENT BALANCES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Treasurers Account | Balance 30 Nov 17 | £81,602.06 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 Day Bank Instant Account | Balance 30 Nov 17 | £31,592.06 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Sector Deposit Fund | Balance 30 Nov 17 | £25,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | £138,194.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RECEIPTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Payee | Receipt | Method | Receipt | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-Nov | Zapita (K12) | Allotment Rent | Cheque | 42.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-Nov | Hunt (K7) | Allotment Rent | Cheque | 43.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-Nov | Wesley (C16) | Allotment Rent | Cheque | 42.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-Nov | 30 Day Bank Instant | Interest | BACS | 1.34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14-Nov | Murphy (K16) | Allotment Rent | BACS | 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20-Nov | Wright (C1) | Allotment Rent | BACS | 42.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21-Nov | Franczak (K15) | Allotment Rent | BACS | 10.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21-Nov | Tallboy (B15) | Allotment Rent | BACS | 87.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22-Nov | Leigh (B22) | Allotment Rent | BACS | 120.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24-Nov | Arslan (C20) | Allotment Rent | BACS | 39.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28-Nov | Sharp & Djellab (M16) | Allotment Rent | BACS | 33.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28-Nov | Dower (K40) | Allotment Rent | BACS | 39.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29-Nov | MARTIN GRAHAME WIR WIRTH 8B | Allotment Rent | BACS | 40.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29-Nov | Brookes (21) | Allotment Rent | BACS | 42.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29-Nov | Thuo (C19) | Allotment Rent | BACS | 39.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30-Nov | EMMA Kizilkaya Swain (9) | Allotment Rent | BACS | 39.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30-Nov | Gadeke (M25) | Allotment Rent | BACS | 9.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30-Nov | Brookes (21) | Allotment Rent | BACS | 21.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | £749.34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| PAYMENTS | | | | | | |
|---------------------|-----------------------------------|--------------------------------------|------|-------------------|------------------|-------------------|
| Date | Payee | Expense | | Net | VAT | Payments |
| 3/11 | Cloudy IT | IT Upgrade (50%) | BACS | 2720.40 | 544.08 | 3264.48 |
| 3/11 | Crest Nicholson | Oakgrove Office Rent Sept-Dec | BACS | 1800.00 | 360.00 | 2160.00 |
| 3/11 | BT Business | Oakgrove Office Broadband Oct-Dec | BACS | 129.00 | 25.80 | 154.80 |
| 3/11 | HM Revenue & Customs | Tax + NI-Oct 17 | BACS | 872.61 | | 872.61 |
| 3/11 | Milton Keynes Council | Oakgrove Office Rates | BACS | 208.80 | | 208.80 |
| 3/11 | Mr C Bowker-Oct 17 | Contractor-Oct 17 | BACS | 647.86 | | 647.86 |
| 8/11 | Marcus Young Landscaping | Landscaping-Oct 17 | BACS | 428.33 | 85.67 | £514.00 |
| 8/11 | Marcus Young Landscaping | Bin Servicing-Oct 17 | BACS | 494.50 | 98.90 | £593.40 |
| 8/11 | MK Marketing Systems (Kemsley) | Kemsley Allotment H&S Sign | BACS | 230.00 | 46.00 | 276.00 |
| 8/11 | Getmapping PLC | Parish Online Mapping Software | BACS | 140.00 | 28.00 | 168.00 |
| 14/11 | Mr G Eaton (K25) | Plot Deposit £35/Key Deposit £10 | BACS | 45.00 | | 45.00 |
| 14/11 | Mr R Chauhan (M12) | Plot Deposit Refund | BACS | 25.00 | | 25.00 |
| 14/11 | Mrs L Barnes (M2) | Plot £35/Key £10 x 2 | BACS | 55.00 | | 55.00 |
| 14/11 | Mr A Wasdell (M29) | Plot Deposit Refund | BACS | 35.00 | | 35.00 |
| 14/11 | Rubbish2Go | Allotments (C/K/M)/MKV Garden | BACS | 337.50 | 67.50 | 405.00 |
| 14/11 | ICO Z8797399 | Annual Fee | DD | 35.00 | | £35.00 |
| 16/11 | BT GROUP PLC SM52627539-000020 | | DD | 17.94 | | £17.94 |
| 21/11 | Virgin Mobile | Mobile | DD | 6.00 | | 6.00 |
| 22/11 | Cloudy IT-10212AB | IT-Annual Support/Licences | BACS | 5967.9 | 1,193.58 | 7161.48 |
| 22/11 | Cloudy IT-10210AB | IT Upgrade (40%) | BACS | 2176.32 | 435.26 | 2611.58 |
| 22/11 | RTM Landscapes | Tree Removal/Coppice- MKV Allot | BACS | 800.00 | 160.00 | 960.00 |
| 27/11 | Vicky Mote | Salary Nov 17 | BACS | 1938.34 | | 1938.34 |
| 27/11 | Mrs A McNaughton | Salary Nov 17 | BACS | 754.27 | | 754.27 |
| Total Nov 17 | | | | £19,864.77 | £3,044.79 | £22,909.56 |

| PAYMENTS TO BE AUTHORISED | | | | |
|---------------------------|--------------------------|----------------------------|------|----------|
| Date | Payee | Expense | | Payments |
| 3/12 | HMRC | NI + Tax Nov 17 | BACS | £903.10 |
| 3/12 | BCC Pensions | AM/VM Nov 17 | BACS | £791.24 |
| 1/12 | Mr C Bowker | Contractor/Expenses Nov 17 | BACS | £662.32 |
| Dec | Mrs A McNaughton | Salary Dec 17 | BACS | TBC |
| Dec | Ms V Mote | Salary Dec 17 | BACS | TBC |
| Dec | Ms V Mote | Expenses | BACS | TBC |
| Dec | Marcus Young Landscaping | Ground Maintenance Nov 17 | BACS | TBC |
| Dec | Marcus Young Landscaping | Bin Servicing Nov 17 | BACS | TBC |
| Dec | Virgin Mobile | 43070 | BACS | TBC |
| Dec | EDF Energy | Oakgrove | BACS | TBC |
| Dec | BCC Pensions | AM/VM Dec 17 | BACS | TBC |
| Dec | BT Business | Oakgrove | BACS | TBC |
| Dec | Anglian Water | Allotments | BACS | TBC |
| Dec | HMRC | NI + Tax Dec 17 | BACS | TBC |

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| 5. | <p>Planning Applications (fixed item).</p> <p>17/03042/DISCON (16/02271/REM)-deadline not available 17/03044/DISCON (09/02216/MKPC)-deadline not available 17/03006/FUL – 12 Oxenhope Way, Broughton – deadline 08/12/17 17/03063/REM – 111 dwellings Brooklands, Newport Rd – deadline 15/12/17 17/03072/FUL – 5 Torrington Drive, Brooklands – deadline 19/12/17 17/03159/FULR3 – Charing Hub electric cars MK Coachway, Brooklands – deadline 26/12/17 17/03204/FUL – 16 Ada Walk, Oakgrove – deadline 29/12/17</p> | Cllr's, Clerk |
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| | <p>17/03178/ADV – Unit 510 Magna Park, Fen Street – deadline 01/01/18 17/03208/TCA – Tree removal MK Village, Willen Rd – deadline 01/01/18 17/03211/FUL – 7 Corris Court, Broughton – 01/01/18 17/03246/FUL – 95 Noon Layer Drive, Middleton – deadline 05/01/18 17/03245/FUL – 97 Noon Layer Drive, Middleton – 05/01/18 RESOLUTION: All agreed that any comments to be made on behalf of the Parish Council should be forwarded to the Clerk to collate and respond by deadline dates.</p> | |
| 6. | <p>Consultations Papers (fixed item). Agree Parish Council responses to current consultations. 6.1 Pharmaceutical Needs Assessment (PNA), which runs from 16/10/17 to 15/12/17. 6.2 Proposed Submission version of Plan:MK (deadline 20/12/17). 6.3 Open Space Assessment, deadline 20/12/17 Jonathan Wellstead (MKC). RESOLUTION: All agreed that Councillors should send any comments to Clerk to collate and respond before deadline dates.</p> | Cllr's, Clerk |
| 7. | <p>Oakgrove Office, Clerk presented cost of a noticeboard for installation outside the parish office. Council discussed various options of location of noticeboard. RESOLUTION: Clerk to investigate permission to install a noticeboard within the courtyard of Waitrose where there is a larger public footfall. RESOLUTION: Clerk to investigate if permission would be granted by property owner to install a noticeboard outside the office as visitors find it difficult to find our new offices. RESOLUTION: Clerk to get feedback from residents within Ruby House (Oakgrove) regarding location outside our office.</p> | Clerk |
| 8. | <p>Phone Box-Broughton Village, Cllr DM notified council that the phone box in Broughton Village is a listed structure and would require permission for anything we wish to do with this structure, e.g., refurbishment, installation of a defibrillator etc. RESOLUTION: All agreed to go ahead with the adoption of the phone box as it is part of the character of the village.</p> | Clerk |
| 9. | <p>Councillor Vacancy (can co-opt), Council discussed whether there is a requirement for a missing "skill set" within the team. RESOLUTION: All agreed that it is important to look for a candidate who is passionate about contributing to their community as we don't have the luxury of a waiting list of volunteer councillors. Cllr YO reiterated the importance of ensuring we have a "training in role" programme.</p> | Clerk |
| 10. | <p>Broughton Rd Allotment-Milton Keynes Village, Ratification as follows: 10.1 Repair to gates, due to Health & Safety risk, (approval was given under Standing Order F4 Purchasing-in extremis). 10.2 Main riding one-off cut prior to winter due to Health & Safety risk; main ridings not included in existing landscaping specification and do fall under Parish Council risk. <i>Standing Order F4-Purchasing (e)</i> <i>In extremis, three councillors, one of who must be the Chair or Vice-Chair and at least two signatories shall have the authority to commit the council to spend up to £3,000 for emergency repairs, or replacement of any parish asset. Any amounts so authorised will be notified to the next meeting of the council.</i> RESOLUTION: Cllr's DM (Chair-signatory), TM (Vice Chair), JS (Signatory) approved.</p> | Info |
| 11. | <p>Garages-MK Crickets Club, Clerk circulated the costs and options to replace both garage doors: 1. Standard (like for like) £1,352.16 2. 4 Point locking (top and bottom) £1,450.16 Colin Bowker notified Council that it has been suggested by the company quoting, that the roof is potentially made of asbestos. We have a Duty of Care to have a survey carried out. RESOLUTION: All agreed to a delegated decision to Chair, Vice Chair and Clerk to go ahead with an asbestos survey; pending a positive outcome, go ahead with replacing the garage doors - Option 2, £1,450.16 Clerk to notify the Cricket Club, as the current tenant of the garages.</p> | Clerk |

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| 12. | <p>Bins, Cllr DM asked Council to consider extra litter bins in the following areas within the Parish:</p> <ol style="list-style-type: none"> 1. Car Park near to the Roman remains site on the Redway between Pavilion and Village Hall. 2. Walkway near Oakgrove school, leading back to MK Village/Middleton (probably two locations). <p>Council debated pro's and con's with supplying extra bins, additional servicing, statistics that say providing bins encourages more litter.</p> <p>RESOLUTION: All agreed to review, Clerk to present a map on existing Dog and Litter bins within our Parish, Councilor's to consider if additional bins required throughout the whole parish. RESOLUTION: To include this item within our future community survey.</p> | Cllr's, Clerk |
| 13. | <p>Annual Assembly, Council discussed whether to have the Annual Assembly on the same day as the Annual General Parish Meeting in May.</p> <p>RESOLUTION: All agreed to hold the Annual Assembly as a standalone meeting at a bigger venue (TBC) and invite local community groups to give updates; to include refreshments and opportunity for residents to network. Clerk to present further details in the January 2018 meeting.</p> | Clerk |
| 14. | <p>Newsletter RESOLUTION: All agreed to the printing and distribution costs of £950 for our Winter Edition. Agree £950. Council thanked both Cllr JS and Vicky Mote (Clerk) for putting together the newsletter.</p> | Clerk |
| 15. | <p>Insurance RESOLUTION: All agree to renew our policy with Zurich Insurance. Clerk to ensure it is up to date with latest IT equipment and circulate the amended annual insurance policy value.</p> | Clerk |
| 16. | <p>General Data Protection Regulation (GDPR)-Fixed Item, Clerk confirmed that due to holiday no further updates for this meeting.</p> | Info |
| 17. | <p>WORKING PARTY UPDATES (Fixed Item) Chair of working groups to give updates and council to agree next steps on any actions.</p> <p>17.1 <u>Property & Land (TS (Chair), JS, DM, CB, Clerk)</u>-no updates</p> <p>17.2 <u>Technology (MS-Chair), JoB, LS, TS, Clerk)</u> 17.2.1 MS confirmed new IT upgrade has been predominantly completed. Clerk confirmed some initial anticipated teething issues but good service/response; have received details of Councillor email addresses. Further information will be sent to Councillors in the New Year regarding their council emails and access control. Cllr DM thanked all involved in implementation, all agreed.</p> <p>17.2.2 Move website hosting to Cloudy IT Clerk presented cost to move our website to Cloudy IT to host - £99/annum. RESOLUTION: All agreed to move to our new IT provider Cloudy IT.</p> <p>17.3 <u>Ground Maintenance (JS, JoB, Clerk (Chair), CB)</u> 17.3.1 Agree Tender Process Clerk notified Council that Marcus Young Landscaping has acknowledged and confirmed agreement of notice period ending 31 March 2018.</p> <p>Council discussed the draft timeline presented by the working group and pro's and con's regarding a one or two stage tender process. Working Group also presented their approach to selection of five companies they wish to invite to tender. Clerk re-iterated the importance of ensuring that our Evaluation Process is fair, clear and transparent. Colin Bowker confirmed he is happy to put together the specification document with the help of the working group however, advised that we will need to get some professional advice with regard to the management of allotment sites that have Great Crested Newts.</p> <p>RESOLUTION: All agreed with proposed five tender invitees and methodology with the proposed addition of Milton Keynes Borough Council contractor. RESOLUTION: All agreed to go ahead with one step tender process; Cllr JeB was against one step.</p> | Clerk |

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| | <p>17.3.2 Allotment Man-made compost heaps, agree conditions.</p> <p>RESOLUTION: All agreed that we have a Duty of Care to ensure any man-made compost heaps are compliant with guidelines due to be issued by the Parish Council. Tenants will have 3-months to comply from the date of issue.</p> <p>17.4 <u>Strategy (All Councillors)</u>. Clerk due to send out dates in February 2018.</p> <p>17.5 <u>Human Resources (DM, TS, JeB)</u>, nothing to report.</p> | |
| 18. | <p>Correspondence</p> <ol style="list-style-type: none"> 1. Clerk circulated recent local Crime Report. 2. Clerk confirmed that Affinity Sutton (Claridon) will be holding a residents consultation on Thurs 13/12 to discuss and update on the recent Fire Risk topic. | Info |
| 19. | <p>Councillor Reports and Items for Future Agenda</p> <p>Cllr DM confirmed Budget Planning (closed meeting) will be held on 03/01/18 at 19h00.</p> <p><u>Future Agenda Items</u></p> <ol style="list-style-type: none"> 1. Salt Bins 2. Noticeboards, other parish areas | Clerk |
| 20. | <p>Next Meeting: Monday 8 January 2018</p> | |

Meeting ended 21h00