

MINUTES OF THE PARISH COUNCIL MEETING held on 3 April 2017 at 19h15 at the Middleton Pavilion

Meeting convened with Public Open Session at 19h15
Future agenda item: Fen Street Pupil Crossing/Parking (Cllr DH)

Parish Meeting started at 19h25.

No	Minutes																																								
1.	<p>Apologies: Cllr J Small (JS), Cllr J Chambers (JC).</p> <p>Present: Cllr D Monk (DM)-Chair, Cllr T Small (TS)-Vice Chair, Cllr J Brighton (JeB), Cllr D Hudson (DH), Cllr M Solanki (MS), Cllr G Stimson (GS), Cllr J Bint (JoB), Cllr C Craig (CC), Cllr L Swinton (LS).</p> <p>Cllr CC left the meeting at 19h37.</p> <p>In Attendance: Vicky Mote (Acting Clerk) and 8 Members of public.</p>																																								
2.	<p>Declaration of interests: Cllr GS declared an interest in agenda item 4c Broughton & Brooklands Community Connectors.</p>																																								
3.	<p>Minutes The Minutes of the Meeting held on 6 March 2017, copies of which had been previously circulated to Members, were confirmed as a true record and signed by Cllr DM (Chair).</p>																																								
4.	<p>Finance (<i>documents circulated to Councillors prior to meeting</i>)</p> <p>a. <u>Income, expenditure and balances for March</u> Report was received and approved.</p> <p style="margin-left: 20px;">Income received</p> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: right;">£1.21</td><td>30 day bank account interest</td></tr> <tr><td style="text-align: right;">£5.03</td><td>Public sector deposit fund interest</td></tr> <tr><td style="text-align: right;">£75.00</td><td>Paddock rent</td></tr> <tr><td style="text-align: right;">£90.00</td><td>Allotment deposits</td></tr> <tr><td style="text-align: right;">£50.00</td><td>Ward Cllr Morris</td></tr> </table> <p style="margin-left: 20px;">Treasurer's Account</p> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: right;">£79,030.24</td><td>Bank statement, 21 March 2017</td></tr> <tr><td style="text-align: right;">£2,730.17</td><td>Payments issued, not yet cleared</td></tr> <tr><td style="text-align: right;">£0</td><td>Payments received, not yet on statement</td></tr> <tr><td style="text-align: right;">£76,300.07</td><td>Balance after above</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="text-align: right;">£69,686.51</td><td>Opening balance, 1 April 2016</td></tr> <tr><td style="text-align: right;">£106,922.61</td><td>Cash book receipts, 1 April 2016 – 31 March 2017</td></tr> <tr><td style="text-align: right;">£50,000.00</td><td>Transfer from fixed term deposit, 21 December 2016</td></tr> <tr><td style="text-align: right;">£125,309.05</td><td>Cash book payments, 1 April 2016 – 31 March 2017</td></tr> <tr><td style="text-align: right;">£25,000.00</td><td>Transfer to CCLA 31 May 2016</td></tr> <tr><td style="text-align: right;">£76,300.07</td><td>Balance, 31 March 2017</td></tr> </table> <p style="margin-left: 20px;">30 day Account</p> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: right;">£31,581.47</td><td>Bank statement, 9 March 2017</td></tr> <tr><td style="text-align: right;">£31,565.69</td><td>Opening balance, 1 April 2016</td></tr> <tr><td style="text-align: right;">£15.78</td><td>Interest received, 1 April 2016 – 31 March 2017</td></tr> <tr><td style="text-align: right;">£31,581.47</td><td>Balance, 31 March 2017</td></tr> </table>	£1.21	30 day bank account interest	£5.03	Public sector deposit fund interest	£75.00	Paddock rent	£90.00	Allotment deposits	£50.00	Ward Cllr Morris	£79,030.24	Bank statement, 21 March 2017	£2,730.17	Payments issued, not yet cleared	£0	Payments received, not yet on statement	£76,300.07	Balance after above			£69,686.51	Opening balance, 1 April 2016	£106,922.61	Cash book receipts, 1 April 2016 – 31 March 2017	£50,000.00	Transfer from fixed term deposit, 21 December 2016	£125,309.05	Cash book payments, 1 April 2016 – 31 March 2017	£25,000.00	Transfer to CCLA 31 May 2016	£76,300.07	Balance, 31 March 2017	£31,581.47	Bank statement, 9 March 2017	£31,565.69	Opening balance, 1 April 2016	£15.78	Interest received, 1 April 2016 – 31 March 2017	£31,581.47	Balance, 31 March 2017
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b. CCLA public sector deposit fund

£25,000.00	Transfer from Treasurer account, 31 May 2016
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c. Schedule of Payments
RESOLVED that the payments be approved for payment.

Net	VAT	Total	Payee	Expense	Pyt method	Pyt date
£12,494.40	£2,498.88	£14,993.28	Kompan Ltd	MKV play area project	Chq	6 Mar 17
£28.00		£28.00	J Munn	Middleton pavilion, cleaning	Chq	6 Mar 17
£63.70		£63.70	BALC	New councillor training	Chq	6 Mar 17
£60.00		£60.00	MKALC	Conference	Chq	6 Mar 17
£100.24		£100.24	Mrs H Ward	Expenses, February	BT	7 Mar 17
£309.00		£309.00	Mr C Bowker	Centre Manager contract fee, February	BT	7 Mar 17
£60.00		£60.00	Alan Smith handyman services	Middleton Pavilion, labour	BT	7 Mar 17
£483.24		£483.24	Bucks County Council	Staff pension contributions	BT	9 Mar 17
£456.00		£456.00	Great Linford PC	Ranger services	BT	9 Mar 17
£4,587.00	£917.40	£5,504.40	Borland Property Maintenance	Lighting, Middleton Pavilion	BT	13 Mar 17
£731.93	£146.39	£878.32	Marcus Young Landscapes	Landscaping & bin contract February	BT	14 Mar 17
£23.70	£4.74	£28.44	BT	Telephone, Middleton pavilion	DD	15 Mar 17
£20.26		£20.26	EE	Mobile broadband monthly contract	BT	20 Mar 17
£500.00		£500.00	Broughton Cycling Group	Grant	BT	21 Mar 17
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Mar 17
£729.60		£729.60	All Saints Church	Grant	BT	27 Mar 17
£1,940.57		£1,940.57	Employees	March salaries	BT	31 Mar 17

Payments to be authorised

£10.35		£10.35	Mrs H Ward	Expenses, March	BT	4 Apr 17
£549.00		£549.00	Mr C Bowker	Centre Manager contract fee, March	BT	4 Apr 17
£66.84		£66.84	Anglian Water	Paddock, 17/11/16 – 7/3/17	BT	4 Apr 17
£68.18		£68.18	Anglian Water	MKV allotments, 17/11/16 – 7/3/17	BT	4 Apr 17
£1,287.00		£1,287.00	HMRC	Quarterly PAYE/NI	BT	6 Apr 17
£483.24		£483.24	Bucks County Council	Staff pension contributions	BT	10 Apr 17
£TBA	£TBA	£TBA	Marcus Young Landscapes	Landscaping & bin contract March, plus clearance work at KC allotments	BT	14 Apr 17
£208.00	£41.60	£249.60	Fire & Electrical Safety	Oakgrove office	BT	18 Apr 17
£TBA		£TBA	Employees	April salaries	BT	30 Apr 17

Grant Request: Broughton & Brooklands Community Connectors.

Peter Simpson-Leek (Chair) gave an overview of application.

Anchor will be a music festival (groups and societies within the community performing). Event to run on Saturday 8 July 2017 from 14h00-20h00 at Broughton Pavilion.

RESOLVED to grant £1,000.

5. Risk management (*documents circulated to Councillors prior to meeting*)
 Council received Risk Assessment document updated by Cllr TS.
RESOLVED document to be reviewed formally on a quarterly basis as a live document; Clerk and Cllr TS to drive actions required.

6.	<p>Appoint Interim Clerk. Cllr DM introduced Vicky Mote as Acting Clerk. RESOLVED to appoint Vicky Mote for an initial period of three months; way forward to be reviewed.</p> <p>Council formally acknowledged Helen Ward, who has not only been loyal but hard working and dedicated in her role as Clerk to the Parish Council for the past 10 year. Cllr JB confirmed she will personally deliver her gift.</p>
7.	<p>Broughton Café (<i>documents circulated to Councillors prior to meeting</i>) Chair brought item forward, following approval of minutes; Cllr CC had to leave early.</p> <p>a. <u>Project Management Contract</u> Cllr GS gave an update from the steering group. Quotes received from Panache South Limited and Devlin Consulting Ltd. Steering group decision based on cost, proximity and overall assessment. Looking at a delayed start for building facility of January 2018.</p> <p>RESOLVED to accept the proposal from the Steering Group and appoint Devlin Consulting Ltd. RESOLVED not to sign the lease with Jardines if a suitable operator cannot be found, a budget of £5,000 committed to project manager.</p> <p>b. <i>Correction: an addition £1,000 budget requested, total project budget (£6,000).</i></p> <p><u>Geoffrey Leaver Solicitors</u> RESOLVED to appoint Geoffrey Leaver Solicitor at a budget of £1,000, to act in the Parish Council's interest on the lease agreement.</p> <p>c. <u>Advertising</u> RESOLVED a budget of £500 for advertising.</p>
8.	<p>Middleton Pavilion <u>Lease Agreement</u> Cllr DM gave an update on the lease details and stressed the importance of getting lease signed as soon as possible.</p> <p>Concern raised by Council to ensure that the Pavilion is used as a valued asset for the benefit of the community. The Lease Agreement should include a clause relating to this. There should be a mix of both commercial and private use. Trevor, new potential lease holder reiterate that they would ensure they work with the Parish Council to deliver a mixture of events held at the Pavilion.</p> <p>Cllr DM confirmed that he is confident that there is sufficient wording in the Heads of Terms and that it is important to manage the relationship and work in partnership with each other to achieve the required balance of use for the community.</p> <p>RESOLVED to delegate responsibility to <i>"(correction)-Cllr DM and Cllr TS"</i> to liaise with Geoffrey Leaver Solicitor and ensure an enhanced clause is included, which conveys a general intent rather than be black and white, regarding community use.</p> <p>RESOLVED to delegate responsibility to Cllr DM and Cllr TS to sign the Lease Agreement on behalf of the Parish Council.</p> <p>RESOLVED that Steering Group to bring a proposal to the next meeting regarding how we manage the relationship with the prospect tenant, including approval process for fixtures & fitting.</p>

	<p><u>Heating System</u> Cllr DM gave an update on progress with heating quotes. Difficult getting quotes from good plumbers; only one quote at £13,000 received however, still pursuing other quotes without success.</p> <p>RESOLVED to accept £13,000 as the maximum spend however, Colin Bowker to continue to pursue a lower/second quote if possible.</p> <p><u>Storage</u> RESOLVED to appoint a team of people, to work on this as a future agenda item.</p> <p><u>Football Pitches</u> Prospective tenant commented that the football pitches are not in good condition; would the Parish Council contribute towards the work required?</p> <p>RESOLVED to add this topic as a future agenda item to discuss and agree on a standard requirement on the condition of pitches. Prospective tenant would take the pitches on “as seen” and be required to maintain them at that initial standard. A variation to the lease can be discussed and agreed in the future.</p>
9.	<p>Oakgrove Community Meeting Place Cllr DM and Colin Bowker gave an update on progress, would like to move in w/c 10 April 2017. Proposal from Cllr JS, in partnership with Colin Bowker received for additional budget. RESOLVED to accept proposal for an additional £5,000. RESOLVED to delegate sign off to the Clerk for expenditure of £5,000 as detailed in the proposal.</p>
10.	<p>Mr C Lacey-Tree work on parish council land. <i>(documents circulated to councillors prior to meeting)</i> Cllr JeB confirmed has met with Mr Lacey and proposed we accept the quote as trees are on Parish Council Land.</p> <p>RESOLVED to accept the quote of £630 (inc VAT) to carry out the works on Parish Council land.</p>
11.	<p>Annual Assembly Speakers meeting on 8 May 2017. Cllr DM proposed meeting move to Monday 15 May 2017 due to clash with Clerk cover. Councillor’s to send Clerk a list of proposed speakers.</p> <p>RESOLVED to change the meeting date to 15 May 2017 and to use a venue large enough for the possible attendess (Middleton Pavilion, Brooklands Pavilion or Oakgrove Primary School, depending on availability) for the meeting.</p>
12.	<p>Next Meeting Monday 15 May 2017 (see above for possible location TBC)</p>

Meeting finished at 21h10

Signed:	
Name:	
Dated:	