

Broughton & Milton Keynes Parish Council
Monday 6th March 2017 at 7.15pm
Middleton Pavilion

Minutes

Present:

CLlr J Brighton, CLlr D Hudson, CLlr D Monk (Chair), CLlr J Small, CLlr T Small, CLlr M Solanki, CLlr G Stimson

In attendance:

Mrs H Ward, Parish Clerk
20 members of the public

1.	Apologies										
	CLlr Chambers and CLlr Craig.										
2.	Councillor resignation										
	It was noted that Terry Tyler resigned from the Parish Council on 7 th February.										
3.	Declaration of Interests										
	CLlr Stimson declared an interest in item 8c.										
4.	Minutes of previous meeting										
	The minutes were approved as a true record of the meeting held on 6 th February 2017.										
5.	Councillor vacancies										
	It was approved unanimously to co-opt Elizabeth Swinton to the Broughton & Atterbury Ward. It was approved unanimously to co-opt John Bint to the Milton Keynes Village Ward.										
6.	New Councillor training										
	It was approved unanimously for CLlr Hudson and CLlr Solanki to attend a new councillor training session on 26 th April at a cost of £31.85 each.										
7.	MKALC Conference										
	It was approved unanimously for CLlr Hudson and CLlr Solanki to attend the MKALC conference on 25 th March at a cost of £30.00 each.										
8.	Finance										
	a. Report of income, expenditure, balances and reconciliation for February										
	Income received during February										
	<table border="1"> <tr> <td style="text-align: right;">£1.34</td> <td>30 day bank account interest</td> </tr> <tr> <td style="text-align: right;">£5.78</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;">£115.00</td> <td>Allotment deposits</td> </tr> <tr> <td style="text-align: right;">£400.00</td> <td>Ward CLlr Morris</td> </tr> </table>	£1.34	30 day bank account interest	£5.78	Public sector deposit fund interest	£75.00	Paddock rent	£115.00	Allotment deposits	£400.00	Ward CLlr Morris
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	Treasurer Account										
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£69,686.51	Opening balance, 1 April 2016
£106,302.58	Cash book receipts, 1 April 2016 – 28 February 2017
£50,000.00	Transfer from fixed term deposit, 21 December 2016
£99,148.92	Cash book payments, 1 April 2016 - 28 February 2017
£25,000.00	Transfer to CCLA 31 May 2016
£101,840.17	Balance, 28 February 2017

30 day Account

£31,580.26	Bank statement, 9 February 2017
£31,565.69	Opening balance, 1 April 2016
£14.57	Interest received, 1 April 2016 – 28 February 2017
£31,580.26	Balance, 28 February 2017

CCLA public sector deposit fund

£25,000.00	Transfer from Treasurer account, 31 May 2016
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b. Schedule of payments

The following payments were noted:

Net	VAT	Total	Payee	Expense	Payment method	Payment date
£7.69		£7.69	Mr S Bates	Allotment tap repair	BT	6 Feb 17
£18.45		£18.45	Mrs H Ward	Expenses, Nov 16 – Jan 17	BT	7 Feb 17
£243.00		£243.00	Mr C Bowker	Centre Manager contract fee, January	BT	7 Feb 17
£129.00	£25.80	£154.80	BT	Broadband, Middleton pavilion	BT	7 Feb 17
£483.24		£483.24	Bucks County Council	Staff pension contributions	BT	9 Feb 17
£807.83	£161.57	£969.40	Marcus Young Landscapes	Landscaping & bin contract January	BT	14 Feb 17
£14.30		£14.30	Mrs A McNaughton	Stationery, reimbursement	BT	14 Feb 17
£20.26		£20.26	EE	Mobile broadband monthly contract	BT	14 Feb 17
£22.30	£4.46	£26.76	BT	Telephone, Middleton pavilion	DD	15 Feb 17
£200.00		£200.00	MK Cricket Club	Refund of key deposits	BT	16 Feb 17
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Feb 17
£32.00		£32.00	Mr S Crooks	Leaflet printing	BT	23 Feb 17
£500.00		£500.00	Broughton Scout Group	Grant	BT	28 Feb 17
£1,940.57		£1,940.57	Employees	February salaries	BT	28 Feb 17

The following forthcoming payments were noted:

£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
£100.24		£100.24	Mrs H Ward	Expenses, February	BT	7 Mar 17
£453.00		£453.00	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
£731.93	£146.39	£878.32	Marcus Young Landscapes	Landscaping & bin contract February	BT	14 Mar 17

£20.26		£20.26	EE	Mobile broadband monthly contract	BT	16 Mar 17
£20.99 + calls	£TBA	£TBA	BT	Telephone, Middleton pavilion	DD	16 Mar 17
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Mar 17
£TBA		£TBA	Employees	March salaries	BT	31 Mar 17

Other payments expected before year end were noted:

£4,577.00	£915.40	£5,492.40	Borland Property Services	Middleton Pavilion, lighting
£TBA		£TBA	Great Linford PC	Ranger services, 5 days
£908.76		£908.76	Tree Aware UK	Tree survey
£729.60		£729.60	All Saints Church	Grant
£1,880.00	£376.00	£2,256.00	Marcus Young Landscapes	Kemsley Crescent allotments clearance work

c. Grant request : Broughton Cycling Group

It was approved unanimously to award a grant of £500 to the Broughton Cycling Group.

9. Risk management	The draft document was circulated to members prior to the meeting. It was agreed that Cllr T Small would bring a revised document to the next meeting on 3 rd April with the details of action taken to mitigate the identified risks.
10. Independent Contractor Agreement	The draft document was circulated to members prior to the meeting. Cllr Monk highlighted the change from the previous contract to include the office move to Oakgrove and an extension to 31 May 2017. Cllr Monk asked for a show of hands. Cllr T Small abstained, all other Cllr's were in favour of awarding the revised agreement to Mr C Bowker. It was resolved that the new agreement is offered to Mr C Bowker to commence (backdated) 1 March 2017.
11. Middleton Pavilion	It was approved unanimously to engage Geoffrey Leaver Solicitors to act in the Council's interest on the 5 year lease agreement for the Pavilion and Sports Grounds.
12. Oakgrove Community Meeting Place	It was approved unanimously to enter into a contract with BT for telephone and broadband for an initial maximum term of 24 months.
13. Human Resources Working Group	The terms of reference were circulated to members prior to the meeting. There were no changes proposed to the terms. Cllr Solanki proposed that Cllr Monk is appointed as a member of the group. This was seconded by Cllr T Small. There were no objections.
14. Parish Clerk	It was noted that Mrs H Ward has resigned. Cllr Monk proposed that recruitment should take place as soon as possible for a new Clerk offering up to a full time contract on NJC Terms and Conditions salary scale LC2, and that an advertising budget of £1,000 is allocated. There were no objections.
15. Correspondence	Cllr Brighton responded to the recent correspondence on change of delivery times in/out of Waitrose. After discussion it was agreed no further action required.
16. Next meeting	The next meeting will be held on Monday 3 April 2017 in the Middleton Pavilion.

Signed 3 April 2017