

Broughton & Milton Keynes Parish Council
Monday 9th January 2017 at 7.15pm
Middleton Pavilion

Minutes

Present:

Cllr J Brighton (Vice-Chair), Cllr J Chambers, Cllr C Craig, Cllr D Monk, Cllr J Small, Cllr T Small, Cllr M Solanki, Cllr G Stimson, Cllr T Tyler

In attendance:

Mrs H Ward, Parish Clerk
11 members of the public

1.	Apologies	
		None.
2.	Resignations	
		It was noted that Alex Kidd resigned from the Parish Council on 17 December. Cllr Brighton resigned her position as Vice-Chair with immediate effect. Cllr Brighton asked that the Council write formally to Mr Kidd and provide a gift acknowledging his long service.
3.	Election of Chairman	
		Cllr Brighton nominated Cllr Monk. As there were no further nominations, Cllr Monk was elected Chairman of the Parish Council.
4.	Election of Vice-Chairman	
		Cllr Brighton nominated Cllr T Small. As there were no further nominations, Cllr T Small was elected Vice-Chairman of the Parish Council.
5.	Bank signatories	
		It was agreed that Cllr Monk and Cllr J Small would be added as bank signatories. It was also agreed that Mr Kidd would be asked to sign any cheques until a second cheque signatory has been approved with the bank.
6.	Declaration of Interests	
		There were no declarations.
7.	Minutes of previous meeting	
		The minutes were approved as a true record of the meeting held on 7 th November 2016.
8.	Finance	
	a. Report of income, expenditure, balances and reconciliation for November & December	
	Income received during November & December	
	£2.60	30 day bank account interest
	£12.03	Public sector deposit fund interest
	£576.58	Fixed term deposit interest
	£726.77	Geoffrey Leaver Solicitors, refund
	£150.00	Paddock rent

£222.00	Allotment rent
£145.00	Allotment deposits
£5,577.64	HM Revenue & Customs, VAT refund

Treasurer Account

£117,216.95	Bank statement, 31 December 2016
£40.00	Payments issued, not yet cleared
£0	Payments received, not yet on statement
£117,176.95	Balance after above
£69,686.51	Opening balance, 1 April 2016
£105,986.33	Cash book receipts, 1 April 2016 - 31 December 2016
£50,000.00	Transfer from fixed term deposit, 21 December 2016
£83,495.89	Cash book payments, 1 April 2016 - 31 December 2016
£25,000.00	Transfer to CCLA 31 May 2016
£117,176.95	Balance, 31 December 2016

30 day Account

£31,577.58	Bank statement, 9 December 2016
£31,565.69	Opening balance, 1 April 2016
£11.89	Interest received, 1 April 2016 - 31 December 2016
£31,577.58	Balance, 31 December 2016

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
£20.00		£20.00	Mr & Mrs C Gondora	Allotment keys deposit refund	Chq	7 Nov 16
£10.00		£10.00	Mr K Kepczynski	Allotment key deposit refund	Chq	7 Nov 16
£433.50		£433.50	C-Salt Ltd	Office rent, May 2016	Chq	7 Nov 16
£3,500.00		£3,500.00	MK Village Hall	Grant, 2 nd year payment, Village fireworks	Chq	7 Nov 16
£74.00	£14.80	£88.80	Sterling Installations	Boiler, Middleton Pavilion	Chq	7 Nov 16
£87.85		£87.85	Mrs H Ward	Expenses September & October	BT	8 Nov 16
£237.00		£237.00	Mr C Bowker	Centre Manager contract fee, October	BT	8 Nov 16
£129.00	£25.80	£154.80	BT Business	Middleton pavilion, broadband 1 Oct – 31 Dec	BT	8 Nov 16
£449.71		£449.71	Bucks County Council	Staff pension contributions	BT	10 Nov 16
£1,387.83	£277.57	£1,665.40	Marcus Young Landscapes	Landscaping & bin contract October, plus Middleton pavilion	BT	14 Nov 16
£437.00		£437.00	Great Linford PC	Ranger services	BT	14 Nov 16
£35.00		£35.00	Information Commissioner	Annual fee	DD	14 Nov 16
£50.00	£10.00	£60.00	Fire & Electrical Safety	Fire alarm servicing, Middleton Pavilion	BT	15 Nov 16
£20.26		£20.26	EE	Office broadband monthly contract	BT	16 Nov 16

£22.30	£4.46	£26.76	BT	Telephone, Middleton pavilion	DD	16 Nov 16
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Nov 16
£994.88	£198.98	£1,193.86	Sterling Installations	Boiler, Middleton pavilion	Chq	24 Nov 16
£57.63		£57.63	Anglian Water	Paddock 17/8/16 – 16/11/16	BT	24 Nov 16
£62.99		£62.99	Anglian Water	Broughton Road allotments 17/8/16 – 16/11/16	BT	24 Nov 16
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	30 Nov 16
£2,026.01		£2,026.01	Employees	November salaries	BT	30 Nov 16
£22.30	£4.46	£20.26	BT	Telephone, Middleton pavilion	DD	15 Dec 16
£20.26		£20.26	EE	Office broadband monthly contract	BT	19 Dec 16
£1,440.00	£288.00	£1,728.00	MK Council	Project Management - Oakgrove	BT	19 Dec 16
£511.62		£511.62	Bucks County Council	Staff pension contributions	BT	19 Dec 16
£731.93	£146.39	£878.32	Marcus Young Landscapes	Landscaping & bin contract November	BT	19 Dec 16
£494.00		£494.00	Great Linford PC	Ranger services	BT	19 Dec 16
£240.00	£48.00	£288.00	Johnstone Press	Tender advert, Middleton pavilion	BT	19 Dec 16
£249.00		£249.00	Mr C Bowker	Centre Manager contract fee, November	BT	19 Dec 16
£131.17		£131.17	Anglian Water	Middleton pavilion	BT	19 Dec 16
£5.40		£5.40	Anglian Water	Walton Road allotments	BT	19 Dec 16
£81.61		£81.61	Anglian Water	Cranmore Circle allotments	BT	19 Dec 16
£35.00	£7.00	£42.00	Borland Property Maintenance	Outside socket, Middleton pavilion	BT	19 Dec 16
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Dec 16
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	30 Dec 16
£2,067.34		£2,067.34	Employees	December salaries	BT	30 Dec 16

The following forthcoming payments were noted:

£1,339.00		£1,339.00	HM Revenue & Customs	Quarterly PAYE/NI	Chq	9 Jan 17
£100.00	£20.00	£120.00	H K Engineering	Height barrier repair	Chq	9 Jan 17
£550.00		£550.00	Walton Churches Partnership	Grant	Chq	9 Jan 17
£207.00		£207.00	Mr C Bowker	Centre Manager contract fee, December	BT	10 Jan 17
£325.00		£325.00	Dean W Martin	Roof repair, Middleton pavilion	BT	10 Jan 17
£519.58		£519.58	Bucks County Council	Staff pension contributions	BT	12 Jan 17
£731.93	£146.39	£878.32	Marcus Young Landscapes	Landscaping & bin contract December	BT	16 Jan 17
£20.26		£20.26	EE	Office broadband monthly contract	BT	16 Jan 17
£20.99 plus	£TBA	£TBA	BT	Telephone, Middleton pavilion	DD	16 Jan 17
£TBA		£TBA	Great Linford PC	Ranger services	BT	TBA
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Jan 17
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	31 Jan 17
£TBA		£TBA	Employees	January salaries	BT	31 Jan 17

c. 2017-18 budget

Cllr Monk proposed that this item is deferred and a separate meeting with all Councillors takes place prior to the February Parish Council meeting. There were no objections.

It was RESOLVED that the item be considered at the meeting on 6 February.

	<p>d. External auditor recommendation</p> <p>Cllr Monk proposed that this item is deferred and a separate meeting with all Councillors takes place to consider the reserves prior to the February Parish Council meeting. There were no objections.</p> <p>It was RESOLVED that the item be considered at the meeting on 6 February.</p> <p>e. 2017-18 precept</p> <p>Cllr Monk proposed that this item is deferred and a separate meeting with all Councillors takes place prior to the February Parish Council meeting. There were no objections.</p> <p>It was RESOLVED that the item be considered at the meeting on 6 February.</p> <p>f. Grant request : Broughton Brownies</p> <p>After discussion Cllr Craig proposed that £400 was awarded. Cllr Stimson proposed £500 which was seconded by Cllr T Small. There were no objections.</p> <p>It was RESOLVED to award £500 to Broughton Brownies towards the cost of their adventure weekend.</p>
9.	<p>Insurance</p> <p>Cllr Monk proposed that the annual renewal invitation with Zurich Town and Council Insurance is accepted. There were no objections.</p> <p>It was RESOLVED to accept the renewal invitation.</p>
10.	<p>Risk management</p> <p>The draft document had been distributed to members prior to the meeting.</p> <p>a. Risk review</p> <p>It was agreed that Cllr T Small will review and propose a new document to be considered at the meeting on 6 February.</p> <p>b. Lone working policy</p> <p>The policy was reviewed by members and approved.</p> <p>c. Lone working risk assessment</p> <p>It was agreed that the HR working group take responsibility for this.</p>
11.	<p>BALC membership and councillor training</p> <p>a. BALC membership</p> <p>Cllr Brighton proposed that the Council take up membership of BALC. This was seconded by Cllr Tyler. There were no objections.</p> <p>It was RESOLVED to become members of BALC.</p> <p>b. Councillor training</p> <p>Cllr Brighton proposed that BALC run a bespoke training session on the roles of Councillor and Clerk at a maximum cost of £500, date to be agreed in March. There were no objections.</p> <p>It was RESOLVED to have a training session in March.</p>
12.	<p>Middleton Pavilion</p> <p>a. Lighting upgrade</p> <p>Cllr Monk proposed that the Pavilion lighting upgrade work is awarded to Borland Property Services at a cost of £4,577 plus VAT. There were no objections.</p>

	<p>It was RESOLVED to accept the quotation from Borland.</p> <p>b. Heating survey Cllr Monk proposed that a heating survey is undertaken at the Pavilion at a cost of £299 by Woodfield Plumbing & Heating Services. There were no objections.</p> <p>It was RESOLVED to accept the quotation from Woodfield.</p>
13.	Oakgrove Community Meeting Place
	<p>Cllr Brighton introduced the item and said that members needed to devise a plan to relocate the parish office. Cllr Tyler offered to work on this. Cllr Solanki was asked by Cllr Monk to resolve the issue with BT (telephone and broadband). Cllr Monk thanked Cllr J Small for holding the key over the Christmas and New Year period. The Clerk advised that due to the loss of some keys, Crest will be changing the locks.</p>
14.	Community Café, Broughton
	<p>a. Feasibility study funding Following a presentation by Cllr Stimson, Cllr Solanki and Cllr T Small, it was agreed that the Council will pay for a feasibility study up to a maximum value of £5,000. The working group (agreed in 14b) will be tasked with obtaining 3 quotations for the study to take place. It was agreed that the quotations will be passed to the Clerk for approval before the work is awarded.</p> <p>b. Working group Cllr T Small proposed that a working group is set up and he presented draft terms of reference for the group. The proposal was seconded by Cllr Stimson. Cllr Monk suggested that a maximum of four members should be assigned to the group. There were no objections.</p> <p>It was RESOLVED that the working group members are Cllr Stimson (Chair), Cllr Craig, Cllr Solanki and Cllr T Small.</p>
15.	Correspondence
	<p>Cllr Monk advised that an Oak Tree would be planted on the edge of the cricket field in MK Village on 23 January to commemorate MK 50 years. It was agreed that the £100 budget allowance for Councillor expenses could be used for light refreshments.</p>
16.	Next meeting
	<p>The next meeting will be held on Monday 6 February 2017 in the Middleton Pavilion.</p>

Signed..... 6 February 2017