

MINUTES OF THE PARISH COUNCIL MEETING

Held on 8 January 2018 at 19h15 at 27 Atlas Way, Oakgrove, MK10 9SG

Councillors Present: Cllr D Monk (DM)-Chair, Cllr T Small (TS)-Vice Chair, Cllr D Hudson (DH), Cllr J Chambers (JC), Cllr J Bint (JoB), Cllr L Swinton (LS), Cllr J Small (JS), Cllr M Solanki (MS), Cllr Y Olayemi (YO)-arrived 19h44, Cllr J Brighton (JeB).

Officers Present: Vicky Mote (Clerk/RFO)

Also Present: Colin Bowker (Contractor), 11 members of the public.

Chair opened the meeting with Public Open Session at 19h15

Ref	Minutes	Action																														
1.	<p>Apologies: To receive and accept apologies. None to report.</p> <p>Resignations: Cllr Claire Craig (CC) resigned effective 02/01/18, Cllr J Brighton (JeB) resigned following meeting 08/01/18.</p> <p>Chair commended Cllr JeB long standing service to the community as a volunteer Councillor for over 28 years. Chair also thanked Cllr CC for her contribution to the community as a volunteer Councillor.</p>	Clerk																														
2.	<p>Minutes of the Parish Council Meeting held on 12 December 2017 were adopted as a true copy and signed by Cllr DM (Chair).</p>																															
3.	<p>Declaration of Interest:</p> <p>3.1 Cllr JoB, who is a member of the Development Control Panel declared an interest in item 5. Planning. He will not express any opinion on planning applications however, is happy to comment on any planning processes.</p> <p>3.2 Cllr JeB expressed an interest in item 7. CAB</p>																															
4.	<p>Finance</p> <p>4.1 Appeal for Funding: 1st Broughton and Monkston Guides (Michelle Millard) - £283 RESOLUTION: Majority Council agreed that the applicant should submit a revised application for council to consider, based more on future long-term set-up costs rather than support for a very small number of girls.</p> <p>4.2 Payments, Clerk presented the finance report. RESOLUTION: Council approved payment list presented; duly signed by Cllr's DM and JS.</p> <p>Clerk presented a cheque for the payment of adopting the Phone Kiosk in Broughton Village. Cheque signed by Cllr's DM and JS.</p> <p style="text-align: center;">Current Bank A/c</p> <p style="text-align: center;">List of Payments made between 01/12/2017 and 05/01/2018</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Date Paid</th> <th style="text-align: center;">Payee Name</th> <th style="text-align: center;">Reference</th> <th style="text-align: center;">Amount Paid</th> <th style="text-align: center;">Transaction Detail</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">01/12/2017</td> <td>Colin Bowker</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£662.32</td> <td>Contractor-Nov 17</td> </tr> <tr> <td style="text-align: center;">01/12/2017</td> <td>RTM Landscapes</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£126.00</td> <td>BR Allotment Ridings One-Off</td> </tr> <tr> <td style="text-align: center;">03/12/2017</td> <td>Bucks County Council</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£791.24</td> <td>Pension-Nov 17</td> </tr> <tr> <td style="text-align: center;">03/12/2017</td> <td>HMRC</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£903.10</td> <td>Tax+NI-Nov 17</td> </tr> <tr> <td style="text-align: center;">03/12/2017</td> <td>RTM Landscapes</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£594.00</td> <td>BR Allotment Fencing</td> </tr> </tbody> </table>	Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail	01/12/2017	Colin Bowker	BACS	£662.32	Contractor-Nov 17	01/12/2017	RTM Landscapes	BACS	£126.00	BR Allotment Ridings One-Off	03/12/2017	Bucks County Council	BACS	£791.24	Pension-Nov 17	03/12/2017	HMRC	BACS	£903.10	Tax+NI-Nov 17	03/12/2017	RTM Landscapes	BACS	£594.00	BR Allotment Fencing	Clerk
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03/12/2017	Marcus Young Landscapes	BACS	£514.00	Landscaping-Nov 17
03/12/2017	Crest Nicholson	BACS	£2,160.00	Office Rent 25/12/17-24/03/18
03/12/2017	BT Business	BACS	£126.00	Office Internet Nov 17- Jan 18
06/12/2017	Virgin Mobile	DD	£6.00	Mobile-Dec 17
06/12/2017	Connexin Internet Phone Co	DD	£60.00	VOIP Phones
14/12/2017	Marcus Young Landscapes	BACS	£650.70	Bin Servicing-Nov 17
14/12/2017	Milton Keynes Council	BACS	£210.00	Oakgrove Rates
15/12/2017	EDF Energy	BACS	£27.85	Office Electricity
21/12/2017	Virgin Mobile	DD	£6.00	Mobile-Dec 17
21/12/2017	Virgin Mobile	DD	-£6.00	Mobile-Dec 17
26/12/2017	Vicky Mote	BACS	£1,938.34	Salary-Dec 17
26/12/2017	Mrs A McNaughton	BACS	£562.60	Salary-Dec 17
26/12/2017	Bespoke Media	BACS	£385.45	Newsletter Print-Winter 17
26/12/2017	Rialtas Business Solutions	BACS	£763.20	Alpha Finance Software
26/12/2017	Anglian Water	BACS	£13.35	WR Allotment
26/12/2017	Anglian Water	BACS	£1.41	Paddock
26/12/2017	Anglian Water	BACS	£44.31	MD Allotment
26/12/2017	Anglian Water	BACS	£45.82	BR Allotment
26/12/2017	Bucks County Council	BACS	£750.30	Penson-Dec 17
26/12/2017	Vicky Mote	BACS	£402.56	Expenses
26/12/2017	Milton Keynes Council	BACS	£210.00	Office Rates
05/01/2018	Door Spring Supplies	BACS	£724.80	Middleton Pavilion
05/01/2018	ASI Environmental	BACS	£106.80	Garage Asbestos Survey
05/01/2018	Rialtas Business Solutions	BACS	£897.00	Allotment Software
05/01/2018	Sure2Door	BACS	£673.20	Winter Newsletter Distribution
05/01/2018	Colin Bowker	BACS	£504.06	Contractor-Dec 17
05/01/2018	RTM Landscapes	BACS	£994.50	Tree Removal
05/01/2018	EDF Energy	BACS	£148.64	Oakgrove Electric

Total

£15,997.55

Bank Account Balances	
Current Bank A/c	£ 67,747.98
30 Day Account	£ 31,581.47
Public Sector Deposit Fund	£ 25,000.00

4.3 Signatory nominate an additional signatory due to Cllr JeB resignation.

RESOLUTION: Council agreed not necessary at present with three existing signatories.

4.4 Budget Report YTD 30/12/17 agree budget cost centre re-allocation.

RFO presented the YTD budget report showing that the Parish Council is at 76% of their overall budget spend.

RESOLUTION: Council agreed that RFO to carry out the necessary budget virements and present back to full council at the next meeting in February 18.

	<p>4.5 Precept Confirmation 2018/19 approve proposed precept. Members debated the details presented. RESOLUTION: Council received RFO report, showing comments and recommendations. RESOLUTION: Chair put forward a motion to vote on the three precept increase scenarios presented by the RFO, members voted:</p> <ol style="list-style-type: none"> 1. 3.9% FOR: Cllr's JoB, JS, TS, DH 2. 5.21 % FOR: Cllr's JC, DM 3. 10% FOR: Cllr's YO, LS, JeB, MS <p>Due to the equal vote on option 1 & 3 above, Clerk advised Cllr DM (Chair) that he had casting vote.</p> <p>(Chair) adjourned the meeting at 20h40 for a short break with full council agreement. Meeting re-convened at 20h50.</p> <p>(Chair) elected not to use his casting vote and proposed a new motion of 4.9% precept increase. Members voted as follows:</p> <p>4.9% FOR: Cllr's JoB, JS, TS, DH, JC, DM, LS, JeB ABSTAINED: Cllr's YO and MS.</p> <p>Following the precept working group meeting, the following was agreed: RESOLVED: Garage Rent (new tenancy) at £500. RESOLVED: Non fixed tenancy agreements reviewed annually in line with precept percentage increase (2018/19 at 4.9%).</p>	
5.	<p>Planning Applications (fixed item). To agree any comments, support or objections to current planning applications, list circulated prior to meeting. <u>17/03363/FUL</u> – 6 Armada Ave, Brooklands <u>17/03380/FUL</u> – 90 Tanfield Lane, Broughton <u>17/00002/FUL</u> – 3 Southside Farm, Walton Rd, MKV <u>17/00005/FUL</u> – 2 Blue Funnel Grange, Brooklands RESOLUTION: No comments to submit</p>	Info
6.	<p>Consultations Papers (fixed item). To agree Parish Council responses to current consultations. 6.1 Draft MKC Budget Proposal 2018/19 ends 31/01/18. RESOLUTION: Clerk to respond; not in agreement with cut in grit bins. 6.2 Oakgrove School Admission Arrangements Sept 2019-closes 30/01/18, no comments. 6.3 East West Rail Western Section Phase 2 12/01/18-09/02/18, no comments. Cllr JoB notified Council of another consultation currently out (Milton Keynes Mobility Strategy 2018-2036, ends 12 February 2018), Clerk confirmed it is on the February agenda.</p>	Clerk
7.	<p>MK CAB Discuss/Agree three-year agreement to provide an outreach service for our residents. RESOLUTION: Council agreed to go ahead with the fortnightly service at an annual cost of £4,293.83.</p>	Clerk
8.	<p>General Data Protection Regulation (GDPR)-Fixed Item Clerk circulated update from NALC Chief Executive Bulletin1. NALC continue to lobby government and Parliament on the implications of the General Data Protection Regulation for the sector in terms of additional workload, dedicated RFO and costs.</p>	Info

9.	<p>Clerk Annual Review Clerk left the meeting whilst Council discussed her performance review, carried out by Cllr TS on 28/12/17. There was general agreement that Council were very happy with the commitment, effort and attitude of the Clerk. There were no negative inputs only expressions of appreciation. RESOLUTION: Council accepted the Clerk's Annual Review report.</p>	Info
10.	<p>External Contractor Due to Colin Bowkers (CB) invaluable experience in both the Warden role and property management, Chair proposed council consider extending his contract during this period of change. RESOLUTION: Council received CB Monthly Report. RESOLUTION: Council agreed to extend CB contract for a further 12 months; to review again in January 2019.</p>	Clerk
11.	<p>Parish Forum Update Clerk gave an update following meeting 21/12/17; There is continued frustration amongst Parish Councils with Milton Keynes Council's lack of transparency and sharing of vital data to enable us to plan for future devolution of services. Clerk shared recent email from Kay Pettit (MKC Corporate), dated 03/01/18. Following working group on 20/12/17, in order for Parish Councils to obtain the relevant data, MKC are asking Parish Councils to express an interest (not binding) by February 2018, if they wish to take on Landscaping. Ideally, MKC are also asking Parish Council's to formally commit to this decision by end May 2018. Cllr DM and Clerk will continue to represent the Parish at these forums.</p>	Info
12.	<p>WORKING PARTY UPDATES (Fixed Item) Chair of working groups to give updates and council to agree next steps on any actions.</p> <p>12.1 <u>Property & Land (TS-Chair, JS, DM, CB, Clerk)</u> Clerk to liaise with working group Chair to plan meeting schedule.</p> <p>12.2 <u>Technology (MS-Chair, GS, JoB, LS, TS, Clerk)</u> Clerk gave an update on IT system access protocol; a shared drive will be initially created for Councillors to access meeting documentation and policies. Clerk confirmed member email accounts have now been set up and instructions will be circulated within the next week. RESOLUTION: Clerk to work with MS in putting together filing protocol.</p> <p>12.3 <u>Ground Maintenance (Clerk-Chair, JS, DH, JoB, CB)</u> Draft Landscaping Tender Clerk gave an update of Draft Landscaping Tender process. Due to slippage on the draft timeline originally presented, Working Group recommended an Extra Ordinary Meeting is called on 29/01/18 to ensure the Parish Council still meets its original proposed go-live date with successful contractor on 01/04/18. RESOLUTION: Majority Council agreed to an Extra Ordinary meeting.</p> <p>Kemsley Allotment Flooding Clerk gave an update following the flooding that took place at Kemsley Allotment site on 27/12/17. Clerk confirmed that the Parish Council is taking this matter very seriously and is working with Colin Bowker to ensure all relevant parties (Anglian Water, Environmental Agency, Parks Trust) are contacted in order to discuss this matter further. Updates will be communicated when available.</p> <p>12.4 <u>Strategy (TS-Chair, All Councillors)</u> Clerk confirmed still due to set up meeting Feb/Mar.</p>	<p>Clerk/TS</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/ Colin Bowker</p> <p>Clerk</p>

	<p>12.5 Human Resources (DM, TS, JeB) Cllr TS presented the following policies: Redundancy, Working Groups, Hospitality/Gifts. RESOLUTION: Council adopted policies, Clerk to formally issue.</p> <p>Cllr TS confirmed that the devolved decision to TS, JoB and Clerk to amend the Communication Policy has now been confirmed and adopted.</p> <p>Cllr TS confirmed the following policies will be presented in the February meeting: Recruitment & Selection, Employer Discretionary Policy and Performance Management</p>	ALL
13.	<p>Garages-Asbestos Survey Ratification of the following Cost £89.00 + VAT approved by Cllr's DM, TS, due to Health & Safety duty of care to the public.</p>	Info
14.	<p>Correspondence nothing to formally report</p>	
15.	<p>Councillor Reports and Items for Future Agenda Agenda Item for February: Crest Nicholson consultation results on BMX track.</p> <p>Cllr JoB gave an update with his "Ward Hat" on, regarding the Borough Council proposal of £250K to be made available in the 2018/19 budget to address some of the road improvements required; this will include the H7 junction improvements.</p> <p>Cllr JC gave an update; has reported the Oakgrove Secondary school central reservation traffic calming that is damaged. Milton Keynes Council has initially reported that it is not their responsibility as the land is privately owned, further updates will be given as appropriate.</p>	Clerk
16.	<p>Next Meeting(s): Extra Ordinary Meeting on Monday 29 January 2018 Monthly Parish Council meeting 12 February 2018</p>	

Meeting ended at 22h10

Signature:	
Name/Position:	David Monk (Chair)
Date:	12/02/18