

MINUTES OF THE PARISH COUNCIL MEETING

Held on 12 February 2018 at 19h15 at 27 Atlas Way, Oakgrove, MK10 9SG

Councillors Present: Cllr D Monk (DM)-Chair, Cllr T Small (TS)-Vice Chair, Cllr J Chambers (JC), Cllr J Bint (JoB), Cllr J Small (JS), Cllr M Solanki (MS), Cllr Y Olayemi (YO)-arrived 19h30.
 Officers Present: Vicky Mote (Clerk/RFO)
 Also Present: Colin Bowker (Contractor), 13 members of the public.

Chair opened the meeting with Public Open Session at 19h15, Full Council meeting started 19h20

| Ref | Item | Time | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. | Apologies: Cllr's Swinton (LS), Cllr D Hudson (DH). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Minutes of the Parish Council Meeting held on 8 January 2018 and Extraordinary meeting held on 29 January 2018 were adopted as a true copy and signed by Cllr DM (Chair). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Declaration of Interest: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | <ul style="list-style-type: none"> 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2 | <ul style="list-style-type: none"> <i>(Correction) Cllr DM was reminded to declare an interest on item 10-2018 Fireworks Funding, he declared. Cllr DM declared an interest in item 10-2018 Fireworks Funding.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Finance | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | <p>Appeal for Funding to agree appeals for funding.</p> <p>1. <u>1st Broughton and Monkston Guides</u> (Chair brought agenda item forward). Whilst Council is very supportive of the Guides, they were not happy to fund a retrospective item purchased. RESOLVED not to grant funding. <u>FOR:</u> Cllr JoB, <u>AGAINST:</u> Cllr's YO, DM, MS, JS, JC, TS.</p> <p>2. <u>Kicks Taekwon-Do Academy-Self Defence Grant</u> (Chris Clarke) RESOLVED not to grant funding, all agreed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.2 | <p>Payments, Clerk presented both the Payments and Trial Balance finance report(s). RESOLVED that Council approved payment list presented; duly signed by Cllr's DM and Clerk. RESOLVED to move banking facility, both the Treasurers Account No: 01696993 and Business Bank Instant Account No: 06263475 from Lloyds Bank to METRO Bank located at Oakgrove, which is closer to new Parish Office, all agreed.</p> <p style="text-align: center;">Current Bank A/c</p> <p style="text-align: center;">List of Payments made between 08/01/2018 and 09/02/2018</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Date</th> <th style="text-align: center;">Payee Name</th> <th style="text-align: center;">Ref</th> <th style="text-align: center;">Paid</th> <th style="text-align: center;">Detail</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">11/01</td> <td>Zurich Insurance</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£2,321.21</td> <td>Annual Insurance</td> </tr> <tr> <td style="text-align: center;">11/01</td> <td>HMRC</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£258.00</td> <td>Tax+NI-Dec 17</td> </tr> <tr> <td style="text-align: center;">15/01</td> <td>Garage Door Centre</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£725.08</td> <td>Garage Doors (50%)</td> </tr> <tr> <td style="text-align: center;">15/01</td> <td>Marcus Young Landscapes</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£496.80</td> <td>Bin Servicing-Dec 17</td> </tr> <tr> <td style="text-align: center;">15/01</td> <td>Marcus Young Landscapes</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£514.00</td> <td>Landscaping-Dec 17</td> </tr> <tr> <td style="text-align: center;">22/01</td> <td>Virgin Mobile</td> <td style="text-align: center;">DD</td> <td style="text-align: right;">£6.00</td> <td>Mobile Jan 18</td> </tr> <tr> <td style="text-align: center;">29/01</td> <td>Vicky Mote</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£1,938.34</td> <td>Clerk Salary-Jan 18</td> </tr> <tr> <td style="text-align: center;">29/01</td> <td>Mrs A McNaughton</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£576.78</td> <td>Salary-Jan 18</td> </tr> <tr> <td style="text-align: center;">29/01</td> <td>Bucks County Council</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£750.30</td> <td>Pension-Jan 18</td> </tr> <tr> <td style="text-align: center;">29/01</td> <td>Garage Door Centre</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£725.08</td> <td>Garage Doors (50%)</td> </tr> <tr> <td style="text-align: center;">05/02</td> <td>Colin Bowker</td> <td style="text-align: center;">BACS</td> <td style="text-align: right;">£781.80</td> <td>Contractor-Jan 18</td> </tr> </tbody> </table> | Date | Payee Name | Ref | Paid | Detail | 11/01 | Zurich Insurance | BACS | £2,321.21 | Annual Insurance | 11/01 | HMRC | BACS | £258.00 | Tax+NI-Dec 17 | 15/01 | Garage Door Centre | BACS | £725.08 | Garage Doors (50%) | 15/01 | Marcus Young Landscapes | BACS | £496.80 | Bin Servicing-Dec 17 | 15/01 | Marcus Young Landscapes | BACS | £514.00 | Landscaping-Dec 17 | 22/01 | Virgin Mobile | DD | £6.00 | Mobile Jan 18 | 29/01 | Vicky Mote | BACS | £1,938.34 | Clerk Salary-Jan 18 | 29/01 | Mrs A McNaughton | BACS | £576.78 | Salary-Jan 18 | 29/01 | Bucks County Council | BACS | £750.30 | Pension-Jan 18 | 29/01 | Garage Door Centre | BACS | £725.08 | Garage Doors (50%) | 05/02 | Colin Bowker | BACS | £781.80 | Contractor-Jan 18 | |
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| 22/01 | Virgin Mobile | DD | £6.00 | Mobile Jan 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29/01 | Vicky Mote | BACS | £1,938.34 | Clerk Salary-Jan 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 05/02 | Colin Bowker | BACS | £781.80 | Contractor-Jan 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | 06/02 | Virgin Mobile | DD | £6.00 | Mobile-Feb 18 | |
| | 07/02 | RTM Landscapes | BACS | £373.50 | Tree Works | |
| | 07/02 | Vicky Mote | BACS | £139.45 | Reimburse Jan-Feb 18 | |
| | 07/02 | Mr J Barton | BACS | £55.00 | KC26 Deposit Refund | |
| | 07/02 | Marcus Young Landscapes | BACS | £593.40 | Bin Servicing-Jan 18 | |
| | 07/02 | Marcus Young Landscapes | BACS | £514.00 | Landscaping-Jan 18 | |
| | 08/02 | HMRC | BACS | £872.61 | Tax+NI-Jan 18 | |
| | Total | | | £11,647.35 | | |
| | Bank Account Balances | | | | | |
| | Current Bank A/c | | | £ | 60,229.17 | |
| | 30 Day Account | | | £ | 31,581.47 | |
| | Public Sector Deposit Fund | | | £ | 25,000.00 | |
| 4.3 | <p>Allotment Account, Council to agree limit to transfer and RFO to set up via telephone banking. RESOLVED to open new Allotment Account with METRO Bank, located closer to Parish Office in Oakgrove, with an opening balance of £10K, all agreed.</p> | | | | | |
| 4.4 | <p>Credit/Debit Card, Clerk reported that Lloyds Bank don't offer an automated sweep facility on a debit card. Council would have to apply for a new credit agreement to hold a business credit card. Clerk confirmed that METRO Bank offers an automated debit card sweep facility. Clerk confirmed that an automated sweep does not allow any single signatory to transfer funds into this account, protecting both Clerk and Council. RESOLVED to open a separate debit card account with METRO bank with an automated sweep limit of £500, which is topped up each month.</p> | | | | | |
| 4.5 | <p>Internal Auditor, Clerk asked Council if they wish to appoint Chris Davies for their internal audit ending 31 March 2018. RESOLVED to appoint Chris Davies, all agreed.</p> | | | | | |
| 4.6 | <p>External Auditor, Clerk notified Council of the new external auditor PKF Littlejohn LLP, as appointed by the Secretary of State for Communities and Local Government.</p> | | | | | |
| 4.7 | <p>Budget Actual vs (virements) RFO presented the virements made at high level and confirmed that there is likely to be some additional movement(s) before year end due to new financial system and breakdown of new cost centres. RESOLVED that Council happy with RFO carrying out necessary virements within agreed precept, all agreed.</p> | | | | | |
| 5. | <p>Planning Applications (fixed item). To agree any comments, support or objections to current planning applications, list circulated prior to meeting. There were no comments or objections. 5.1 18/00075/ADV, Broughton Manor Business, temporary advert. 5.2 18/00084/ADV, 12 Bodmin Place, Single sided LED illuminated light box. 5.3 18/00162/FUL, 224 Newport Rd, Broughton, adjustment to 2-storey side extension. 5.4 18/00168/FUL, 107 Newport Rd, Brooklands, Change of use to HIMO. 5.4 18/00242/NMA, 11 Swayne Rise, Middleton, non-material amendment to 15/02623/FUL.</p> | | | | | Info |
| 6. | <p>Licensing Applications: (fixed item) Seckingtons MK, Unit 3 The Courtyard, Brooklands Farm, MK16 0HU-deadline 23/02/18 There were no comments or objections.</p> | | | | | Info |
| 7. | <p>Consultations Papers (fixed item). To agree Parish Council responses to current consultations. 7.1 East West Rail Western Section Phase 2 12/01/18-09/02/18, no comments. 7.2 Milton Keynes Mobility Strategy 2018-2036, end 12 February 2018, no comments.</p> | | | | | Info |

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| 8. | <p>Middleton Pavilion Rate Recovery Clerk confirmed she was contacted by Goodman Nash re Council rate recovery going back to 2015. RESOLVED that in the first instance Cllr JoB to investigate further within Milton Keynes Council on the process and to bring back to March meeting.</p> | JoB |
| 9. | <p>Potential Adverse Possession-Broughton Road Cllr DM gave an update on resident who approached him regarding a potential adverse possession request. Clerk pointed out that there will be certain covenants on the land which would need to be looked into. Council agreed that it has a public duty to ensure it protects public land and takes reasonable effort in order to ensure they comply with policy and principle to protect the land. RESOLVED that Cllr's DM and TS will have an initial look into legislations surrounding Advert Possession requests. No further action required until Council receive a formal request from the resident.</p> | Cllr's DM/TS |
| 10. | <p>2018 Fireworks Funding Cllr DM gave an overview of the history behind funding granted to the Village Hall committee as a contribution towards hosting the annual fireworks, which has had a year on year growth in the success of the event. Cllr DM confirmed that the Village Hall is committed for one further year to host the event as there is a significant responsibility for public liability (public safety) insurance and a challenge with lack of support in organising the event. RESOLVED that the Parish Council contributes for a further year at £3,500 and to discuss this event further in the upcoming Strategic meeting in March, all agreed. Cllr TS thanked the Village Hall committee for their commitment and success of running the annual event, all agreed.</p> | Clerk |
| 11.1 11.2 | <p>Crest Nicholson Consultation Results (<i>Chair brought agenda item forward due to public engagement</i>) Cllr DM confirmed we had received the results of the public consultation that took place on 13 July 2017 and gave an update on a number of changes that Crest Nicholson has made following this consultation. Cllr DM confirmed that the Parish Council is happy to be the conduit between Crest and residents however, they don't have any powers to be able to influence or change the planning application which has already been approved. Sam Crooks (Ward Councillors) did confirm that he has a copy of the original that took place before the final planning stages. Parks Trust, who will be taking on responsibility of the area eventually, has been involved with Crest in the re-design process. Sam Crooks also confirmed that "The Mound" will be an area where picnic tables will be installed. Cllr JoB mentioned that Milton Keynes Council has a policy for some facilities which have various categories of wheel areas; this not being one of the controversial ones like BMX tracks or skateboard tracks, which are known to attract anti-social behaviour. The proposed cycle trail is pedal cycle only and relatively passive in design. Both residents who attended the meeting and the Parish Council felt that whilst the changes Crest has proposed following consultation with resident were fair, Crest had failed to communicate these changes effectively and in a reasonable timeframe. Cllr DM also stated, based on the information from Crest, that the proposed changes are not final as they are now looking into the costs of implementing these. It was also stated that the area as a whole is big enough to accommodate the cycle trail (circa 2%), kick area and free play areas. <i>Cllr TS proposed missing narrative to draft minutes: Crests' revised plans will continue to be displayed in the Parish Office</i></p> <p>11.2 Community Officers, Clerk gave an overview of the role of the Crest Community Officers within Oakgrove.</p> | Info |

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| 12. | <p>Ferry Meadows Close, Council to agree letter to Duncan Sharkey (Director of Place Milton Keynes Council). <i>(Chair brought agenda item forward)</i>. Cllr DM gave a brief update and confirmed that this topic is now on Duncan Sharkey's agenda. Cllr DM requested approval from Council to write to Duncan Sharkey, when appropriate, on behalf of the Parish Council.</p> <p>Sam Crooks (Ward Councillor) confirmed that Duncan Sharkey hopes to be able to use some S106 funds however, he is looking into the viability and checking the legal position as this development has been referred to as a religious project. Members of the Resident Association stressed that the original plans for this development were always to do with a Community Centre and never referred to as a religious development and if this is now a change of use then the original planning application is no longer valid and should not continue. It is vital that this is communicated in reference to the impact on the community and not referred to as a religious project. Duncan Sharkey is making sure that the Interim Director is up to speed on the planning application and making sure that the proposal is both practical and viable before going ahead with the proposed change in road access.</p> <p>Andy Camp confirmed that he has seen some activity happening, looking at roads and is happy with the comments and updates made to date.</p> <p>RESOLVED That Cllr DM will write on behalf of the Parish Council when necessary.</p> | Cllr DM |
| 13. | <p>Kemsley Allotment Flooding Colin Bowker (CB) gave an update; has been in contact with the Environmental Agency and continues to chase them. The area manager has sent an email to Anglian Water requesting information surrounding the circumstances of the most recent issue and also asked what measures were implemented following the original issue. CB is expecting a response by 20/02/18 and will continue to chase this through and keep all parties updated.</p> | Info |
| 14. | <p>General Data Protection Regulation (GDPR)-Fixed Item Clerk confirmed that GDPR continues to be an unknown regarding the extent to which Parish Councils are required to implement changes as this is still going through parliament (refer to recent communication from BALC).</p> <p>Clerk presented a draft spreadsheet of the Parish Council Document Retention policy and will give further updates at each meeting. This is the first significant stage of understanding where all our communication channels are and the documents that we hold. Once we have established this we can then work on our processes and procedure to ensure that we do comply with handling both physical and electronic data.</p> | Clerk |
| 15 15.1 15.2 | <p>WORKING PARTY UPDATES (Fixed Item) Chair of working groups to give updates and recommendations to Council to agree next steps on any actions.</p> <p><u>Property & Land Cllr's TS-Chair, JS, DM, Contractor CB, Clerk)</u></p> <ol style="list-style-type: none"> 1. Agree Commercial Lease Agreement (Garages/The Old Forge). RESOLVED to accept recommendation, all agreed. 2. Recommendation from Working Group (minutes 20/09/17), Council to approve quote for historic clearance around Garages prior to MK Pavilions taking responsibility. RESOLVED Clerk to go ahead with the works at a max cost of £500, all agreed 3. Oakgrove Office Cleaner. RESOLVED to go ahead with an office cleaner, initially once/month and review as necessary. <p><u>Technology Cllr's MS-Chair, JoB, LS, TS, Clerk,)</u></p> <ol style="list-style-type: none"> 1. Website; problems with old design no longer supported, Council to agree next steps; Clerk gave an update. Cllr MS recommended that Council need to try and drive traffic to our website for example, put out on Facebook in a controlled environment. <p>Cllr TS confirmed he has experience in creating website and would be happy to create one for the Parish Council. RESOLVED that Cllr TS go ahead and create a new website, which will be hosted by Cloudy IT, all agreed.</p> | Clerk |

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| | <p>2. IT User Access Management Policy, Clerk apologised for delay, identified that further information required before policy is complete and can be released for approval. RESOLVED to carry forward to March meeting, all agreed.</p> | Cllr TS |
| 15.3 | <p><u>Ground Maintenance Cllr's JS-Chair, DH, JoB, Clerk, CB-Contractor</u></p> <p>1. Council to agree updated Terms of Reference. RESOLVED to accept updated Terms of Reference, all agreed.</p> <p>2. G2 Area next to Pavilion overflow carpark (high footfall risk). To remove 2 x dead trees, grind out stumps and coppice 1 x willow tree (£255 + VAT). RESOLVED that Clerk to go ahead with quote, all agreed.</p> <p>3. Broughton Road Allotment Rubbish Clearance max £500. RESOLVED that Clerk go ahead, all agreed.</p> | |
| 15.4 | <p><u>Strategy (All Councillors+Clerk)</u></p> <p>Cllr DM confirmed meeting agreed on 12/03/18, agenda will be circulated shortly.</p> | |
| 15.5 | <p><u>Human Resources Cllr's DM, TS + Clerk</u></p> <p>1. Council to agree updated Terms of Reference and new member(s). RESOLVED to accept updated Terms of Reference and to postpone inviting new members onto the group until new co-opted members appointed, all agreed.</p> <p>2. Pension & Discretionary Policy. RESOLVED to accept the new policy, all agreed.</p> <p>Clerk presented a draft working document (register) of all policies and procedures; new and existing.</p> | |
| 17. | <p>Annual Assembly Council to discuss and agree next steps. Cllr DM gave an update and confirmed that Cllr LS had volunteered a slot in the Scout calendar. Cllr DM confirmed he will also look at the availability at the Village Hall as an alternative location at no cost to the Parish Council. Cllr DM to come back with availability.</p> | Cllr's DM/LS |
| 18. | <p>Correspondence</p> <p>1. <u>Oakgrove Office Council Rates</u>, Clerk confirmed that on challenging the rates for our new Oakgrove office, we have received a Refund on rates £557.56.</p> <p>2. <u>Landscape Tender</u>, Colin Bowker confirmed that having completed all the site visits with prospective tender invitees, they all responded to say that it would be more effective to quote on frequency of grass cuts rather than specified height ranges. Due the nature of landscaping and weather conditions by specifying height ranges could add a greater cost to the quote. All tender invites also responded to say that as all our tree portfolio are over 3-years old, weed spray diameter around the base should be consistent and not specified under tree age. RESOLVED that Clerk make changes to the specification, 12 cuts/year (G1,G5) and all other at 6 cuts/year, all agreed. RESOLVED that weed spray around the base of trees should be consistent and not specified by tree age, all agree (Cllr TS proposed missing narrative).</p> <p>3. <u>SLCC/ALCC Membership</u>, Clerk confirmed has received membership rate, which is £96 higher than agreed at precept planning. Clerk had not appreciated that the membership rate is based on salary range and not per council. REVOLVED that Clerk can go ahead with membership, all agreed.</p> | Clerk/ Colin Bowker |
| 19. | <p>Councillor Reports and Items for Future Agenda Future agenda item - Bike Shed Lights in Oakgrove</p> | Clerk |
| 20. | <p>Next Meeting: Monday 5 March 2018</p> | |

Meeting ended 21h45.

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| Signature/Date: | |
| Name/Position: | David Monk (Chair) |