

**PARISH COUNCIL MEETING MINUTES
Monday 7 October 2019
Oakgrove Office, 27 Atlas Way, Milton Keynes, MK10 9SG**

Councillors Present: Cllr's D Monk (DM)-Chair, T Small (TS)-Vice Chair, J Bint (JB), Y Olayemi (YO)-left at 21h30, P Brown (PB), P Stiles (PS), G Brighton (GB), J Small (JS), A Kamm (AK).
Co-opted R Sharda (RS), A Bompeti (AB).
Ward Councillors: Cllr's S Crooks (SC)-apologies, J Bint (JB-W), K Bradburn
Officers Present: Vicky Mote (Clerk), Lynn Maddocks (CEO)
Also Present: Marco Loxley (Youth Café) + 7 members of the public

Public session opened 19h15

Ref	MINUTES																				
FC19/20-78	Public question time, including Ward Councillor updates: In accordance with Standing Order 3.4 & 3.5 members of the public may ask questions on any matters dealt with by Full Council included on this agenda. <i>(please note that this item will generally be restricted to a maximum of 15 minutes, subject to Chair's discretion).</i> Ended 19h28; Refer to Addendum for reports and comments.																				
FC19/20-79	Full Council Meeting opened 19h29. Apologies: RESOLVED to accept Cllr Ricky Oates (RO) apologies.																				
FC19/20-80	Co-Option , Council considered three candidates for two seats in Broughton & Atterbury Ward. Cllr TS (Vice-Chair) confirmed interviews had taken place with Cllr DM (Chair) and Clerk and a structured assessment process was followed. RESOLVED to co-opt Alain Bompeti and Rishi Sharda as councillors in line with our co-option policy. Acceptance of office forms duly signed in front of Clerk, both newly co-opted councillors invited by the Chair to join council.																				
FC19/20-81	Declaration of Interest: Cllr JB, who is a member of the Development Control Panel (Chair) declared an interest in Planning matters. He will not express any opinion on planning applications however, is happy to comment on any planning processes.																				
FC19/20-82	Clerk's Monthly Report Chair and Vice discussed report in one-2-one meeting with Clerk and recommended priorities. RESOLVED that Clerk will circulate the report to council on a monthly basis, showing all items arising from previous minutes.																				
FC19/20-83	Minutes RESOLVED that the draft minutes of the Parish Council meeting held on 2 September 19 be accepted as a true copy; duly signed by Cllr DM (Chair).																				
FC19/20-84	Finance 1. Payments NOTED for the period 30/08/19 to 07/10/19. <p align="center">Broughton & Milton Keynes Parish Council Current Bank A/c List of Payments made between 30/08/2019 and 07/10/2019</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee Name</th> <th>Ref</th> <th>Paid</th> <th>Transaction Detail</th> </tr> </thead> <tbody> <tr> <td>05-09</td> <td>Connexin Internet Phone Co</td> <td>DD</td> <td>£60.00</td> <td>VOIP Phones (4)-Sep 19</td> </tr> <tr> <td>11-09</td> <td>Cloudy IT Ltd</td> <td>BACS</td> <td>£81.60</td> <td>Domain Renewal 09/19-09/21</td> </tr> <tr> <td>11-09</td> <td>Anglian Water</td> <td>BACS</td> <td>£13.48</td> <td>Water-Paddock 04/06-03/09</td> </tr> </tbody> </table>	Date	Payee Name	Ref	Paid	Transaction Detail	05-09	Connexin Internet Phone Co	DD	£60.00	VOIP Phones (4)-Sep 19	11-09	Cloudy IT Ltd	BACS	£81.60	Domain Renewal 09/19-09/21	11-09	Anglian Water	BACS	£13.48	Water-Paddock 04/06-03/09
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11-09	Anglian Water	BACS	£25.58	Anglian Water BR 04/06-03/09
11-09	Anglian Water	BACS	£14.90	Anglian Water WR 04/06-03/09
11-09	Bucks County Council	BACS	£772.58	Pension-Aug 19
11-09	Bucks Building Co	BACS	£294.47	Phone Box Refurb-BR
11-09	EDF Energy	BACS	£34.10	EDF Energy Office 30/07-30/08
11-09	BT Business	BACS	£156.24	BT Business Internet 01/08-31/10
11-09	Marcus Young Landscapes	BACS	£774.00	Bin Servicing-Jul 19
11-09	RTM Landscapes	BACS	£944.30	Inv 1841 Landscaping-Jul 19
11-09	RTM Landscapes	BACS	£180.00	Inv 1879-Tree Work
11-09	RTM Landscapes	BACS	£2,028.00	Inv 1877-Fencing
12-09	HMRC	BACS	£1,391.25	Tax + NI - Aug 19
12-09	Broughton Fields Primary	BACS	£150.00	Grant-General
12-09	PKF Littlejohn LLP	BACS	£480.00	External Audit 18/19
12-09	Colin Bowker	BACS	£572.13	Independent Contractor-Aug 19
12-09	Ray Mitchener	BACS	£29.47	Phone Box Refurb BR
25-09	Wellbeing Fitness & Leisure	BACS	£32.50	Annual Assembly Room Booking
26-09	Anglian Water	BACS	£63.27	Water-Oakgrove 23/05-09/09
26-09	Brodie Mr S	BACS	£51.75	Rent Overpaid
26-09	Smiles Mr M	BACS	£35.00	BR11-Deposit Refund
26-09	RTM Landscapes	BACS	£1,400.30	Inv 1890 Landscaping-Aug 19
26-09	Marcus Young Landscapes	BACS	£684.00	Bin Servicing-Aug 19
26-09	Crest Nicholson	BACS	£248.91	Insurance 01/09/19-31/008/20
26-09	Sure2Door	BACS	£877.20	Autumn Newsletter
26-09	Anglian Water	BACS	£14.90	Water WR 04/06-03/09
04-10	Salaries-Sept 19	BACS	£3,700.28	
Total Payments			£15,110.21	

BANK ACCOUNT BALANCES AS AT 07/10/19

Lloyds Current Account (01696993)	£185,202.89
Lloyds Savings Account (06263475)	£31,621.03
Public Sector Deposit Fund	£25,000.00
TOTAL FUNDS	£241,823.92

2. **Monthly Finance Report** presented by the RFO.
RESOLVED to circulated new draft report for council to review and agree format.
3. **Public Sector Deposit Fund**; RFO presented performance report ending Aug 19.
RESOLVED that council consider adding funds following precept planning in Dec 19.
4. **Lloyds Accounts**; RFO advised that whilst there is no immediate risk, Council should NOTE and consider moving funds to another licenced banking institution due to funds only being protected up to £85,000 under FSCS.
RESOLVED that Council will consider options in precept planning process in Dec 19.
5. **Financial Regulations** – council to consider updated approval limits for Clerk/RFO on purchasing decisions in a timely and risk proportionate way.

	RESOLVED to carry this item forward in order to give RFO time to review the updated Financial Regulations recently circulated by BALC.
FC19/20-85	Risk Register – Clerk presented a draft new format and updated register. RESOLVED that Clerk will circulate the report with identified categories for relevant working groups (HR, Property & Land, Media & Comms and Strategy) to review and feedback back by end of business 27/10/19.
FC19/20-86	Consultations Papers (fixed item). To agree Parish Council responses to current consultations. 1. Draft MK East Development Framework Supplementary Planning Document (deadline 16/10/19). PLC to review 16/09/19 and put forward recommendations. RESOLVED to delegate responsibility to Cllr DM (Chair) and Clerk to respond on behalf of the Parish Council. 2. (External) Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas, ending 23h45 on 04/11/19. RESOLVED to delegate responsibility to Cllr DM (Chair), Cllr TS (Vice-chair) and Clerk to respond on behalf of the Parish Council.
FC19/20-87	Planning and Licensing Committee NOTED the minutes of the Planning and Licensing Committee held on 16 September 2019.
FC19/20-88	Devolved Landscaping - Council to formally agree their position on devolved landscaping. RESOLVED to decline taking on devolved landscaping in the next phase starting 2020.
FC19/20-89	Training - RATIFIED Clerks attendance at SLCC Annual Conference 2+3 Oct 19; Clerk to submit a report to Council.
FC19/20-90	S106 Funding RESOLVED that a S106 Funding working group be set up; Terms of Reference to be presented to the meeting on 04/11/19. RESOLVED that Cllr AK will chair the meeting and Cllr's JS, RO and PB be appointed as members.
FC19/20-91	Project Updates 1. Youth Engagement (2019/20 budget allocation is £10,000). Marco Loxley from Pulse Youth Ministry presented on the concept of the Youth Café. RESOLVED to delegate the decision to Cllr DM (Chair), Cllr TS (Vice-chair), Cllr RO (Chair of Youth Engagement working group) and Clerk to agree the go-ahead pending full satisfaction regarding due diligence on all aspects of delivering the service. 12 months' contract with a 3-month get out clause. Management Charge (annual) £5,400 Equipment Rental £70/month £840 Refreshments £40/month £480 Total (annual) £6,720 RESOLVED that Council invite representation from the Milton Keynes Youth Cabinet to present at a future meeting. 2. Phone Kiosk Refurbishments (MK Village and Broughton Village), ongoing. 3. MK Village garden; Clerk confirmed that the removal of hedge and installation of fencing had been carried out and that the project is ongoing.
FC19/20-92	WORKING PARTY RECOMMENDATIONS to be approved by council. 1. Property & Land (TS, JS, DM, CB, Clerk) 1.1 RESOLVED to appoint Cllr AK to the working group. 2. Media & Communications (GB, PS, JS, TS, Clerk, LM) 2.1 RESOLVED to appoint Cllr AK to the working group.

	<p>2.2 <u>Website</u>; 3 quotes presented RESOLVED to accept the working group recommendation to go ahead with IT'Seeze as our new website provider.</p> <p>Max Package Setup £450 (includes 10 pages) Subscription (monthly)/12 £540</p> <p>Includes: Training; domain registration and renewals; secure web hosting; daily backups; SSL certification maintenance; system updates; website editor licence; member online support tools and tech support and ongoing local consultant support.</p> <p>Clerk confirmed that Council had not agreed a budget in 2019/20 for website upgrade and will need to agree which budget heading the funds will be vired from.</p> <p>2.3 <u>Logo & Parish Council name change</u>; RESOLVED that more time is required to debate this topic, to be added to a future agenda item.</p> <p>2.4 <u>Mail Chimp</u>; RESOLVED that Cllr JB will look into who owns the data under GDPR before going ahead with the free service.</p> <p>2.5 <u>Parish-online mapping</u>. RESOLVED to go ahead with the service at £50/year, which will enable the public to see our parish maps online in real-time.</p>
	<p>3. <u>Strategy</u> (All Councillors) – next meeting 17/10/19</p> <p>4. <u>Human Resources</u> (DM, TS, RO, Clerk)</p> <p>4.1 Clerk Annual Review (c/f from 02/09/19). RESOLVED to accept the “Employer” comments.</p>
FC19/20-93	Councillor Reports and Items for Future Agenda ; none to report.
FC19/20-94	Allotment Tenant Review RESOLVED that, under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business, the Public and Press will be excluded from the following agenda item for the reason of it relating to information on confidential negotiations.

Meeting Ended 21h40

Next Meeting: 04 November 19 Full Council Meeting @ 19h15

ADDENDUM - FC19/20-78 Public question time, including Ward Councillor updates

WARD CLLR's SAM CROOKS/KERRIE BRADBURN UPDATE

General; In view of the recent burglaries we have arranged four meetings as follows with the Council & TVP's Neighbourhood Watch team to see if we can get more neighbourhood watches established, all at 7 pm:

Monday 21 October	Brooklands Pavilion
Tuesday 5 November	Parish Office, Oakgrove
Wednesday 6 November	Broughton Pavilion
Friday 8 November	Milton Keynes Village Hall

Brooklands; Brooklands Meadow has now been fully adopted by the Parks Trust and (at last) the area up by Ivernia Avenue is being cleared and re-planted.

The zebra crossing planned for Countess Way opposite Brooklands Farm School was due to start in the Summer Holidays. This was delayed and work will start during the October half term hopefully the 26th). It will take 8 weeks and there will be some diversions in place

The traffic lights by Lidl have been re-phased giving people double the time on green. Hopefully this will mean there is no advantage in trying to miss the traffic lights (e.g. by cutting down Andania Lane and through Montague Crescent)

A decision has also been agreed with residents on a scheme of traffic calming measures (aka speed bumps) for Newport Road. This will be going out to public consultation shortly.

Broughton; Residents from Ferry Meadows Close and adjacent roads were given a guarantee by the Council on 1 October that money will be available for a solution to their immediate parking and access issues within the next financial year (1 April 2020 - 31 March 2021). The Council will also facilitate their request to meet the parish council to discuss whether access to the Hindu Centre carpark can be arranged via the Allotments (nb: there is no suggestion that this is the Council's preferred outcome).

Broughton Gate; The Council has given an undertaking to complete a pedestrian crossing across Countess Way in the next financial year subject to funding.

The Parks Trust (who are responsible for the open land) and the Council are in discussions about the amount of litter around Warwick Avenue by the shops. The Council's Enforcement Team are investigating what litter abatement powers exist to encourage the shops to do more.

Middleton; The line markings on Worrelle Avenue and Noon Layer Drive were completed in mid-September. The Council has held an internal enquiry as to why this was not better coordinated with the re-surfacing work.

We have asked for the redway going up towards Brickhill Street by Middleton School to be repaired - there have been some bike accidents here recently.

Oakgrove; Pending adoption we have agreed a grass cutting and litter collection schedule on Oakgrove with Crest Nicholson.

The already agreed crossing from Ada Walk by Costa onto the Waitrose concourse will be completed this financial year but I don't have a date yet

PUBLIC; Resident confirmed that he had received his Newsletter, which appeared to be part of a general leaflet drop. Clerk confirmed that it should be a solus delivery and would check with service provider.