

PARISH COUNCIL MEETING MINUTES
Monday 2 September 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), R Oates (RO), P Brown (PB), P Stiles (PS), Gary Brighton (GB), Jo Small (JS), Anton Kamm (AK).

Ward Councillors: Cllr's S Crooks (SC), J Bint (JB-W), (K Bradburn-apologies)

Officers Present: Vicky Mote (Clerk), Lynn Maddocks (CEO)

Also Present: Colin Bowker (Warden) and 13 members of the public

Meeting started 19h15

Ref	MINUTES																									
FC19/2 0-65	Apologies: None to record.																									
FC19/2 0-66	Co-Option , Council to consider Brooklands candidate for co-option. Cllr DM (Chair) introduced Anton Kamm as a prospective candidate for co-option RESOLVED to co-opt Anton Kamm as councillor, in line with our co-option policy, onto Broughton & Atterbury Ward (includes Brooklands). Acceptance of office duly signed in front of Clerk, Anton invited to join council.																									
FC19/2 0-67	Declaration of Interest: Cllr JB, who is a member of the Development Control Panel (Chair) declared an interest in item FC19/20-58 Planning and any item relating to the Borough Council's position on things like 'Devolution' He will not express any opinion on planning applications however, is happy to comment on any planning processes.																									
FC19/2 0-68	Public question time, including Ward Councillor updates: 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> Meeting closed for public @ 19h30; Refer to Addendum for updates. Meeting opened: 20h00																									
FC19/2 0-69	Minutes RESOLVED that the draft minutes of the Parish Council meeting held on 1 July 19 be accepted as a true copy; duly signed by Cllr DM (Chair).																									
FC19/2 0-70	Finance 1. Payments NOTED 04/07/19-30/08/19 as circulated. Broughton & Milton Keynes Parish Council Current Bank A/c List of Payments made between 04/07/2019 and 30/08/2019 <table border="1"> <thead> <tr> <th>Date Paid</th> <th>Payee Name</th> <th>Ref</th> <th>Paid</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>04/07</td> <td>Marcus Young Landscapes</td> <td>BACS</td> <td>£648.00</td> <td>Bin Servicing-Jun 19</td> </tr> <tr> <td>05/07</td> <td>Smith-Mrs S</td> <td>BACS</td> <td>£622.20</td> <td>Fixed Term Contract</td> </tr> <tr> <td>05/07</td> <td>RTM Landscapes</td> <td>BACS</td> <td>£944.30</td> <td>Monthly Landscaping-May 19</td> </tr> <tr> <td>05/07</td> <td>Colin Bowker</td> <td>BACS</td> <td>£481.63</td> <td>Contractor-Jun 19</td> </tr> </tbody> </table>	Date Paid	Payee Name	Ref	Paid	Detail	04/07	Marcus Young Landscapes	BACS	£648.00	Bin Servicing-Jun 19	05/07	Smith-Mrs S	BACS	£622.20	Fixed Term Contract	05/07	RTM Landscapes	BACS	£944.30	Monthly Landscaping-May 19	05/07	Colin Bowker	BACS	£481.63	Contractor-Jun 19
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05/07	MK Citizens Advice	BACS	£1,073.25	MKCAB Outreach Apr-Jun 19
05/07	Miller, Mr J	BACS	£25.00	MR11-Miller Deposit Refund
05/07	Marcus Young Landscapes	BACS	£684.00	Bin Servicing-May 19
05/07	HMRC	BACS	£933.64	Tax+NI-Jun 19
05/07	Crest Nicholson	BACS	£241.66	Insurance Premium 09/18-08/19
05/07	Bucks County Council	BACS	£747.95	Pension-Jun 19
11/07	EDF Energy	BACS	£58.90	Office Elect 30/05-28/06
15/07	RTM Landscapes	BACS	£1,680.00	Inv 1768-MD Allot Clearance
22/07	Milton Keynes Play Assoc	BACS	£2,720.00	Summer 19 Play Sessions
30/07	RTM Landscapes	BACS	£1,052.30	Monthly Landscaping-Jun 19
30/07	Buck & MK Association	BACS	£1,749.44	BMKALC+NALC Annual Subs
02/08	Salaries	BACS	£5,560.47	Salary-Jul 19
02/08	Safety Labels	BACS	£61.74	Bin Labels
02/08	Anglian Water	BACS	£514.73	CC Allot 15/03-14/06
02/08	Djellab, A	BACS	£96.75	MR16-Djellab Refund
02/08	Griffin, J	BACS	£35.00	KC65 Griffin Deposit Refund
02/08	Crest Nicholson	BACS	£2,160.00	Office Rent 25/12/18-24/03/19
02/08	Anglian Water	BACS	£4.75	Office 09/03-22/05
02/08	Sure2Door	BACS	£877.20	Newsletter-Summer 19
02/08	EDF Energy	BACS	£54.63	Office Elect 29/06-29/07
02/08	Bucks County Council	BACS	£2,102.30	Pension-Jul 19
02/08	Anglian Water	BACS	£12.08	MD+Paddock 04/03-03/06
27/08	Colin Bowker	BACS	£766.21	Contractor-Jul 19
27/08	HMRC	BACS	£3,048.10	Tax+NI-Jul 19
29/08	Salary	BACS	£3,630.65	Salary-Aug 19
TOTAL PAYMENTS			£35,000.57	

BANK ACCOUNT BALANCES AS AT 30/08/19

Lloyds Current Account (01696993)	£107,418.26
Lloyds Savings Account (06263475)	£31,619.69
Public Sector Deposit Fund	£25,000.00
TOTAL FUNDS	£164,037.95

- 1.1 **Grant Application** - Broughton Fields Primary School (recycling)
RESOLVED to approve grant of £150.
2. **RFO Finance Report** NOTED, Clerk presented overview on variances, Council requested performance against monthly budget timeline rather than performance YTD. RFO confirmed still on track for year-end spend against budget.
3. **Bank Mandate Review**, NOTED changes to remove administrator and add CEOO with "view only" access to allow for allotment administration.
4. **Internal Auditor**, Clerk presented two quotes having researched providers to other parish councils across Milton Keynes.
RESOLVED to appoint Auditing Solutions with a vote of 8 FOR and 2 AGAINST.
Quote at £890 (ex VAT) for anticipated 2-day annual audit.

FC19/2 0-71	<p>Training, NOTED councillor and staff training. Councillor Induction (Cllr RO); Demystifying Planning (Cllr PS, GB and LM (Staff)</p>
FC19/2 0-72	<p>Consultations Papers (fixed item).</p> <ol style="list-style-type: none"> 1. <u>LCTR Parish Funding Consultation</u> 14/06/19 to 06/09/19. RESOLVED no comments, Broughton and Milton Keynes Parish Council no longer received this grant. 2. <u>PSPO-Dog Fouling</u> ending 02/09/19. RESOLVED to support the proposed order.
FC19/2 0-73	<p>Minutes of Committees</p> <ol style="list-style-type: none"> 1. Planning and Licensing Committee; Council NOTED the minutes of 15 July 2019.
FC19/2 0-74	<p>Project Updates and recommendations for consideration.</p> <ol style="list-style-type: none"> 1. <u>Youth Engagement</u>. Cllr RO gave an update, had feedback on costs will circulate. Proposed site visit this month and will bring back a proposal to October for consideration. 2. <u>Phone Kiosk Refurbishments (MK Village and Broughton Village)</u>. MKV resident said she is looking for suggestions from residents and has sourced a quote from Gary Martin at Signs Express to replace (£145) or refurb (£45) the 4 “Telephone” signs. RESOLVED to devolved the decision to Chair/Vice and Clerk to agree public consultation on ideas for use of both village phone boxes within a budget of £500. <p>Referring to the Property & Land Working Group minutes, council RESOLVED to look into the viability of installing defibrillators, subject to community feedback on suggestions.</p> <ol style="list-style-type: none"> 3. <u>MK Village Garden</u>; Clerk confirm nothing to report. 4. <u>The Old Forge Refurbishment</u>; 3 quotes obtained for a structural engineering assessment of the condition of the building. Having reviewed and discussed the quotes; RESOLVED to accept the quote from Keith Rawlings for £500, including reasonable expenses. <p><u>The Old Forge Earth Clearance</u>; Only able to obtain one quote due to small size of job required to remove the earth up to one meter away from wall, using mini digger and then installing a fixed barrier to retain earth. RESOLVED to accept the quote from SERCO for £650, under Financial Regulation 4.1(b), Clerk approval for any item below £2,000, with approval from Chair and/or Vice and one other signatory.</p>
FC19/2 0-75	<p>WORKING PARTY UPDATES Chair of working groups to give update and Council to approve any recommendations.</p> <ol style="list-style-type: none"> 1. <u>Property & Land</u> (TS, JS, DM, CB, Clerk) <ol style="list-style-type: none"> 1.1 Referring to Property & Land working group minutes dated 22/08/19; council considered and supports the recommendations as follow: <p>New Bin locations; RESOLVED to look at the various options of fun bins and that we have different bins for different needs, i.e; dog walking vs high footfall shopping area. Use our social channels and stakeholder’s groups to get feedback on potential locations.</p>

Kemsley Allotment

1. Options for use of vacant plots; council RESOLVED that the Parish Council will hold an initial discussion with MKC to discuss whether the land occupied by Kemsley allotment could form part of any solution to the Ferry Meadows access and parking issue. Subject to the outcome of this conversation Council will then consider the high level pro's and con's of the impact this might have, which will be presented by Cllr TS to full council for consideration.
2. Tree down on site; council NOTED Clerk approved quote from RTM under Financial Regulation 4.4 risk to the public.
3. Request by Broughton Fields Primary School to locate a small storage box on site; council RESOLVED to granted permission; good community engagement.

Cranmore Allotment (rat problem); following visit from pest control company and advice, council RESOLVED to send out further "good housekeeping communication" to all allotment tenants to aid good practice and to send a dedicated note to tenants with chickens to remind them of the rules they have signed up to.

Broughton Rd (MKV) (Old glass greenhouse), council RESOLVED that due to the health & safety risk to the public it should be removed as a matter of urgency. Warden has cordoned the greenhouse off with appropriate hazard tape.

Paddock Agreement; council RESOLVED to accept the following amended proposal to the annual agreement with effect from start of new agreement.

1. Bring agreement into line with financial year 1 Apr (current agreement starts 1 Oct) in order to further improve on admin efficiencies;
2. Proposed annual increase based on last 12-month average RPI (2% for next annual agreement period);
3. Water charges should be recharged to paddock tenant.
4. Clause 3.1(f) update to include annual fireworks and other key annual events with reasonable notice to the tenant.

Garage Lease Agreements; council NOTED email sent by Clerk referring to Defective Premises Act 1972 as there is currently no approved lease agreement in place.

BT Contract (Oakgrove Office); council NOTED contract ended May 2019, Clerk to present new charge for approval.

1.2 Devolved Landscaping, agree if interested in additional option with SERCO by 30 September 2019. Clerk confirmed meeting with Emily Darlington (Cabinet Member for Public Realm) on Mon 09/09/19.

2. Media & Communications (GB, PS, JS, TS, Clerk, LM)

2.1 Refer to Media & Communications working group minutes dated 22/07/19.

Social Media; council RESOLVED that day to day management will be through the office with delegated responsibility to Cllr's GB, TS, DM and Clerk to approve any sensitive or controversial posts.

Council RESOLVED to devolve the decision to Cllr GB, Chair, Vice and Clerk to review the Communications Policy and approve the Social Media Policy before going live the new Parish Council Facebook page.

Notice Boards; council RESOLVED that Clerk look into locating two noticeboards

	<p>(budgeted for 2019/20) in the new shopping square in Brooklands and school(s), depending on approval from developer and or MKC.</p> <p>3. <u>Strategy</u> (All Councillors) 3.1 Council NOTED the strategy working group notes dated 30/07/19 and next date scheduled for 17/10/19.</p> <p>4. <u>Human Resources</u> (DM, TS, RO, GB, Clerk) 4.1 General Disclaimer (volunteer working), council RESOLVED to devolved the decision to the HR working group to approve.</p> <p>4.2 Outsource Payroll, Clerk confirmed only been able to source one successful quote, awaiting a further quote. Council RESOLVED to devolve the decision to Chair, Vice and Clerk to agree a provider within the annual budget of £400.</p> <p>4.3 Clerk Annual Review, council RESOLVED to carry this forward to the October meeting as full council had not reviewed the report.</p>
FC19/2 0-76	<p>Councillor Reports and Items for Future Agenda</p> <p>1. Cllr RO confirmed he had been notified of beehives in Oakgrove. Cllr JB had investigated however, land is still under Crest Nicholson responsibility.</p> <p>2. Cllr RO notified council that Ruby House bike sheds are going to be dismantled due to an ASBO which had been issued.</p> <p>3. Cllr YO asked about zebra crossing at Oakgrove Primary school. Clerk confirmed has had an initial response from Milton Keynes Council however, still ongoing.</p>
FC19/2 0-77	<p>Next Meeting: 07 October 19 Full Council Meeting @ 19h15</p>

Meeting Closed at 21h41

ADDENDUM - FC19/20-68 Public question time, including Ward Councillor updates

1. MK Community Foundation (Proposed Gym Planning Application)

Ian revel (Chief Executive) gave a brief overview of the independent charity working for and at the heart of Milton Keynes. They have been going for 32 years and were endowed with building and property for community use and development. Broughton/Brooklands Development S106 funding is different because it has to be developed within a time-line. The site opposite the new health centre next to Lidl is where they propose to relocate and redevelop the gymnastic / table tennis centre currently at Kingston. They are also working with housing association to build 33 units at the front of the site and then a carpark and gym at the back of the site. They are looking to submit a planning application towards the end of September. They will also look to have a ground floor community use facility. The new facility will be leased out and will have gymnastics, gym hall, café, dance and table tennis.

2. Ferry Meadows; resident gave an update.

Old hut and us gates have now been removed however, there is a concrete slab left in situ. They met with MKC 6-weeks ago and were presented with 7-8 options; it's clear in their opinion that many of the options are not viable and the main issue of parking needs to be sorted out.

Resident came up with short list of most feasible, which have been emailed to Emily Darlington. Potential improvement on options have been provided and they are asking if the Parish Council can liaise with the Community Centre to see if the use part of the allotment site is a viable option.

3. WARD CLLR SAM CROOKS/KERRIE BRADBURN UPDATE

Broughton

Ferry Meadows & Leaholm Way residents have informed the Council of their reaction to the Council's proposals to improve access to the Hindu Community Centre.

Broughton Gate

Residents from Countess Way and the Newport Road have been invited to the next meeting of the Eastern Expansion Area (EEA) Stakeholders 'Group.

Brooklands

- Residents around the Pavilion would like dog bins to be erected around the football pitch.
- A new gymnastic centre is to be built opposite Lidl
- I am in discussions with UNO about the re-routing of their bus from the Newport Road to Fen Street.

Middleton

New linage is to be completed on Worrelle Avenue and Noon Layer Drive on 11/12 September

Oakgrove

After looking very unkempt both the grass and shrubs have been cut. I have met Crest formally to see how best to prevent this (and similar) situations arising again

Newlands

A community boat is being launched (subject to funding) from the new wharf which will travel up and down the canal.

General

- Crime: I am in discussions with the Council and Police about the current spate of crime around the ward.
- I have notified the Council about a number of litter hot spots

- I reiterate my previous comments about a warden and hope that that can be included in the Parish's precept discussions.

4. WARD CLLR JOHN BINT UPDATE

- Mixed feedback to white sack (recycling).
- Litter toward southern end of Broughton is a problem and being monitored.
- MKC trying to bring forward MK East consultation to 16/10. If anybody has any comments, please sent to Cllr John Bint feedback.
- Problem with developers not having handed over to MKC yet, consequence council cannot implement any action until this is completed.
- Litter hot-spots, underpasses grid roads.
- Skate park curfew in operations (19h00 should be closed), if an issue let JB know.

DRAFT