



**PARISH COUNCIL MEETING MINUTES**  
**Monday 6 January 2020**  
**Oakgrove Office, 27 Atlas Way, Milton Keynes, MK10 9SG**

Councillors Present: Cllr's D Monk (DM)-Chair, T Small (TS)-Vice, J Bint (JB), P Brown (PB), P Stiles (PS), G Brighton (GB), A Kamm (AK). R Sharda (RS), A Bompeti (AB),  
 Ward Councillors: Cllr's S Crooks (SC), J Bint (JB-W)  
 Officers Present: Vicky Mote (Clerk), Lynn Maddocks (CEO)  
 Also Present: Colin Bowker + 5 members of the public

Public session opened 19h15; Full council convened at 19h37

Ref	MINUTES
FC19/20-112	<p><b>Public question time, including Ward Councillor updates:</b> In accordance with Standing Order 3.4 &amp; 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></p> <p>Ended 19h37; Refer to Addendum for reports and comments.</p>
FC19/20-113	<p><b>Apologies:</b> RESOLVED to accept apologies from Cllr's Y Olayemi (YO) and J Small (JS) – medical.</p>
FC19/20-114	<p><b>Requests for dispensation</b> in accordance with the Localism Act 2011 s33 and Standing Order 15.4, 15.5, 15.6 Dispensations to be approved by Council:          Council RESOLVED to grant a dispensation to all Councillors present in relation to:</p> <ol style="list-style-type: none"> <li>1. For both participation and voting on agenda item FC19/20-116 Budget and precept 2020/21, dated 06/01/2020;</li> <li>2. Disclosable pecuniary interest as a resident living within the parish;</li> <li>3. Dated 06/01/2020 and valid until next elections in 2023.</li> </ol>
FC19/20-115	<p><b>Declaration of Interest:</b> in accordance with the Localism Act 2011 Section 29(1). Council NOTED the following:</p> <p>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.</p>
FC19/20-116	<p><b>1. Budget and Precept 2020/21 Demand:</b>          Council NOTED the report and had a full discussion on the details of the 2020/21 Budget and Precept demand in advance of agreeing the budget and precept on 06/01/2020.</p> <p><u>Budget 2020/21</u>          Council RESOLVED to adopt the budget for 2020/21 with a predicted expenditure of £231,836 and non-precept income of £17,472.</p> <p><u>Precept Demand 2020/21</u>          An additional draft working paper was tabled, which included precept calculations based on the confirmed tax base for 2020/21 of 5614.48 and a recommendation of a 0% increase on precept demand if the budget was to remain as drafted paper. This would yield an average Band D precept in 2020/21 of £33.69 and a total precept of £189,152 and would permit a contribution of £22,815 to general reserves.</p> <p>It was RESOLVED to authorise the Clerk to complete the precept demand.</p>

	<p><b>2. Responsible Financial Officer (RFO) Annual report and recommendations:</b> Council received and NOTED RFO report dated 20/12/2019.</p> <p>Council RESOLVED to accept RFO report and recommendations 1-4 (page7). Council RESOLVED to decline recommendation 5 (page 7) and not to allocated the £22,815 surplus to an Earmarked fund for future asset maintenance; this is to remain in general reserves.</p> <p><b>3. Reserves Policy:</b> To receive and consider adoption of a Reserve Policy BMK-PC17 v1.0. The policy had been circulated to members in advance of the meeting. Having reviewed Council RESOLVED to adopt this policy with no amendments.</p>																																																																																															
FC19/20-117	<b>Clerk's Monthly Report:</b> Council NOTED the report.																																																																																															
FC19/20-118	<b>Minutes:</b> Council RESOLVED to approve the minutes of Full Council Meeting 4 November 2019 as an accurate record of the meeting and they were subsequently signed by the Chair.																																																																																															
FC19/20-119	<p><b>Finance</b></p> <p><b>1. Internal Audit:</b> Members considered the report which had been circulated in advance of the meeting. The Clerk confirmed that the internal auditor had reported that all was in good order. Cllr TS emphasised the commendation from the auditor on the excellent records kept by the Clerk and thanks for the assistance during their visit; Members unanimously thanked the Clerk. Council RESOLVED that the interim Internal Audit Report 2019/20 be endorsed.</p> <p><b>2. Grant(s),</b> to consider the grant application for a "Little Free Library"; Council RESOLVED to award a grant of £500 under s137, in contribution towards the construction costs of two Little Free Library Cabinets within the parish, on the proviso that it is the responsibility of the Steward to seek the right permissions from the land owner to install the respective cabinets.</p> <p><b>3. Payments:</b> Council NOTED payments for the period 31/10/2019 and 31/12/2019.</p> <p style="text-align: center;"><b>Current Bank A/c</b> <b>List of Payments made between 31/10/2019 and 31/12/2019</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee Name</th> <th>Ref</th> <th>Paid</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>4/11</td> <td>Colin Bowker</td> <td>BACS</td> <td>£695.52</td> <td>Contractor-Oct 19</td> </tr> <tr> <td>7/11</td> <td>Crest Nicholson</td> <td>BACS</td> <td>£2,160.00</td> <td>Office Rent 24/06-29/09</td> </tr> <tr> <td>7/11</td> <td>Crest Nicholson</td> <td>BACS</td> <td>£2,160.00</td> <td>Office Rent 29/09-24/12</td> </tr> <tr> <td>7/11</td> <td>Julie Munn</td> <td>BACS</td> <td>£256.50</td> <td>Office Cleaning Apr-Nov 19</td> </tr> <tr> <td>7/11</td> <td>Rawlings Ltd</td> <td>BACS</td> <td>£600.00</td> <td>The Old Forge inspection</td> </tr> <tr> <td>7/11</td> <td>EDF Energy</td> <td>BACS</td> <td>£59.15</td> <td>Office Electric 27/09-30/10/19</td> </tr> <tr> <td>7/11</td> <td>Virgin Mobile</td> <td>DD</td> <td>£6.33</td> <td>Mobile-Nov 19</td> </tr> <tr> <td>7/11</td> <td>Info Commission Office</td> <td>DD</td> <td>£35.00</td> <td>ICO Annual Certificate</td> </tr> <tr> <td>7/11</td> <td>Connexin Internet Phone Co</td> <td>DD</td> <td>£60.62</td> <td>VOIP Phones (4)-Nov 19</td> </tr> <tr> <td>7/11</td> <td>David Monk</td> <td>BACS</td> <td>£50.00</td> <td>Internal Auditor Vouchers</td> </tr> <tr> <td>8/11</td> <td>Leigh, Mr M</td> <td>BACS</td> <td>£35.00</td> <td>BR23-Plot Deposit Refund</td> </tr> <tr> <td>8/11</td> <td>Vicky Mote</td> <td>BACS</td> <td>£192.95</td> <td>Expenses-Nov 19</td> </tr> <tr> <td>19/11</td> <td>Borland Property Maintenance</td> <td>BACS</td> <td>£180.00</td> <td>Car Park lights (7) assessment</td> </tr> <tr> <td>19/11</td> <td>Marcus Young Landscapes</td> <td>BACS</td> <td>£684.00</td> <td>Bin Servicing-Oct 19</td> </tr> <tr> <td>19/11</td> <td>MP Payroll Solutions</td> <td>BACS</td> <td>£45.60</td> <td>Payroll-Nov 19</td> </tr> <tr> <td>19/11</td> <td>GeoXphere Ltd</td> <td>BACS</td> <td>£180.00</td> <td>Parish Online Annual Subs</td> </tr> <tr> <td>19/11</td> <td>RTM Landscapes</td> <td>BACS</td> <td>£1,220.30</td> <td>Landscaping-Oct 19</td> </tr> <tr> <td>19/11</td> <td>Viking Stationary</td> <td>BACS</td> <td>£31.18</td> <td>Stationary Inv 432109</td> </tr> </tbody> </table>	Date	Payee Name	Ref	Paid	Detail	4/11	Colin Bowker	BACS	£695.52	Contractor-Oct 19	7/11	Crest Nicholson	BACS	£2,160.00	Office Rent 24/06-29/09	7/11	Crest Nicholson	BACS	£2,160.00	Office Rent 29/09-24/12	7/11	Julie Munn	BACS	£256.50	Office Cleaning Apr-Nov 19	7/11	Rawlings Ltd	BACS	£600.00	The Old Forge inspection	7/11	EDF Energy	BACS	£59.15	Office Electric 27/09-30/10/19	7/11	Virgin Mobile	DD	£6.33	Mobile-Nov 19	7/11	Info Commission Office	DD	£35.00	ICO Annual Certificate	7/11	Connexin Internet Phone Co	DD	£60.62	VOIP Phones (4)-Nov 19	7/11	David Monk	BACS	£50.00	Internal Auditor Vouchers	8/11	Leigh, Mr M	BACS	£35.00	BR23-Plot Deposit Refund	8/11	Vicky Mote	BACS	£192.95	Expenses-Nov 19	19/11	Borland Property Maintenance	BACS	£180.00	Car Park lights (7) assessment	19/11	Marcus Young Landscapes	BACS	£684.00	Bin Servicing-Oct 19	19/11	MP Payroll Solutions	BACS	£45.60	Payroll-Nov 19	19/11	GeoXphere Ltd	BACS	£180.00	Parish Online Annual Subs	19/11	RTM Landscapes	BACS	£1,220.30	Landscaping-Oct 19	19/11	Viking Stationary	BACS	£31.18	Stationary Inv 432109
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	19/11	SLCC	BACS	£72.00	Web Accessibility Training
	28/11	MP Payroll Solutions	BACS	£5,794.48	Payroll-Nov 19
	01/12	Connexin Internet Phone Co	DD	£60.00	VOIP (4) Phones-Dec 19
	01/12	Virgin Mobile	DD	£6.33	Mobile Phone-Dec 19
	09/12	SLCC	BACS	£119.50	Clerk Manual+Training
	09/12	MP Payroll Solutions	BACS	£46.80	Monthly Service-Dec 19
	09/12	Marcus Young Landscapes	BACS	£648.00	Bin Servicing-Nov 19
	09/12	EDF Energy	BACS	£61.78	Oakgrove Office Electric
	09/12	BT Business	BACS	£156.24	Broadband 01/11/19-31/01/20
	09/12	Colin Bowker	BACS	£534.60	Contractor-Nov 19
	09/12	RTM Landscapes	BACS	£944.30	Landscaping Nov 19
	09/12	Viking Stationary	BACS	£12.94	First Aid
	09/12	MK Village Hall	BACS	£3,500.00	Annual Fireworks 2019
	09/12	Anglian Water	BACS	£17.74	WR Allotment 04/09-04/12
	12/12	MP Payroll Solutions	BACS	£5,794.48	Monthly Payroll-Dec 19
	12/12	Anglian Water	BACS	£17.74	Paddock BR 04/09-04/12
	12/12	Withers, S	BACS	£25.00	MR23 Deposit Refund
	12/12	Waskowska, I	BACS	£35.00	CC42 Deposit Refund
	14/12	Bucks County Council	BACS	£4,424.45	Pension Strain (AM)
	22/12	Rialtas Business Solutions	BACS	£202.80	Annual Allotment Software
	23/12	IT'sEeze Website	DD	£54.00	Website Monthly Charge
	29/12	Rialtas Business Solutions	BACS	£145.20	Alpha Annual Software
	30/12	Zurich Insurance	BACS	£2,051.87	Insurance 15/01/20-14/01/21
	30/12	Sure2Door	BACS	£877.20	Winter Newsletter 2019
	30/12	Auditing Solutions	BACS	£534.00	Internal Interim Audit
	30/12	Milton Keynes Citizens Advice	BACS	£913.25	Outreach Service Oct-Dec 19
	<b>TOTAL PAYMENTS</b>			<b>£35,769.63</b>	
<b>BANK ACCOUNT BALANCES AT 31/12/19</b>					
	Lloyds Current Account (01696993)				£135,860.23
	Lloyds Savings Account (06263475)				£31,624.97
	Public Sector Deposit Fund				£25,000.00
	<b>TOTAL FUNDS</b>				<b>£192,485.20</b>
	<p><b>4. Monthly Finance Report:</b> RFO confirmed still on track to be within the predicted budget ending 31 March 2020. Council RESOLVED to accept the monthly detailed Income and Expenditure by budget heading report and cash book balances presented by the RFO, period ending financial month 10 (December 2019).</p>				
FC19/20-120	<p><b>Consultations Papers</b> (fixed item). To agree Parish Council responses to current consultations.</p> <p>1. <u>Climate Change Task and Finish Group, deadline 31/01/20.</u> Council RESOLVED that Cllr PB and Clerk have the delegated responsibility to collate all comments by w/e 26/01/2020 and submit on behalf of the Parish Council.</p>				
FC19/20-121	<p><b>Planning and Licensing Committee</b>, Council NOTED the draft minutes of the meeting held on 16 Dec 2019.</p>				

FC19/20-122	<p><b>Building and Land Committee (was Property &amp; Land Working Group)</b></p> <ol style="list-style-type: none"> <li>1. Consider and agree new committee name; Council RESOLVED to name the new committee as Asset and Maintenance.</li> <li>2. Agree Members of the committee; Council RESOLVED to appoint the following Cllr's TS, PS, AK, RS, DM and JS (subject to agreement).</li> <li>3. Agree Chair of the committee; Council RESOLVED to appoint Cllr TS.</li> <li>4. Agree Terms of Reference for the committee; Council RESOLVED to adopt the draft document presented prior to the meeting, subject to the following additions/changes: <ul style="list-style-type: none"> <li>2. RESPONSIBILITIES</li> <li>2.1 (This committee has the delegated responsibility and power to act on behalf of the Full Council, for costs incurred up to the amounts included for each type of expenditure relating to council-owned assets and maintenance, in the approved budget. The RFO shall monitor the budgets and report to the Full Council. This Committee has the authority to authorise legal works related to budgeted projects on assets and maintenance; however, it does not have a right to commit to legal action without Full Council approval?</li> <li>2.2 (c) Clerk to insert confirmed title of new Community Officer/Warden/Ranger role;</li> <li>2.2 (g) Clerk to insert the name of the newly formed People, Policy and Process committee.</li> </ul> </li> </ol>
FC19/20-123	<p><b>Community Officer Role</b>, Having NOTED and reviewed the report submitted by the Clerk before the meeting and following further discussion;</p> <ol style="list-style-type: none"> <li>1. Council RESOLVED to go ahead with an additional full-time equivalent role at a pay scale of up to SCP9, together with the additional kit-out costs to a total overall value of £30K.</li> <li>2. Council RESOLVED to delegate the responsibility of the final role title, job specification, recruitment and package to the People, Policy and Practices committee (if agreed in FC19/20-125 (43.1)). Should this item not be approved then this will be brought back to the next Full Council meeting on 03/02/2020.</li> <li>3. Council RESOLVED to continue the current contracted-out warden services arrangement on a month-by-month basis until this recruitment is complete.</li> </ol>
FC19/20-124	<p><b>Project Updates</b></p> <ol style="list-style-type: none"> <li>1. <u>Youth Engagement</u>. Clerk informed Council that Marco Loxley from PULSE had responded to an email sent on 02/01/2020 and informed us that since we had not met their expectation of an implementation of the service by the end of December 2019, the slot for the proposed project is no longer available. Clerk also confirmed that to the best of her knowledge, whilst PULSE had ideally wanted an implementation by end of last year, there had not actually been an agreed final deadline. Clerk had informed both Marco Loxley and Ruth Maxey on 12/11/19 that as one of the key councillors was not well, the parish council had to appoint an interim Chair and therefore, it was highly likely that this project would not go live until early 2020. Council RESOLVED that the Clerk respond to PULSE.</li> <li>2. <u>Phone Kiosk Refurbishments</u> (MK Village and Broughton Village). Clerk confirmed that there does not appear to be any live electricity to the boxes. The next steps will be, a recommendation with costs on installing defibrillators, to the newly formed Asset &amp; Maintenance committee for consideration on 23/01/2020.</li> </ol>

	<p>3. <u>MK Village garden</u>. Nothing to update.</p> <p>4. <u>The Old Forge</u>. Recommendation under FC19/20-125 (1.2)</p>
FC19/20-125	<p><b>WORKING PARTY RECOMMENDATIONS</b> to be considered by council.</p> <p>1. <u>Property &amp; Land</u> (TS, JS, DM, CB, AK)</p> <p>1.1 Recommendation PL19/20-04 Kemsley Allotment Gate; Council RESOLVED to go with option (a) quote from Steelwise Ltd (£380) to rework the gate (fix existing 2 gates together) and fit the lock. Kemsley Allotment Association to pick up the cost of the lock.</p> <p>1.2 Recommendation PL19/20-06 The Old Forge refurbishment; Council RESOLVED to go ahead with the roof and double doors refurbishment (within the allocated budget).</p> <p>1.3 Recommendation PL19/20-07 MK Village Parking; Council RESOLVED to agree that as this is a highways problem, Ward Councillors should take ownership of this item.</p> <p>1.4 Recommendation PL19/20-09 VE Commemoration benches; Council RESOLVED to go ahead with the purchase of 7 benches to be sited across our parish; within the total budgeted limit of £7,000.</p> <p>1.5 Recommendation PL19/20-10 RTM contract addendums; Council RESOLVED to accept the following: £225 for one-off coppice/tidy of shrubs around car-park next to Pavilion; £225 to be added to annual landscaping maintenance contract for this work; £85 to be added to the annual landscaping maintenance cost on BR allotment for the additional apple tree works.</p> <p>1.6 To dissolve the working party, will now become a committee. Council RESOLVED to dissolve the Property &amp; Land Working party.</p> <p>2. <u>Media &amp; Communications</u> (GB, PS, JS, TS, AK, LM)</p> <p>2.1 Recommendation MC19/20-21 Terms of Reference; Cllr GB requested that this item be carried forward to the next meeting 03/02/2020. Council RESOLVED to carry forward.</p> <p>2.2 Recommendation MC19/20-23.2 Annual parish survey; Council RESOLVED to go ahead with a printed survey (including pre-paid envelope) in addition to Survey Monkey and social media. Clerk confirmed that an additional cost of £2,500 had been included for printed copy within the budget for 2020/21. Council RESOLVED to go ahead with the survey in March 2020.</p> <p>2.3 Recommendation MK19/20-26 ratify parish logo. Council RATIFIED the new logo and thanked Cllr AK for his help in getting this designed.</p> <p>3. <u>Strategy</u> (All Councillors), to note the next meeting 16 January 2020. Council RESOLVED to cancel the meeting scheduled for 16/01/2020 and work towards the next scheduled meeting on 16/04/2020.</p> <p>4. <u>Human Resources</u> (DM, TS, RO, GB, Clerk)</p> <p>4.1 Motion to create a Policy &amp; Resource Committee; Council RESOLVED to carry the motion, presented by Cllr TS, to create a new committee called People, Policy and Practices. This committee is in line with the requirements within the Disciplinary and Grievance Policy. Members, Chair and Terms of Reference to be agreed at the next full council meeting on 03/02/2020.</p>



	<p>4.2 Motion to approve the Disciplinary and Grievance Policy; Council RESOLVED to adopt NALC recommended policy, which complies with 2015 ACAS Code of Practice and will be applied fairly, consistently and in accordance with the Equality Act 2010.</p> <p>4.3 Motion to consider Christmas/New Year shut down. Council RESOLVED to carry the motion presented by Cllr TS that both Christmas/New Year's eve will be a discretionary non-contractual half-day working up until 12h30 for all employees; this will be applied retrospectively for any holiday taken in the 2019/20 year.</p> <p>5. <u>S106 Funding</u> (AK, PS, PB, JS) nothing to update.</p>
FC19/20-126	<p><b>Councillor Reports and Items for Future Agenda</b></p> <p>1. People, Policy and Practices Committee Members, Chair and Terms of Reference to be agreed at the next full council meeting on 03/02/2020.</p>
FC19/20-127	<p><b>Confidential Item</b></p> <p>Council 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 next agenda item(s) for the reason(s) of them relating to information on confidential negotiations.</p>

Council meeting ended @ 21h50; Confidential session ended @ 22h36

**Date of Next Full Council Meeting:** 3 February 2020 at 19h15.

## **ADDENDUM - FC19/20-112 Public question time, including Ward Councillor updates**

### WARD CLLR's SAM CROOKS/KERRIE BRADBURN UPDATE

#### **Broughton**

A meeting has been arranged between the Council and residents to discuss the results of the camera-operated traffic monitoring down Ferry Meadows Close to the Hindu Centre.

The Council is shortly going ahead with a public consultation on double yellow lines over the Tanfield Lane bridge between Middleton and Broughton.

Following another departure of a new manager and further complaints about the Council's role in respect of the Broughton Pavilion (which may invoke threatened legal action against the Council) an internal Council meeting has been organised at the highest level to address these issues.

#### **Broughton Gate**

Technically not in our ward but we have had a number of complaints about the increasing number of HGVs parking behind Tesco on Winchester Circle in Kingston and causing debris which they leave behind. This has been taken up with the Council and Police.

The new KuKu Coffee House has been a great success and will be the new base for the Broughton & Brooklands Connectors. NB that its opening hours are changing from 8 *am* to 6 *pm* rather than 7 *am* to 7.

#### **Brooklands**

The pedestrian crossing opposite the Countess Way campus of Brooklands Farm Primary school has been completed.

There are ongoing discussions with the Brooklands campus of Walton High about drainage, gritting and traffic management issues in respect of the school.

The Council and Police are involved with a rough sleeper in a tent behind the Brooklands Pavilion who is causing distress to residents.

#### **Middleton**

There have been a number of complaints about the installation of CityFibre (which echo those earlier on Broughton Gate). I have met with Jean Gowin, City Fibre's local chief executive officer to discuss these in some detail, mostly concerning the depth of the ducting channels and the re-instatement of block paving. 29 different work gangs are involved and there may be some differences in their expertise which could explain why some areas are cabled with no complaints at all. CityFibre have introduced a new complaints address which they encourage everyone to use viz [complaints@cityfibre.com](mailto:complaints@cityfibre.com)

#### **Oakgrove**

Complaints about a persistently barking dog owned by a new resident have been referred to the Council's Noise Enforcement Officer who has issued a warning letter. Affected residents are keeping daily records of when the disturbance happens in case court action is necessary.

#### **General**

There have been a number of concerns in recent months about litter picking. We are developing a network of individual residents who undertake to monitor their street(s) for any sudden dumping and to clean up. The Council issues them litter pickers and gloves to do this.

Over November we organised a number estate-based Neighborhood Watch meetings. Over 20 packs have been issued subsequently to people prepared to organise Watches in their area and we will be contacting recipients shortly to see how many have actually been set up. Meanwhile we are meeting the new TVP area commander Mark Tarbit to discuss Police involvement including establishing a roster of local cctv and ring bell installations and their view on dedicated crime watch software's.