

**Minutes of the Meeting of Council held on
Tuesday 16th February 2016
at the Oldbrook Centre, Oldbrook Boulevard
commencing at 7.30pm**

The Chair opened the meeting by reminding Members of meeting procedures and behaviour expected from all Members.

203/15 Members Present

Cllr T Baines (Vice chair)	Cllr D Kendrick
Cllr C Brown	Cllr K Kent
Cllr I Fraser (Chair)	Cllr D Pafford
Cllr T Fraser	Cllr D Priest
Cllr B Greenwood	Cllr P Shrimpton
Cllr P Halton-Davis	Cllr D Taylor
Cllr L Harris	Cllr T Uranta

In attendance

D Warner, Clerk to Council
E Webb, Deputy Clerk

204/15 Apologies for Absence

Council noted apologies from:

Cllr A Kahin – work commitment Cllr M Petchey – family commitment

205/15 Declarations of Interest

None

206/15 Members of the Public Present

2 Oldbrook residents, 1 Fishermead resident

207/15 Minutes of the Meeting of Council held on the 19th January 2016

The Minutes of the meeting of Council having been circulated to Members were taken as read and approved as a correct record and signed by the Chair

208/15 Chair's Report

Council received a tabled report from the Chair – see annex

209/15 Clerk to Council's Report

The Clerk advised Council that the Sri Lankan Community Centre had extended an invitation to all members to attend the open day of the new community centre on Saturday 20th February, 9.30am to 1pm. Council had received a contribution of £75 in support of local activities provided by the Parish Council, from Cllr J Bint's ward budget.

Cllr Kendrick joined the meeting.

210/15 Correspondence

Council noted the schedule of correspondence received during the last month. All of the correspondence had previously been forwarded to Councillors as and when received.

Under this item the Chair drew Members attention to the MKALC meeting scheduled for Wednesday 24th February, 7.30 at Shenley Brook End Parish Office, Westcroft.

Signed.....Chair

Date.....

211/15 Ward Members' Reports

The Chair advised that in order to assist Members with their reports, a report template will be produced for Members to populate. The draft template to be bought to a future meeting for Council to consider.

Council noted that no written reports had been submitted by Members. The following verbal reports were made:

- i. Cllr Halton-Davis advised that all the prizes had been distributed for the Schools Christmas Plate Competition. CPPC personalised pens had been purchased by the Community & Environment Committee to give out at the Parish Picnics and other events.
- ii. Cllr Pafford updated Council on the current position of the Woolstone Community centre and his attendance at the Willen Pavilion AGM
- iii. Cllr Baines advised that residents from Springfield and Woolstone would be doing a litter pick on both sides of the canal, date to be advised and invited Members to attend.
- iv. Cllr Brown advised that the Parks Trust had recently carried out landscaping work on the side of the canal in Woolstone. Their engagement with residents had been exemplary and the work had been carried out to a very high standard. He invited and Council agreed to send a letter of thanks to the Parks Trust.

212/15 Public Involvement – Deputations, Petitions and Questions

No deputations, petitions or questions had been submitted.

213/15 To Receive Reports from Committees

213a. Minutes of the Planning & Policy Committee

Chair: Cllr T Baines

Council noted and accepted the minutes.

- i. **Draft Minute No. 131/15 – Neighbourhood Plan**
Council noted that the Chair confirmed that there had been no further progress on the Neighbourhood Plan and that the Chair proposed, and the Committee agreed, that a meeting of the Neighbourhood Plan Working Group be convened on the afternoon of 26.2.16, with Fenwick Planning invited to attend the meeting to present their review of the draft Neighbourhood Plan – all Members of the Committee to be informed of the meeting venue and time.
– Meeting has since been confirmed at 3pm, at the Parish Office
- ii. **Draft Minute No. 135/15 – Plan:MK Strategic Development Directions of Growth**
Council noted that the Committee resolved to support Direction of Growth Option 2 - Development East of the M1 motorway. At the same time the Committee objected strongly to Direction of Growth Option 4 - Intensification and Redevelopment in the urban area. The Committee concluded that a requirement of any future growth of Milton Keynes should be that the rural areas of the Borough accommodate their 'fair share' of development.
- iii. **Milton Keynes Council - Sex Establishment Policy**
Council noted that the Committee agreed that sex establishments should be limited to non-residential areas, the Chair then invited Members to respond to the consultation on an individual basis.

213b. Minutes of the Finance & Administration Committee

Chair: Cllr I Fraser

Council noted and accepted the minutes.

Signed.....Chair

Date.....

i. **Draft Minute No. 213/15 - Standing Orders and Financial Regulations Review**

Council noted that the Committee resolved to:

appoint a Task and Finish Working Group to review and update Council Standing Orders and Financial Regulations prior to the Annual Meeting of Council in May 2016;

Working Group members: Cllrs Fraser [I], Fraser [T], Baines, Kendrick and Priest

Derek Kemp, NALC Audit and Accounts Advisor to be invited to the meeting
The meeting to be held on a Saturday

Responsible Financial Officer to attend the meeting

Under this item Cllr T Fraser invited the Working Group to review the makeup of the Committees and to consider reducing the number of members to 6/7 and limiting members to three Committees. He also invited the Working Group to review the procedure for Ward Members Reports.

ii. **Draft Minute No. 214/15 - Parish Council Bank Accounts Balance of Funds** (Minute No. 104/15)

Council resolved to approve the Committee's recommendation to accept the schedule of transfers and payments set out below, commencing in April 2016,

Quarter 1 – 50% of annual Precept income transferred from MKC into Parish current account. Half of this income to be transferred into the Parish deposit account, with the funds then transferred back into the current account at the end of the quarter. All Parish expenditure to be met from the Parish current account.

Quarter 2 – All Parish expenditure to be met from the Parish current account.

Quarter 3 – (second) 50% of annual Precept income transferred from MKC into Parish current account. Half of this income to be transferred into the Parish deposit account, with the funds then transferred back into the current account at the end of the quarter. All Parish expenditure to be met from the Parish current account.

Quarter 4 - All Parish expenditure to be met from the Parish current account.

'Buffer' fund to be retained in the current account at the beginning of each Financial Year - £100,000*

*figure to be monitored/reviewed on an ongoing basis to ensure adequate cash flow. Funds are separate to the Precept income for the year ahead.

iii. **Draft Minute No. 215/15 - Options for the Appointment of an External Auditor 2017/2018 Onwards**

Council resolved to approve the Committee's recommendation to accept the proposal from Smaller Authorities Audit Appointments Limited to appoint an External Auditor on behalf of the Parish Council for a five year period commencing 2017/2018, reviewing the decision at the end of the initial five year period.

iv. **Draft Minute No. 216/15 - Parish Council Community Centres, Annual Hire Cost Review**

Council resolved to approve the Committee's recommendation that the Community Centre hire charge based on the January Consumer Price Index figure of any given year are not increased for 2016/2017.

213c. Minutes of the Personnel Committee
Chair: Cllr T Fraser

Council noted and accepted the minutes.

Signed.....Chair

Date.....

- i. **Draft Minute No. 84/15 Training/Conference Events Schedule**
Council noted the following training schedule and approved the nominated Councillors*/staff* to attend the relevant events.

Provider	Date	Venue	Content	Cost £
SLCC	2.3.16 09.30-16.00hrs	The Barns Hotel, Cardington Road, Bedford, MK44 3SA	VAT Training	£95 per delegate
*Clerk to Council nominated				
Northants CALC	17.3.16 10.30-12.30hrs	The Saxon Hall, Thorpe Street, Raunds, NN9 6LT	The Code of Conduct in practice	£68 per delegate
SLCC	22.3.16 10.00-16.30hrs	De Vere Staverton Park Hotel, Daventry Road, Staverton,	Charitable Trusts Training	£95 per delegate
*Cllrs Fraser (I), Fraser (T), Kent, Pafford & Clerk to Council nominated				

Council noted that under this item the Committee resolved to request that Milton Keynes Council facilitate Code of Conduct training as soon as possible after the Local Council elections in May.

In light of the above decision, Committee resolved not to send Cllr Uranta on the Code of Conduct in Practice training being provided by Northants CALC.

- ii. **Draft Minute No. 85/15 AFRUCA Child Protection Training Session**
(Minute No 74/15)

Council noted that the AFRUCA Child Protection Training Session will be held at the Springfield Centre on Saturday 19th March, with places initially offered to Members and staff of the Parish Council. Any remaining places to be offered to community groups within the Parish area or to representatives from neighbouring Parishes.

Cllrs Halton-Davis, Pafford, Kendrick, Kent, Fraser [T], Fraser [I] Harris, Uranta, Baines to attend the training. Cllr Baines advised that he had invited two representatives from the Springfield Initiative to attend.

- iii. **Draft Minute No. 89/15 – Staff Handbook**

This item was taken under Minute No. 218i.

213d Minutes of the Community & Environment Committee

Council noted and accepted the minutes.

- i. **Draft Minute No. 136/15 - Dates for Community Events**

Council noted the following dates for the 2016 Picnic Events, and the amended date for the event in Fishermead

June 2nd (Thurs) – Fishermead

August 3rd (Weds) – Willen

August 20th (Sat) – Woolstone

August 31st (Weds) – Oldbrook

October 29th (Sat) – Springfield

- ii. **Draft Minute No. 139/15 - Play Area Provision**

Council resolved to approve the Committee's recommendation that the Working Group's proposals, outlined in the report, are accepted to progress the installation of equipment, at Oldbrook Green, Woolstone Pattison Lane/Newport Road and Fishermead Pencarrow Place. Additionally that the working group would continue to investigate funding sources to improve other play areas within the Parish.

Signed.....Chair

Date.....

- iii. **Draft Minute No. 140/15 - Springfield Initiative User Issues**
Council noted that the Committee had considered a report on recent events at the Springfield Centre during the Springfield Initiative meetings and resolved to write to the group to give them a 1 month suspension from hiring the centre. On their return any further issues will result in an instant cancellation of the booking.
- iv. **Draft Minute No. 143/15 - Annual Price Review for Community Centre hire charges**
Council resolved to approve the Committee's recommendation that Community Centre hire charges are not increased in 2016/2017
- v. **Draft Minute No. 148/15 - Letter from User Group**
Council noted that the Committee considered a report together with a letter received from a Springfield Centre user group and resolved that the 50% discount would be continued for both centres (Oldbrook and Springfield) until the end of March, but no further discounts requests will be considered.

**213e. Minutes of the Communications Committee
Chair: Cllr D Priest**

Council noted and accepted the minutes.

- i. **Draft Minute No. 91/15 - Information Technology hardware requirements for the Parish Office**
Cllr Baines, Kendrick and Priest declared an interest as all were members of a community group that could potentially benefit from the decision of Council.

The Chair invited and Council agreed to defer the item to a future meeting to enable the Finance & Administration Committee to draft a Disposal of Assets Policy to include the disposal of all Parish Council assets.
- ii. **Draft Minute No. 92/15 - ATTIGO Tech and Tea event**
Council noted that the Committee approved the proposal from ATTIGO to host a "Tech & Tea" event for residents, and proposed to host the event in the second week of April. Event information to be included in the April edition of Homeground, with a flyer to go to sheltered housing within the Parish. Council were advised that the event had now been scheduled for Thursday 7th April at the Springfield Centre.

213f. Emergency Response Committee

fi Council noted that the next meeting of the Committee would take place on Friday 19th February, 3pm at the Parish office.

- fii. **Emergency Plan Spotlight**
Council noted and approved the actions outlined in the report to host a spotlight on Emergency Plans. Council re-confirmed Cllr T Fraser as Lead Member for Spotlights.

213g. WW1 Centenary Working Group

Cllr Baines invited Council to consider a visit by members to the National Arboretum, a report to be submitted to the March meeting.

213h. New Parish Council Headquarters (Minute No. 191f)

The minutes of the meeting held on the 10th February were tabled. Council resolved to accept the Working Groups recommendations that:

Signed.....Chair

Date.....

- i. a consultation of the whole parish is carried out. [Cllr I Fraser and Tracey Jones to action with a deadline of 10 days, the draft document to go to March Council]
- ii. Committee Clerk to write to Finance & Administration Committee to ensure New Headquarters is embedded in Business Plan
- iii. Committee Clerk to write to Planning & Policy Committee asking them to progress registering Oldbrook Green on Community right to Bid register.
- iv. Committee to seek Sponsorship in addition to other means of funding
- v. Cllrs I Fraser and T Baines to visit businesses in Winterhill and Newlands
- vi. Proposal was made that later in year Spotlight Champion be asked to hold Spotlight on Funding in your community
- vii. That an artist's impression be obtained for next meeting.

213i. Business Plan

Council noted that meetings have been schedule for the second Tuesday of the month, with the first meeting to be held on the 8th March, followed by the 12th April and the 10th May to progress the Parish Council Business Plan.

214/15 Community Parking Partnership Scheme

Council noted that Milton Keynes Council had confirmed that the installation of parking bays outside the Springfield Centre meets the scheme's criteria.

Council noted that one of the existing boundary walls to be retained could prove problematic to both pedestrians and car users. Clerk to contact Ringway to establish the feasibility and costing implications of addressing the issue by removing a section of the wall back to an expansion joint to give greater visibility.

Council resolved to proceed with the work to install 2 disabled and 1 standard parking bay at the Springfield Centre and further resolved to approve the proposed consultation document.

215/15 Publicly accessible Defibrillators within the Parish

Council noted the report on the purchase and installation of units within the Parish. Council made an "in principle" decision to proceed with the purchase, the units to be sited at the Parish Office, Fishermead, Springfield Centre, Springfield and Oldbrook Centre, Oldbrook and further agreed that two units should be sited both at Willen and Woolstone, sites to be determined.

216/15 DCLG Visit – 9th March 2016

Council received a tabled report on the proposed visit by representatives from DCLG to the Parish.

Council resolved to approve the visit and the programme for the day with the amendment that all Members apart from those who were directly involved with the projects to be discussed, were invited to attend the morning session but only as observers.

217/15 2016 Annual Meeting of Parish Electors

Council noted that following Councils decision (Minute No.195/15) the Springfield Centre had been booked for Tuesday 24th May 2016 at 6.30pm. The Chair advised that she had invited Pete Winkleman to speak at the meeting and was awaiting his response.

218/18 Confidential Item

In view of the terms of Schedule 12A Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and Council**

Signed.....Chair

Date.....

resolved that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

Minutes of the Personnel Committee

Council considered the following two items from the Personnel Committee meeting on the 8th February 2016.

- i. **Draft Minute No. 89/15 - Staff Handbook**
Council noted that under Section 143(1)(b) of the 1972 Local Government Act, it is permissible for the Parish Council to pay subscriptions of any association of officers or members of local authorities which was so formed, and as such it was permissible for the Parish Council to pay the Clerk to Council's annual subscription to the Society of Local Council Clerks. Council resolved to pay the Clerk's annual subscription to the Society of Local Council Clerks.
- ii. **Members' Item**
Council considered the motion as proposed by Cllr Baines –

That Council should not pay Members' individual association subscriptions, with Members being personally responsible for the payment of such subscriptions.

The motion was carried.

219/15 Training Courses and Conferences

Council noted the following training and conferences and Councillors/staff nominated to attend the relevant events.

Provider	Date	Venue	Content	Cost £
SLCC	2.3.16 09.30-16.00hrs	The Barns Hotel, Cardington Road, Bedford, MK44 3SA	VAT Training	£95 per delegate
*Clerk to Council nominated				
Northants CALC	17.3.16 10.30-12.30hrs	The Saxon Hall, Thorpe Street, Raunds, NN9 6LT	The Code of Conduct in practice	£68 per delegate
SLCC	22.3.16 10.00-16.30hrs	De Vere Staverton Park Hotel, Daventry Road, Staverton,	Charitable Trusts Training	£95 per delegate
*Cllrs Fraser (I), Fraser (T), Kent, Pafford & Clerk to Council nominated				

220/15 Committee Meeting Dates

Council noted the forthcoming Committee dates
 Community & Environment – Monday 22nd February 2016, 6.30pm
 Communications – Tuesday 23rd February 2016, 6.30pm
 Finance & Administration – Tuesday 1st March 2016, 7pm
 Finance & Administration [Business Plan] - Tuesday 8th March, 7pm
 Planning & Policy – Monday 7th March 2016, 7pm
 Personnel – Monday 14th March 2016, 6.30pm
 New HQ Committee – Meeting dates to be confirmed

221/15 Date of Next Meetings

Tuesday 15th March 2016

Signed.....Chair

Date.....