

You are hereby summoned to the **Meeting of Council** to be held on
Tuesday 21st March 2017
at **the Oldbrook Centre, Oldbrook Boulevard**
commencing at 7.30pm

This meeting is open to the Public

AGENDA

- 1. To receive:**
Members Present
Apologies for Absence
Declarations of Interest
Members of the Public Present
- 2. Minutes of the Meeting of Council held on the 21st February 2017**
Council is invited to approve the minutes of the meeting.
- 3. Chair / Vice Chair's Report**
Council is invited to receive a report from the Chair/Vice Chair
- 4. Clerk to Council's Report**
To update Council on items received since the publication of the Agenda.
- 5. Correspondence**
Council is invited to note the schedule of correspondence received during the last month.
All of the correspondence has previously been forwarded to Councillors as and when received.
- 6. Ward Members' Reports**
Council is invited to receive Ward Members' Reports.
- 7. Public Involvement – Deputations, Petitions and Questions**
- 8. To Receive Reports from Committees**
 - 8a. Minutes of the Planning & Policy Committee – 21st February 2017**
Chair: Cllr D Kendrick
Council is invited to receive the minutes.
 - 8b. Minutes of the Planning & Policy Committee – 6th March 2017**
Chair: Cllr D Kendrick
Council is invited to receive the minutes, including 1 item for ratification

i. **Draft Minute No. 204/16 – Neighbourhood Development Plan**

The Committee resolved to recommend to Council

- i. the schedule of comments and responses and
- ii. the amended Neighbourhood Development Plan

The schedule of comments and responses to be emailed to all Members with a hard copy to be available at the Parish Office

The Committee further resolved that the schedule of comments and responses is uploaded to the Parish Council website;

A limited number of copies of the amended draft plan to be printed, costs to be obtained and emailed to Committee members for consideration at the next meeting of the Committee.

8c. Minutes of the Finance & Administration Committee

Chair: Cllr T Baines

Council is invited to receive the minutes with 3 items to ratify (i.i, i.ii & ii) and 1 item to note (iii)

i. **Draft Minute No. 150/16 - Parish Council - Future Investment Options**

i.i **Santander 12 Month Business Bond – Renewal Option** (Minute No. 123/16, 131/16)

Committee resolved to recommend to Council that £150,000 be placed in a Santander 12 Month Business Bond, with the £150,000 consisting of £115,590 from the matured funds of the previous Santander Business Bond and the remainder (£34,410) being transferred from the HSBC Money Manager account.

i.ii **CCLA Investment Management Limited Options**

Committee resolved to recommend to Council that £250,000 be placed in the CCLA Investment Management Limited Public Sector Deposit Fund, with the funds being transferred from the HSBC Money Manager account. Funds placed in the CCLA Investment Management Limited Public Sector Deposit Fund can be transferred back to the Parish Council within 24 hours if required.

ii. **Draft Minute No. 151/16 - Parish Council Asset Register Annual Review and Update**

Committee reviewed and approved the Parish Council Asset Register which had been updated to reflect the acquisition/disposal of any assets in the last 12 months (DE Minimis value - £500)

iii. **Draft Minute No. 152/16 - VAT Partial Exemption Calculation 2013/2014**

Committee received the outcome of the VAT Partial Exemption Calculation (2013/14) as completed by DCK Beavers, noting that there was no requirement for the Parish Council to repay exempt VAT from 2013/14.

8d. Minutes of the Personnel Committee

Chair: Cllr B Greenwood

Council is invited to receive the minutes with 2 items to note (i & ii)

i. **Draft Minute No. 102/16 – Staff Salary Points–Annual Incremental Progression (April 2017)**

This item will be taken under the confidential section – Agenda Item No. 17i

ii. **Draft Minute No. 103/16 - Staff Appraisals** (Minute No 47/16, 58/16, 70/16, 81/16, 90/16)

This item will be taken under the confidential section – Agenda Item No. 17ii

8e. Community & Environment Committee

Chair: Cllr L Harris

Council is invited to receive the minutes with 2 items to note (ii, & v) and 3 items to ratify (ii, iii & iv)

i. Draft Minute No. 162/16 - MK Melting Pot

This item will be taken separately under Agenda Item No. 12

ii. Draft Minute No. 162/16 - MK Melting Pot

Committee considered an application from MK Melting Pot to hold a Culture & Sports Day on Saturday 17th June on Oldbrook Green and resolved to give permission for this event to take place, subject to the applicant meeting all the necessary requirements i.e. insurances, risk assessment etc

Council is invited to note that the event planned for Oldbrook Green has subsequently been cancelled

iii. Draft Minute No. 166/16 - Allotment Terms & Conditions (minute no. 105/16, 80/16, 67/16, 52/16)

Committee considered updating the Allotment Terms & Conditions, due to the VAT implications for any deposits withheld, and resolved to amend the terms to include the words 'forfeiture of deposit'.

iv. Draft Minute No. 168/16 - Fishermead Sports Ground – Site drainage

(minute no. 30/16, 17/16, 187/15, 154/15)

Committee resolved to recommend to Council that funding opportunities through the Football Foundation, Children In Need and Comic Relief be investigated to progress the drainage of Fishermead Sports Ground.

v. Draft Minute No. 169/16 - Grant Applications

Committee considered a grant application from Jumping Beans for £500.00 (Grant Application No: 008/16-17/ Section 137) and resolved to award £750.00

Committee considered a grant application from Fishermead Residents Association for £300.00 (Grant Application No: 009/16-17/ Section 137) and resolved to award the grant in full.

8f. Communications Committee

Chair: Cllr M Petchey

Council is invited to receive the minutes with 1 item to note (i) and 1 item (ii) for ratification

i. Draft Minute No. 138/16 - I.T. Managed Service Contract (Minute No. 137/15 & 17/16)

E-mail Platform Migration/Upgrade (Minute No. 59/15, 72/15, 87/15, 110/15, 120/15, 137/15, 17/16, 27/16, 43/16, 61/16, 78/16, 94/16, 111/16, 123/16)
The Clerk informed the Committee that a Public Notice relating to the tender for the I.T. Managed Services contract would appear in the Milton Keynes Citizen newspaper on 2.3.17, with the tender period closing on 30.3.17.

The Committee determined that the evaluation/shortlisting of received tenders would take place on 31.3.17 with all Committee members invited to take part in the exercise.

An Extra Ordinary Committee meeting to be convened on 6.4.17 to consider tenders, with a recommendation being made to the April meeting of Council.

- ii. **Draft Minute No. 140/16 - Distribution timing of future editions of Homeground Magazine**
 Committee considered the merits of delaying the distribution of future editions of Homeground magazine and resolved to recommend to Council that the future distribution of the magazine be scheduled for the second week of the month concerned, thus allowing the Committee to review a fully made up draft copy of the magazine at their previous meeting.
- 8g. Emergency Response Committee**
 Council is invited to note that the Committee has not met since the last meeting of Council.
- 8h. WW1 Centenary Working Group**
 Council is invited to note that the Working Group has not met since the last meeting of Council.
- 8i. Minutes of the New Build (Task & Finish) Committee** (Minute No. 191f, 213h, 77h/16 & 92ii)
 Council is invited to receive the minutes. (including annexed report)
- 9. Social Committee of Council**
 Following Councils decision to appoint a Social Committee of Council (Minute No. 206/16), Council is now invited to formally appoint Members to serve on the Committee.
- 10. National Association of Local Councils (NALC) - Parish Precept letter**
 Council is invited to receive and note a letter addressed to all Parish and Town Councils, from the NALC Chairman Cllr Sue Baxter about Parish Precepts and the Government's challenge to demonstrate restraint when increasing Precepts, stressing the importance of communications and engagement with residents.
- 11. Policy Review – Parish Council Standing Orders**
 Council is invited to review Standing Orders prior to the Annual Meeting of Council in May 2017, making such arrangements as necessary to ensure completion of the task prior to the Annual Meeting of Council.
- Minutes of the Community & Environment Committee Meeting**
- 12. Draft Minute No. 162/16 - MK Melting Pot**
 Cllr May to speak to this item.
 Committee resolved to put a proposal to Council that the Parish Council develop a working partnership with MK Melting Pot to deliver services across the Parish. A proposal to be drafted by Cllr May and circulated to Committee members prior to submission to the next Council meeting.
- 13. 2017 Annual Meeting of Parish Electors**
 Council is invited to note that the Willen Pavilion has been booked for the 18th April 2017. Council is further invited to confirm the programme for the 2017 Annual Meeting of Parish Electors.
- 14. Cat Protection Initiative**
 Cllr Harris to speak to this item.
 Council is invited to consider the motion "that this Council recognises the work of Cats Protection in addressing the issue of Feral Cats in Fishermead and Oldbrook, acknowledging the potential benefits of their work to the residents of the area.

15. Parish Council Business Plan Review Meeting

Nothing to report - Council is invited to note that no progress has been made on this matter since the previous meeting of Council.

16. Training/Conference Events Schedule

Council is invited to note the following training schedule and if required nominate Councillors/staff to attend relevant events.

Provider	Date	Venue	Content	Cost £
BALC	Tuesday 4 April 2017 10.00-13.00	Aston Clinton	Annual Audit Training	£31.85pp
NALC	Wed 26 April	Farnborough	Good Councillors Spring Conference Cllrs I & T Fraser	£75+VATpp
BALC	Wednesday 26 April 2017 18.30	Bletchley	Councillor Induction Cllrs Dicerbo, May & Uranta	£31.85pp
Inside Gov	Thursday 27 April	London	Reducing the risk & impact of flooding Cllr Priest	£385pp £355pp for 2 nd / 3 rd delegate
BALC	Mon 22 May 10.00-4.00	Aston Clinton	Demystifying Planning	£57.90pp
BALC	Tuesday 23 May 18.30-21.30	Hazelmere	Cllr Induction Training	£31.85pp
BALC	Thursday 20 July 2017 18.30	Westcroft, Milton Keynes	Councillor Finance Training Cllrs Dicerbo & May	£31.85pp
BALC	Thursday 12 October 18.30-21.00	Fishermead, Milton Keynes	Chairmanship Training	£37.06pp
BALC	June – November 2017	Aylesbury	CI LCA BG, TF, DPr & CtoC	£250.00pp

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

***Item Nos 17i & 17ii**

17. Minutes of the Personnel Committee**i. Draft Minute No. 102/16 - Staff Salary Points–Annual Incremental Progression (April 2017)**

Council is invited to note the Committee's determination.

- ii. **Draft Minute No. 103/16 - Staff Appraisals** (Minute No 47/16, 58/16, 70/16, 81/16, 90/16)

The appraisal panel confirmed that the outstanding task of updating the job description of the Clerk to Council was ongoing, the panel to meet with the Committee Chair 17.3.17 with a view to completing the task and any other tasks/actions required to conclude the appraisal process.

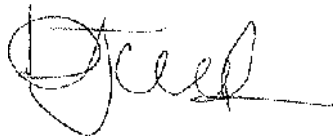
18. Committee Meeting Dates

Community & Environment – Monday 27th March 2017, 7.00pm
Communications – Tuesday 28th March 2017, 6.30pm
Planning & Policy – Monday 3rd April 2017, 6.30pm, Parish Office
Finance & Administration – Tuesday 4th April 2017, 7pm
Personnel – Monday 10th April 2017, 6.30pm
Planning & Policy – if required - Tuesday 18th April 2017, 6.15pm
New Build – Meeting date to be confirmed

19. Date of the Next Meeting

- i. Tuesday 18th April 2017, Willen Pavilion
- ii. **Council is invited to note that it may be necessary to convene an Extra Ordinary Council meeting in the fourth week of May in order to consider the Parish Council Annual Return 2016/17**

BY ORDER OF THE COUNCIL



**D Warner
Clerk to Council
14th March 2017**