

You are hereby summoned to the **Meeting of Council** to be held on
Tuesday 18th October 2016
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 20th September 2016**
Council is invited to approve the minutes of the meeting.
- 3. Parish Councillor Vacancy - Springfield**
Council is invited to note that that Milton Keynes Council have been advised that the Parish Council have not filled the vacant seat on Springfield through Co-option and that a notice of the vacancy has been published.
- 4. Chair's Report**
Council is invited to receive a report from the Chair.
- 5. Clerk to Council's Report**
To update Council on items received since the publication of the Agenda.
- 6. 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.
- 7. Ward Members' Reports**
Council is invited to note that no written reports have been submitted.
- 8. Public Involvement – Deputations, Petitions and Questions**
- 9. To Receive Reports from Committees**
- 9a. Minutes of the Planning & Policy Committee – 20th September**
Chair: Cllr D Kendrick
Council is invited to receive the minutes

9b. Minutes of the Planning & Policy Committee – 3rd October

Chair: Cllr D Kendrick

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

i. Draft Minute No. 96/16 – Neighbourhood Plan

The Committee approved the consultation draft letter and questionnaire. Cllr Baines advised that the 6 week consultation would run from the 1st November to the 12th December, with a public meeting on each ward to be held during that period, dates to be confirmed. Recommendations made by Fenwick Planning and agreed at the meeting Working Group meeting on the 23rd July had been incorporated into the draft plan approved by Council at the meeting on the 20th September together with the amendments requested by Cllr I Fraser.

The draft plan to be circulated to all properties in the Parish, residential, businesses, schools, community groups, churches, etc together with Milton Keynes Council, neighbouring Parish Councils, the Parks Trust etc. Members were invited to email the clerk with contact details for community groups etc in their ward.

Council is invited to note that the dates for the public meetings have now been finalised as follows: Willen Friday 4th November, Oldbrook Thursday 10th November, Woolstone Friday 18th November, Springfield Thursday 24th November, Fishermead Friday 2nd December

ii. Draft Minute No. 101i/16 – MKC Open Space Assessment

Cllr Baines spoke to the item. The Committee resolved not to respond on the proposals as the questions were misleading and Members were invited to respond on an individual basis.

9c. Minutes of the Finance & Administration Committee

Chair: Cllr T Baines

Council is invited to receive the minutes with 1 item to ratify (i) and 2 items to note (ii & iii)

i. Draft Minute 62/16 – Annual Return

Committee considered the outcome of the Annual Return as completed by the External Auditor, noting that the advice by the External Auditor to carry out an annual financial risk assessment had already been actioned and completed by Council in June 2016. Committee then resolved to recommend the External Audit to Council.

ii. Draft Minute 63/16 - Van Lease Hire Options (Minute No. 105/15, 223/15, 237/15, 257/15,12/16, 25/16, 43/16)

Committee discussed the arrangements for the disposal of the two existing vehicles owned by the Parish Council, determining a sale price of £1,200 (Inc VAT) for the Suzuki Carry van and £1,800 (Inc VAT) for the Citroen Relay van.

iii. Draft Minute 67/16 -Parish Council Budget for 2017/18

Committee resolved that there wasn't a requirement to convene an Extra Ordinary meeting of Council in order to consider potential project proposals for inclusion in the 2017/18 Parish Council budget, determining that it would be possible to carry out the process at the scheduled Council

meeting on 15.11.16. The November Committee meeting to be held on 22.11.16, with initial consideration given to the draft 2017/18 Parish Council Budget, including those projects agreed by Council. Committee to formalise the draft 2017/18 Parish Council Budget at their December meeting for recommendation to the December meeting of Council.

9d. Minutes of the Personnel Committee

Chair: Cllr B Greenwood

Council is invited to receive the minutes including 4 items for ratification (i, ii, iii & iv)

i. **Draft Minute 44iii/16 - Future use of training events and conferences provided by the Buckinghamshire Association of Local Councils (BALC)**

Committee resolved to recommend to Council that it access training from any provider, including all County Associations, subject to the training subject matter and trainer delivering the course.

ii. **Draft Minute 45/16 - Development of Parish Council Whistle Blowing Policy** (Minute No 118/15, 13/16, 23/16 & 36/16)

Committee resolved to recommend that Council adopt the revised copy Whistle Blowing Policy for use by the Parish Council.

iii. **Draft Minute 46/16 - Parish Office opening hours – Christmas and New Year Period**

Bank Holidays – Monday 26th & Tuesday 27th December, Tuesday 2nd January

Committee resolved to recommend to Council that the Parish Office is closed on Friday 23rd of December 2016 and re-open on Wednesday 3rd January 2017, with staff required to take one day's annual leave during the intervening period, and granted the remaining time off at the discretion of the Parish Council.

iv. **Draft Minute 48/16 - Councillor Allowance Overpayments**

This item will be taken under **Agenda Item No. 16**

9e. Community & Environment Committee

Chair: Cllr D Taylor

Council is invited to receive the minutes with 2 items to note (i & iii) and 1 item for determination (ii).

i. **Draft Minute No. 79/16 – Grant Applications**

Committee considered a grant application from MK Gallacticos FC for £1335.00 and resolved to award £1000.00 (Grant Application No: 004/16-17/ Section 137). Signatures would be required on the application prior to release of the payment.

Committee considered a grant application from Springfield Initiative Youth Club for £3000.00 and resolved to award £1000.00 (Grant Application No: 005/16-17/ Section 137)

Committee considered a grant application from The Eden Project for £500.00 and resolved to award £600.00 (Grant Application No: 006/16-17/ Section 137)

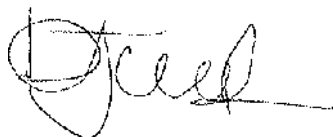
Committee considered a grant application from On The Verge and resolved to reject the application, including the items requested for in-kind support as the Committee felt that this project is not supported by its residents.

(Grant Application No: 007/16-17/ Section 137)

- ii. **Draft Minute 82/16 - Publicly accessible Defibrillators within the Parish**
This item will be taken under **Agenda Item No. 12**
- iii. **Draft Minute No. 90/16 - Woolstone Pond – Report No. C/02/16**
Committee considered the report and noted its contents. Committee resolved that Environment Officer (Land) would be requested to provide a report to Committee on the condition of the woods behind the pond. Additionally, that a report be presented to the next Council meeting detailing the works required to clear the pond and the costs associated with this.
- 9f. Communications Committee**
Chair: Cllr M Petchey
Council is invited to receive the minutes with 1 item to note (i.)
 - i. **Draft Minute No. 78/16 - 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)
Cllr Fraser (T) updated the Committee on the outcome of a meeting with Mirus IT to discuss the progression of the new IT Managed Service Contract. Committee agreed to the proposal from Mirus IT to develop and write the specification for the new IT Managed Service Contract at a cost of £1,300.
- 9g. Emergency Response Committee**
Nothing to report
- 9h. WW1 Centenary Working Group**
Nothing to report
- 9i. New Parish Council Headquarters** (Minute No. 191f, 213h, 77h/16 & 92ii)
Council is invited to receive the notes of the meeting of the New Parish Council Headquarters Working Group held on 28.9.16
- 10. Committee Appointment – Community & Environment Committee**
With one position on the Committee unfilled, Council is invited to appoint a Member to the Community & Environment Committee.
- 11. Milton Keynes Parishes’ Forum – Vice Chair Nomination**
Council is invited to nominate a candidate for consideration as the Vice Chair of the Milton Keynes Parishes’ Forum
- 12. Community & Environment Committee - Draft Minute 82/16 - Publicly accessible Defibrillators within the Parish**
Committee received an update from the Cllr Taylor on the outcome of the Working Group meeting and resolved that the proposed locations be put forward to Full Council for determination.

- 13. Parish Council Business Plan Review Meeting 14.10.16**
Council is invited to note that the outcome of the Parish Council Business Plan Review Meeting on 14.10.16 will be presented for consideration at the November meeting of Council, including a draft business plan.
- 14. Milton Keynes Council Parish Partnership Investment Fund Application**
Council is invited to approve an application for £5,000 (rising to £7,800 if funds are available) to part-fund the installation of three electrically operated sun canopies at the Oldbrook and Springfield Centres. The application will not be determined until 2017, if successful Council will have two years to complete the project.
- Confidential Item**
In view of the terms of Schedule 12A Local Government Act 1972, the following item 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.
- 15. Personnel Minutes**
Draft Minute 48/16 - Councillor Allowance Overpayments
Council is invited to consider the Committee's recommendation.
- 16. Committee Meeting Dates**
Community & Environment – Monday 24th October 2016, 6.30pm
Communications – Tuesday 25th October 2016, 6.30pm
Planning & Policy – Monday 31st October 2016, 6.30pm
Personnel – Monday 14th November 2016, 6.30pm
Planning & Policy – if required - Tuesday 15th November 2016, 6.15pm
Finance & Administration – Tuesday 22nd November 2016, 7pm
New HQ Committee – Meeting date to be confirmed
Emergency Response Committee - Meeting date to be confirmed
- 17. Date of the Next Meeting**
Tuesday 15th November 2016

BY ORDER OF THE COUNCIL



D Warner
Clerk to Council
11th October 2016