

**Minutes of the Meeting of Council held on
Tuesday 15th September 2015,
at the Oldbrook Centre, Oldbrook Boulevard
commencing at 7.30pm**

89/15 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 M Petchey
Cllr B Greenwood	Cllr D Priest
Cllr P Halton-Davis	Cllr P Shrimpton

D Warner, Clerk to Council

90/15 Apologies for Absence

Council noted apologies from

Cllr C Ennew – family commitment Cllr L Harris - family commitment

91/15 Declarations of Interest

None

92/15 Members of the Public Present

3 Members of the public in attendance

93/15 Minutes of the Meeting of Council held on the 21st July 2015

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.

94/15 Chair's Report

The Chair read out a letter of resignation as a Councillor from John Goss - Council acknowledged the contribution that he had made during his time as a Councillor, particularly during his two periods as Chair of Council.

The Chair reported to Council that a notice had been published confirming that the Tesco store in Springfield would close permanently on 25.10.15, the reason for the closure was unclear.

The Chair confirmed that the Parish Council had been shortlisted by the National Association of Local Councils for the 2015 Council of the Year award, with the final result being announced in December.

95/15 Clerk to Council's Report

The Clerk to Council confirmed that the Councillor vacancy created by the resignation of John Goss would be advertised, with Milton Keynes Council informed of the development.

The Clerk to Council confirmed that the Annual Return had been completed by the External Auditors, Mazars, and that the Auditor had confirmed that the Annual Return was in accordance with proper practices and that no matters had come to their attention giving concern that relevant legislation and regulatory requirements had not been met - Council asked that a vote of thanks to the finance team be recorded in the minutes.

Signed.....Chair

Date.....

96/15 Correspondence

Council noted the schedule of correspondence received since the last meeting - all of the correspondence had previously been forwarded to Councillors as and when received.

97/15 Ward Members' Reports

Council noted that no written reports have been submitted by Members and received the following verbal reports.

- i** Cllr Halton-Davis thanked all Councillors who had helped to run the Parish Council Picnics, especially Cllr Harris. In her opinion, she thought that three out of the five events had been successful.
- ii** Cllr Priest confirmed that he and Cllr Baines had attended a Terrorism Awareness event. He went on to state that literature from the event would be available at the Parish Office and urged any Members with concerns about terrorism to contact the Police 101 number of the Anti-Terror hotline.
- iii** Cllr Baines made a report on the house fires in Fishermead on 7.8.15, which had affected one Milton Keynes Council property and two that were privately owned. Cllr Baines asked, and Council agreed, that a letter of thanks be sent to Buckinghamshire and Milton Keynes Fire Rescue Service for the valiant efforts at the incident.
- iv** A number of Cllrs then spoke about concerns that there might have been insufficient fire proofing between the effected properties to stop the fire spreading as quickly as it had. Cllr Petchey confirmed that he had asked Councillor Kevin Wilson (MKC) to establish from the Fire Service whether there had been sufficient fire proofing between the properties. Cllr Pafford, who was part of the Clerk of Works team involved in the Fishermead house roofing project, confirmed that the fire proofing in the properties was in-line with Building Regulations at the time. At the request of Cllr Kendrick, the issue was referred to the Parish Planning Committee, with a copy of the fire investigation report obtained in due course.
- v** Cllr Kent reported that she had become re-involved in the Patient Participation Panel at Fishermead Surgery. She stated that there was currently a shortfall of 29 GP's across Milton Keynes and that one of the partners at the Surgery might retire in the not too distant future.

98/15 Public Involvement – Deputations, Petitions and Questions

A member of the public asked why none of the Fishermead Parish Councillors had attended the scene at the recent Fishermead house fires. Cllr Kendrick confirmed that he was working at the time. Cllr Halton-Davis confirmed that she was ill at the time. Cllr Petchey confirmed that he had attended the scene and then liaised on the matter with Milton Keynes Council Housing to ensure an appropriate response. Cllr Baines confirmed that Cllr Oguntola had been on holiday at the time.

99/15 Presentation from Cllr I Fraser on future budget challenges faced by Milton Keynes Council

Council received a presentation from the Chair on the future budget challenges faced by Milton Keynes Council. Council acknowledged that many of the cost savings made to date had been on the 'invisible' services of Milton Keynes Council, but the future cost savings required by central government would have a direct impact on the 'visible'

Signed.....Chair

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services of the Council, which in turn would cascade down to the Parish sector.

100/15 Neighbourhood Plan

Council received an update from the Working Group on the development of the Neighbourhood Plan. Cllr Baines confirmed that the first version of the formatted draft Neighbourhood Plan had been received from Bespoke Media and that it was available for inspection by Members at the Parish Office, but asked for it not to be removed so as to avoid too many different versions of the plan being in circulation during its development. The Chair of Council described the formatted draft plan as 'beautiful and urged all Members to take a look at it.

Cllr Baines confirmed that there would be a further update on different aspects of the Neighbourhood Plan at agenda item 11b.

101/15 To Receive Reports from Committees

**101a Minutes of the Planning & Policy Committee – 3rd August 2015
Chair: Cllr T Baines**

Council noted and accepted the minutes.

i. **Draft Minute No. 40/15 – Neighbourhood Plan - Consultant**
Council noted the decision of the Committee and resolved that Fenwick Planning Limited be engaged to provide a second opinion on the draft Neighbourhood Plan.

ii. **Draft Minute No. 45/15 - Consultations**
i. **Newlands H Development Brief – First Round Consultation**
Council noted that the Committee resolved that the Development Brief should take into account the Parish Council's emerging draft Neighbourhood Plan citing that Newlands grid square is designated for leisure use and any development should not infringe onto Childs Way.

ii. **Development Brief - Willen, Site A**
Council noted that the Committee resolved that the Development Brief should take into account the Parish Council's emerging draft Neighbourhood Plan citing that the Willen grid square should be retained for recreational use.

**101b. Minutes of the Planning & Policy Committee – 7th September 2015
Chair: Cllr T Baines**

Council noted and accepted the minutes with 1 item for ratification

i. **Draft Minute No. 55/15 Neighbourhood Plan**
Council resolved to approve the Committee's recommendation that Council suspend further work on the Neighbourhood Plan until such time as Milton Keynes Council recognise Neighbourhood Plans in Milton Keynes, and that the Chair of Council should write a letter to the Secretary of State requesting that the intu planning application is 'called in' - work on the plan previously agreed for completion by Fenwick Planning Limited and Bespoke Media to still go ahead.

Signed.....Chair

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**101c. Minutes of the Finance & Administration Committee –
4th August 2015**

Chair: Cllr I Fraser

Council noted and accepted the minutes

**101d. Minutes of the Finance & Administration Committee –
1st September 2015**

Chair: Cllr I Fraser

Council noted and accepted the minutes with 2 items to note (ii and iii and) and 4 items for ratification (i, iv, v and vi).

i. Draft Minute No. 49/15 - Additional Cheque Signatory

Council resolved to approve the Committee's recommendation that Cllr Brian Greenwood be appointed as an additional cheque signatory for the Parish Council bank accounts.

ii. Draft Minute No. 50/15 - Insurance Renewal – Came & Company

The Committee noted the annual renewal of the Parish Council insurance policy, commencing as of 1 October 2015, at a cost of £5,494.12. The renewal is the second year of a three year arrangement entered into with Came & Company in October 2014.

iii. Draft Minute No. 51/15 - Financial Services Compensation Scheme Limit

The Committee noted NALC Financial Topic Note F05-15 which states that local authorities, with "an annual budget of up to 500,000 Euros", are protected under the Financial Services Compensation Scheme.

Councils with an annual budget above 500,000 Euros are not protected under the Financial Services Scheme.

The Committee further noted that the annual budget of the Parish Council was currently in excess of €500,000 and therefore the Parish Council was not covered by the Financial Services Compensation Scheme.

The Responsible Financial Officer to provide a breakdown of the Parish Council bank accounts and investments at the next Committee meeting.

iv. Draft Minute No. 52/15 - Parish Funding Consultation – Milton Keynes Council

Council agreed with the Committee's recommendation that Option 2 is the preferred method and resolved to respond accordingly to the consultation. Option 2 - to retain the current distribution method where grants need to be recalculated every year, once an estimate of the tax base has been completed in late October. Grant distribution is based on estimated losses, calculated from prior year precepts and the October estimated tax base. This method will more accurately reflect losses but grant levels can only be set on an annual basis. The outcome of responses will inform a recommendation to Cabinet in December 2015.

v. Draft Minute No. 53/15 – Appointment of Internal Auditor (Minute No: 029/15)

Council resolved to approve the Committee's recommendation that it re-appoint Auditing Solutions Ltd as the Parish Council internal auditor for the next three years. Auditing Solutions currently charge the Parish

Signed.....Chair

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Council £984.00 (including VAT) per annum, which includes the cost of two site visits and associated reports.

vi. **Draft Minute No. 54/15 - Earmarked Reserves, Neighbourhood Plan**

Council resolved to approve the Committee's recommendation that in addition to the existing Neighbourhood Plan budget for 2015/2016, a further £15,200 be made available from the following sources:

- £5,000 'vired' across from the 2015/2016 Training budget (code 4030)
- £5,200 'vired' across from the Speed Reduction Sign earmarked reserve (code 9016)
- £5,000 earmarked for the project from the general reserves.

101e Minutes of the Personnel Committee 14th September 2015
Chair: Cllr T Fraser

Council noted and accepted the tabled minutes, including 4 items for ratification.

i **Draft Minute No. 27/15 - Training/Conference Events Schedule**

Council resolved that all delegates from the Parish Council be withdrawn from the Buckinghamshire Association of Local Councils CiLCA course, with a request made for a full return of all course fees.

ii **Draft Minute No. 28/15 - Appointment of Lead Member for Training**

Council resolved that Cllrs Fraser (T) and Priest be appointed as joint Lead Members for Training to May 2016.

iii **Draft Minute No. 30/15 - Policies - Lone Working Policy**

Council resolved to accept the Committee's recommendation that the re-drafted Lone Working Policy be adopted without any further amendment.

iv **Draft Minute No. 31/15 - Parish Office opening hours - Christmas and New Year Period**

Council resolved to accept the Committee's recommendation that the Parish Office be closed at lunchtime on Thursday 24.12.15 and then re-opened on Monday 4.1.16, 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.

101f Minutes of the Community & Environment Committee - 27th July 2015

Chair: Cllr L Harris

Council noted and accepted the minutes, with 2 items to note (iii and iv) and 2 items to ratify (i and ii)

i. **Draft Minute No. 47/15 - Oldbrook Green Signage** - (Minute No. 10v/15)

The Chair of Council said that she had met with Cllr Harris and the Environment Officer (Land) to discuss the wording for the signage and it had become clear at the meeting that there was a better option for the signs than had been identified by the Committee, which was also cheaper. The new option was for two signs, one of which was double sided, but without the previously specified notice board. The cost of the revised signage was £1,567 + VAT.

Signed.....Chair

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The Chair then invited Council to make a decision on the revised signage or return the issue to the Committee – Council resolved to purchase the revised signage and install it at the earliest opportunity.

ii. **Draft Minute No. 48/15 - Parish Council Obelisk in Springfield –**
(Minute No. 10iii/15)

Council considered the Committee’s recommendation that it accept the following motion, that: Campbell Park Parish Council (CPPC) donate on long term loan in perpetuity, its Obelisk which is currently sited in Springfield. That the following be added to the obelisk (at our cost) - an upturned sword and below it an epitaph saying “When you go home tell them of us and say for your tomorrow we gave our today; that no cost for the removal and re-siting of the obelisk are borne by CPPC, that a condition of the loan is that a plaque will be put beside the obelisk stating “This Obelisk has been loaned by the residents of Campbell Park Parish Council to the citizens of Milton Keynes”; that all insurance and maintenance will be borne by the Memorial Trust; the Obelisk to be sited in the Fred Roach Gardens behind the City Church.

Following a debate in which the above motion was proposed and seconded, Cllr Petchey proposed an amendment to the motion, which was seconded, that it be deferred until such time as the Memorial Trust had formed and made an approach to the Parish Council to acquire the Obelisk.

A recorded vote being requested, Members voted as follows:

For: Cllrs Fraser (T), Kendrick, Pafford and Petchey

Against: Cllrs Baines, Fraser (I), Halton-Davis, Kent, Priest and Shrimpton

Abstained: Cllrs Brown and Greenwood

The proposal was not carried

As the proposer of the original motion at the Committee, the Chair of Council suggested that Council make an ‘in principle’ decision on the matter, with the Obelisk being donated, rather than loaned to the Memorial Trust.

A recorded vote being requested, Members voted as follows:

For: Baines, Fraser (I), Fraser (T), Greenwood, Halton-Davis, Kent, Priest and Shrimpton

Against: Cllrs Kendrick and Pafford

Abstained: Cllrs Brown and Petchey

The proposal was carried

iii. **Draft Minute No. 53/15 - Springfield Centre Roof Condition -**
(Minute no. 122i/14)

Council resolved to approve the Committee’s recommendation that £5000 for each centre (Springfield and Oldbrook) is ring fenced in a “Rolling Roof Fund” each year for the next 4/5 years and maintenance of the roofs for both centres is included in the Business Plan, however, Council noted that the decision had been made prior to the current budget process and that a proposal form would still need to be submitted for 2016/2017 and beyond.

iv. **Draft Minute No. 65/15 - Grant Applications**
Council noted the decisions made on the following grant applications

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- i. **MK Gallaticos Football Club** (Minute No. 22viii/15)
The Committee considered the response received from MK Gallaticos regarding the Committees request for the cost of providing 1 team kit with CPPC logo on the shirts and resolved to withhold the grant until the Parish had received assurance from MK Gallaticos that they would not use any green area without permission within the Parish with the exception of Fishermead Sports Ground for football practice.
- ii. **Dexter House Social Fund**
Committee considered an application for £500 from Dexter House Social Fund (Grant Application No: 009/15-16 Sect 137) and resolved to award a grant of £416.95 (excludes grant towards TV Licence)
- iii. **Thames Valley Police**
Committee considered an application for £500 from Thames Valley Police (Grant Application No: 011/15-16 Sect 137) and resolved to award the grant for £500.

101g. Minutes of the Extra ordinary Meeting of the Community & Environment Committee – 8th September 2015

Chair: Cllr L Harris

Council noted and accepted the minutes

101h. Minutes of the Communications Committee

Chair: Cllr D Priest

Council noted and accepted the minutes with 1 item for ratification

i. **Draft Minute No. 38/15 - Communication Committee Meeting Dates**

Council resolved to approve the Committee’s recommendation that all future meetings of the Committee are held on the last Tuesday of each month, thus avoiding a clash with the quarterly meetings of the Milton Keynes Association of Local Councils.

At this point Council resolved to extend the meeting beyond the scheduled finish time of 9.30pm in order to complete all of the items on the agenda.

101i. Emergency Plan Committee

Council noted the report on the response from the Emergency Plan Committee to the recent house fires in Fishermead and resolved to approve the purchase of the equipment detailed in the report (plus the purchase of two loud hailers) to respond to future emergencies.

101j. WW1 Centenary Working Group – Nothing to report

Further to the decision on the Parish Council Obelisk (Council Minute No. 99/15 f.ii) Council debated whether there was still an ongoing requirement for the WW1 Centenary Working Group. Council determined that there was still a requirement for the Working Group and that contact be made with Milton Keynes Parks Trust to discuss the potential of a suitable project at the site of the former Motocross site at Pineham. Cllr Petchey to be the Lead Member, assisted by Cllrs Priest and Halton-Davis.

102/15 New Parish Council Headquarters –(Minute No. 253/14)

Council noted that the New Office Headquarters Working Group had their first formal meeting immediately prior to the September Council meeting

Signed.....Chair

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and that a report and minutes would be made available. Cllrs Priest and Fraser (T) to produce a CAD concept drawing of the new offices for the next Working Group meeting, with Councillors invited to forward any ideas to either of the two Councillors in the next ten days. A response from Portakabin on the potential redevelopment concept of the buildings on Oldbrook Green is awaited.

103/15 Committee Appointments

Council resolved to appoint Cllr Greenwood to the Planning & Policy Committee and the Personnel Committee.

104/15 Training Courses and Conferences

Council noted the following training course and conferences:

Provider	Date	Venue	Content	Cost £
BMKALC	Wed 16.9.15 6pm to 9pm	West Bletchley Council	Councillor Induction training	£31.40pp
	Fri 28.10.15 6pm to 9pm	Stokenchurch		
Cllr Greenwood attending the training at West Bletchley Council				
NALC	Wed 2.12.15	London	Larger Councils Conference	£195 + VAT
Cllrs Baines, Fraser I, Fraser T, Harris, Kent and Pafford				

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

****Item 15**

105/15 Minutes of the Personnel Committee

Chair: Cllr T Fraser

There were no confidential items requiring ratification from the Personnel Committee meeting on the 14th September 2015

106/15 Committee Meeting Dates

Council noted the forthcoming Committee dates.

- Planning & Policy (Budget meeting) - Tuesday 22nd September 7pm
- Community & Environment – Monday 28th September 2015, 6.30pm
- Communications – Wednesday 30th September 2015, 6.30pm
- Planning & Policy – Monday 5th October 2015, 7pm
- Finance & Administration – Tuesday 6th October 2015, 7pm
- Personnel – Monday 12th October 2015, 6.30pm
- Finance & Administration (Business Plan) – Tuesday 13th October 2015, 7pm

107/15 Date of Next Meetings

Tuesday 20th October 2015

Signed.....Chair

Date.....