

You are hereby summoned to the **Meeting of Council** to be held on  
**Tuesday 21<sup>st</sup> June 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 Annual Meeting of Council held on the 17<sup>th</sup> May 2016**  
Council is invited to approve the minutes of the meeting.
- 3. Minutes of the Meeting of Council held on the 17<sup>th</sup> May 2016**  
Council is invited to approve the minutes of the meeting.
- 4. Parish Councillor Vacancies**  
Council is invited to note that Milton Keynes Council have been advised that the Parish Council have not filled the vacant seats on Oldbrook and Springfield through Co-option and that notices of the vacancies have been published in both of the Wards.
- 5. Chair's Report**  
Council is invited to receive a report from the Chair.
- 6. Clerk to Council's Report**  
To update Council on items received since the publication of the Agenda.
- 7. 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.
- 8. Ward Members' Reports**  
Council is invited to note a written ward report from Cllr Taylor
- 9. Public Involvement – Deputations, Petitions and Questions**
- 10. To Receive Reports from Committees**
- 10a. Minutes of the Planning & Policy Committee**  
**Chair: Cllr D Kendrick**  
Council is invited to receive the minutes with 1 item for ratification (i) and 2 items for determination (ii. iii.)

- i. **Draft Minute No. 09/16 – Access to Agendas**  
The Committee resolved to recommend to Council that the full agenda pack for all committees should be emailed to all councillors for their information, giving councillors the option to print the agenda if they were so minded.
  - ii. **Draft Minute No. 10/16 – Neighbourhood Plan Working Group**  
Council is invited to appoint members to the Working Group
  - iii. **Draft Minute No. 15/16 - Footpath 32 - Oakgrove**  
This item to be taken under Agenda Item No.16
- 10b. Minutes of the Finance & Administration Committee – 7<sup>th</sup> June 2016**  
**Chair: Cllr T Baines**  
Council is invited to receive the minutes with 3 items for ratification
- i. **Draft Minute No. 10/16 - Parish Council Final Accounts 2015/2016**  
Committee reviewed and approved the 2015/2016 year-end accounts and resolved to recommend them to Council for acceptance – this item to be taken separately under Agenda Item No.12
  - ii. **Draft Minute No. 11/16 - Financial Management and Investments Risk Assessments - 2016/2017** (Minute No. 277/15)  
Committee reviewed the draft Financial Management and Investments risk assessments for 2016/2017 - as agreed at the last Committee meeting. Committee resolved that the completed assessments be forwarded to Council for ratification.
  - iii. **Draft Minute No. 13/16 - Projects Policy**  
Committee reviewed the Parish Council Projects Policy, as amended by the Chair of Committee. With the addition of a further procedural point to ensure that Members evidence searching for external funding and the existing procedural point detailing project management being emboldened, Committee resolved to recommend the Policy for adoption by Council.
- 10c. Minutes of the Finance & Administration Committee – 14<sup>th</sup> June 2016**  
**Chair: Cllr T Baines**  
Council is invited to receive the minutes
- 10d. Minutes of the Personnel Committee**  
**Chair: Cllr B Greenwood**  
Council is invited to receive the minutes with 2 items to note (i. and ii.) and 1 item for ratification (iii.)
- i. **Draft Minute 11/16 - Training/Conference Events Schedule**  
Under this item Committee discussed the potential of engaging DCK Beavers (Derek Kemp) to deliver specialist financial training for the Parish Council – item referred to the Finance and Administration Committee to develop a training requirement specification.
  - ii. Under this item the Committee discussed the potential of engaging a sector specialist consultant to assist in the development of the Parish Council Business Plan – Cllr I Fraser and the Clerk to Council to make contact with Trevor Leggo.
  - iii. **Draft Minute 14/16 - National Joint Council (NJC) for Local Government Services, 2016 – 2018 National Salary Award**  
Council is invited to receive the Committee’s recommendation - This item to be taken separately in the Confidential Section, Agenda Item No.23

**10e. Minutes of the Community & Environment Committee**

**Chair: Cllr L Harris**

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

**i. Draft Minute No. 10/16 - Oldbrook –Pedestrian Barriers at Road Crossing at Oldbrook Green**

Committee resolved to recommend to Council that Council investigate the possibility of installing double barriers with extra wide wings at the crossing outside the Oldbrook Centre and in the first instance instruct the Environment Officer (Land) to speak to MKC Highways.

**ii. Draft Minute No. 13/16 - Condition of Beech Flooring at the Oldbrook Centre**

Committee considered the report and resolved to recommend to Council that Council accept the quote in the sum of £1,784 from Lichfield Flooring to carry out the work as proposed in the report.

**iii. Draft Minute No. 14/16 - Oldbrook Centre Toilet Refurbishment**

Council is invited to receive the Committee's recommendation - this item to be taken separately in the Confidential Section, Agenda Item No. 24

**iv. Draft Minute No. 20/16 - Allotment Earth Mound Removal**

Committee considered the report and resolved to proceed with the Axionmb2 quote in the sum of £495 to carry out the work.

**10f. Minutes of the Communications Committee**

**Chair: Cllr M Petchey**

Council is invited to receive the minutes including 1 item to note.

**i. Draft Minute No. 17/16 - E-mail Platform Migration/Upgrade**

the Committee resolved that:

the E-mail platform migration/upgrade should be included in the specification for the new IT Managed Service Contract, the specification to take into account the potential move to a new Parish Office

**10g. Emergency Response Committee**

**i** Council is invited to receive a verbal progress report from the Committee Chair.

**ii. Emergency Plan Spotlight**

Council is invited to receive a verbal update from Cllr T Fraser (Lead Member) on the Emergency Plan & Response Spotlight held on 17.6.16

**10h. WW1 Centenary Working Group – Nothing to Report**

**10i. New Parish Council Headquarters** (Minute No. 191f & 213h)

Council is invited to note that the Working Group has not met since the May Council Meeting.

**11. Parish Council Internal Audit Report 2015 -2016**

Council is invited to receive the Internal Audit report for the financial year ending 2015 -2016 as presented by Auditing Solutions Ltd

**12. Parish Council Annual Accounts 2015 – 2016**

Council is invited to approve the 2015/16 year-end accounts as recommended by the Finance & Administration Committee

- 13. Parish Council Annual Return 2015 – 2016**  
Council is invited to approve the Annual Return for 2015-2016.
- 14. Appointments to Standing Committee - Community & Environment Committee**  
Council is invited to note that Cllr Petchey has resigned from the Committee and that due to an oversight at the Annual Meeting of Council, Cllr Kendrick was appointed to the Committee in error –  
Council is therefore invited to appoint two members to the Committee.
- 15. Planning & Policy Committee – Substitute Members**  
Following the adoption of the amended Standing Orders at the Annual Meeting of Council, Council is now invited to appoint Substitute Members to the Planning & Policy Committee in line with Standing Order 4.4.5:  
*may, subject to standing orders 4.2 and 4.3 above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Clerk to Council 2 days before the meeting that they are unable to attend;*  
*with specific arrangements put in place for the Planning and Policy Committee, with substitute members appointed on 'Ward by Ward' basis to ensure Ward representation at Committee meetings.*
- Minutes of the Planning & Policy Committee**  
**Chair: Cllr D Kendrick**
- 16. Draft Minute No. 15/16 - Footpath 32 – Oakgrove**  
On the conclusion of a lengthy debate the Committee resolved that they had no objections to diverting the footpath but would invite Council at the June meeting to consider and comment on the Public Order issued by Milton Keynes Council to divert footpath 32, Oakgrove.
- 17. Milton Keynes Council Community Asset Transfer, Stage One Application Panel Meeting – Fishermead Trinity Centre 21.7.2016**  
Council is invited to nominate a Parish Council representative to sit on the Stage One Application Panel meeting for the Fishermead Trinity Centre being held on 21.7.2016. Milton Keynes Council have expressed a preference for a representative who is not currently, or has in the past, served on the Trinity Centre Management Committee.
- 18. Woolstone Community Centre Management Committee - Parish Council Representative**  
Council is invited to note that further to the Annual Meeting of Council, a letter has been received from the Woolstone Community Centre Management Committee advising that they do not want to proceed with the nomination of a Parish Councillor to their Committee.
- 19. Milton Keynes Forum Membership Options**  
Council is invited to review and determine the preferred option for membership of the Milton Keynes Forum.
- 20. Mayor's Civic Service – 3<sup>rd</sup> July 2016, 3pm**  
Council is invited to select a Councillor (and guest) to attend the Annual Civic Service on 3.7.16, to be held at St Mary's Church, Bletchley at 3pm. The Chair of Council has previously received, and accepted, an invitation to attend the event.

**21. Planning Applications**

**Council is invited to consider and comment on the following application.**

**16/01371/FUL - Conversion of 2nd floor covered terrace to habitable room at 33 Porthleven Place Fishermead MK6 2BA**

**22. Training Courses and Conferences**

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

Provider	Date	Venue	Content	Cost £
Local Government Resource Centre	9.9.16 9.30am – 4.30pm	<b>Chateau Impney, Droitwich SPA</b>	Local Council Trade Exhibition IF, TF & TU	£10.97 per delegate
NALC	30.11.16	<b>London</b>	Larger Local Council Conference 2016 – Changing Places	£210 + VAT per delegate

**Confidential Items**

**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.**

\*\*Items 23, 24

**Minutes of the Personnel Committee**

**23. Draft Minute No. 14/16 - National Joint Council (NJC) for Local Government Services, 2016 – 2018 National Salary Award**

Council is invited to consider the Committee's recommendation

**Minutes of the Community & Environment Committee**

**24. Draft Minute No. 14/16 - Oldbrook Centre Toilet Refurbishment**

Committee considered the report and resolved to recommend to Council that Council accept the quote in the sum of £6,805 from Contractor B to carry out the work as detailed in the specification as agreed at the March meeting

**25. Committee Meeting Dates**

Community & Environment – Monday 27<sup>th</sup> June 2016, 6.30pm

Communications – Tuesday 28<sup>th</sup> June 2016, 6.30pm

Planning & Policy – Monday 4<sup>th</sup> July 2016, 7pm

Finance & Administration – Tuesday 5<sup>th</sup> July 2016, 7pm

Personnel – Monday 11<sup>th</sup> July 2016, 6.30pm

Finance & Administration [Business Plan] - Tuesday 12<sup>th</sup> July, 6.30pm

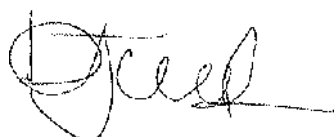
New HQ Committee – Meeting date to be confirmed

Emergency Response Committee - Meeting date to be confirmed

**26. Date of the Next Meetings**

Tuesday 19<sup>th</sup> July 2016

**BY ORDER OF THE COUNCIL**



**D Warner  
Clerk to Council  
15<sup>th</sup> June 2016**