

**Minutes of the Meeting of Council held on
Tuesday 21st June 2016
at the Oldbrook Centre, Oldbrook Boulevard
commencing at 7.30pm**

37/16 Members Present

Cllr T Baines	Cllr D Kendrick
Cllr C Brown	Cllr E May
Cllr I Fraser	Cllr D Pafford
Cllr T Fraser	Cllr D Priest
Cllr B Greenwood	Cllr D Taylor
Cllr P Halton-Davis	Cllr T Uranta (arrived at 7.45)

In attendance

D Warner, Clerk to Council
E Webb, Deputy Clerk

**38/16 Apologies for Absence
Council noted apologies from**

Cllr Harris – delayed in traffic	Cllr M Petchey - family commitment
Cllr A Kahin – transport issues	Cllr P Shrimpton- family commitment

39/16 Declarations of Interest

Cllrs Baines, Kendrick and Priest – Agenda Item No. 17

40/16 Members of the Public Present

A Fishermead resident arrived part way through the meeting.

41/16 Minutes of the Annual Meeting of Council held on the 17th May 2016

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

42/16 Minutes of the Meeting of Council held on the 17th May 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

Under this item Council acknowledged the death of Jo Cox, the Member of Parliament who had been murdered carrying out her public duty.

43/16 Parish Councillor Vacancies

Council noted 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.

The Chair advised that two residents (one from Oldbrook and one from Springfield) were interested in filling the vacancies.

44/16 Chair's Report

The Chair did not give a report.

Signed.....Chair

Date.....

45/16 Clerk to Council's Report

No new items had been received since the publication of the Agenda.

46/16 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.

47/16 Ward Members' Reports

Council noted the written report from Cllr Taylor

Council received the following verbal reports

- i. Cllr Greenwood advised that he had attended MK Gallacticos Awards Ceremony held at the Christian Centre and had been invited to speak. The club are doing extremely well and the men's team had been promoted to the South Midlands League. The Club acknowledged and were very appreciative of the support of the Parish Council
- ii. Cllr Baines drew Members attention to the escalating issues surrounding rubbish at the retail unit at 151 Fishermead Boulevard; the owners were leaving rotting meat and fish outside the premises. Cllr Baines requested that the Parish Council raise the issue with Milton Keynes Council.

Cllr Uranta joined the meeting

- iii. Cllr T Fraser advised that there was an issue with the Residents Permit Parking scheme on Oldbrook, it was perceived that visitors' permits were being sold to employees working in CMK.
- iv. Cllr Brown invited Council to clarify with Milton Keynes Council when the new play equipment for Woolstone would be installed.
Cllr Pafford advised that the ground was water logged and there had been difficulties in removing the old equipment, the Environment Officer (Buildings) had emailed Councillors informing them of the situation.

48/16 Public Involvement – Deputations, Petitions and Questions

No deputations, petitions or questions had been submitted.

49/16 To Receive Reports from Committees

49a. Minutes of the Planning & Policy Committee

Chair: Cllr D Kendrick

Council noted and accepted the minutes

- i. **Draft Minute No. 09/16 – Access to Agendas**
Council resolved to accept the Committee's recommendation that the full agenda pack for all committees should be emailed to all Councillors (regardless of which Committees they serve on) 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 resolved that the Neighbourhood Plan Working Group should continue to be a Working Group of the of the Planning & Policy Committee, with all Committee members being on the Working Group as well as Cllrs I Fraser, T Fraser, Petchey and Halton-Davis.

Signed.....Chair

Date.....

- iii. **Draft Minute No. 15/16 - Footpath 32 - Oakgrove**
This item is taken under Minute No 55/16

- 49b. Minutes of the Finance & Administration Committee – 7th June 2016**
Chair: Cllr T Baines
Council noted and accepted the minutes

- i. **Draft Minute No. 10/16 - Parish Council Final Accounts 2015/2016**
This item is taken under Minute No. 51/16

- ii. **Draft Minute No. 11/16 - Financial Management and Investments Risk Assessments - 2016/2017** (Minute No. 277/15)
Council resolved to approve the Financial Management and Investments risk assessments for 2016/2017.

- iii. **Draft Minute No. 13/16 - Projects Policy**
Council resolved to adopt the amended Projects Policy.

- 49c. Minutes of the Finance & Administration Committee – 14th June 2016**
Chair: Cllr T Baines
Council noted and accepted the minutes

With the Chair feeling temporarily unwell, Cllr Baines chaired the meeting for the following three items.

- 49d. Minutes of the Personnel Committee**
Chair: Cllr B Greenwood
Council noted and accepted the minutes

- i. **Draft Minute 11/16 - Training/Conference Events Schedule**
Council noted that the Committee discussed the potential of engaging DCK Beavers (Derek Kemp) to deliver specialist financial training for the Parish Council and had referred the item to the Finance and Administration Committee to develop a training requirement specification.

- ii. Council noted that the Committee discussed the potential of engaging a sector specialist consultant to assist in the development of the Parish Council Business Plan with 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**
This item is taken under Minute No. 62/16

- 49e. Minutes of the Community & Environment Committee**
Chair: Cllr L Harris
Council noted and accepted the minutes

- i. **Draft Minute No. 10/16 - Oldbrook –Pedestrian Barriers at Road Crossing at Oldbrook Green**
Council resolved to accept the Committees recommendation to investigate the possibility of installing double barriers with extra wide wings at the crossing outside the Oldbrook Centre and in the first

Signed.....Chair

Date.....

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**

Council resolved to accept the Committees recommendation to 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**
This item is taken under Minute No. 63/16

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

Council noted that the Committee had agreed to Axionmb2 proceeding with the removal of the earth mound at a cost f £495 to carry out the work.

49f. Minutes of the Communications Committee

Chair: Cllr M Petchey

Council noted and accepted the minutes

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

Council noted that 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

Cllr I Fraser resumed the Chair

49g. Emergency Response Committee

i Cllr Priest advised Council that following on from the Spotlight on the 17th June, the information and workshop notes would be considered at the next meeting of the Committee.

ii. **Emergency Plan Spotlight**

Cllr Baines thanked Cllrs I and T Fraser for his work on the Spotlight and the staff for their contribution on the day of the event.

Cllr T Fraser advised Council that the Spotlight had been well attended, both speakers and delegates had been very complimentary in their praise of the event.

Cllr I Fraser thanked Cllrs Baines, Greenwood, May, Priest and Uranta for their assistance on the day.

49h. WW1 Centenary Working Group

Cllr Baines advised that the National Arboretum has reopened and depending on the number of councillors who will be attending it will be necessary to hire a coach or 18 seater mini bus, if the latter he would be prepared to drive. Date to be agreed.

49i. New Parish Council Headquarters (Minute No. 191f & 213h)

Council noted that the Working Group had not met since the May Council Meeting.

50/16 Parish Council Internal Audit Report 2015 -2016

Council reviewed and accepted the Internal Audit report for the financial year ending 2015 -2016 as presented by Auditing Solutions Ltd. The Chair commended the RFO and the Finance Officer for their work.

Signed.....Chair

Date.....

51/16 Parish Council Annual Accounts 2015 – 2016
Council reviewed and approved the 2015/16 year-end accounts as recommended by the Finance & Administration Committee

52/16 Parish Council Annual Return 2015 – 2016
The Clerk tabled a schedule explaining the significant variances in the accounts statement (section 2) and drew Members attention to Section 1, Point 5. The question would need to be answered in the negative as the Financial Risk Assessment for 2014/15 had not been approved by Council until after the end of the financial year, when it should have been considered at the start of the financial year. The issue had been addressed for 2016/17 (Minute No. 49bii)
Clerk invited Council to note that the Annual Return had to available for inspection for 30 days, (Sections 1 and 2 to be published on the website) and Council resolved that the inspection period would commence on Monday 27th June 2016.

The Chair having read out each statement and Council approving each individual statement in Sections 1 and 2, Council approved the Annual Return for 2015/2016 and instructed the Chair of Council to sign off the Annual Return.

Cllr T Fraser withdrew from the meeting during this item.

53/16 Appointments to Standing Committee - Community & Environment Committee
Council noted that Cllr Petchey had 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 –
The Chair invited nominations to fill the two vacant seats on the Committee. One nomination being received, Cllr Priest was appointed to the Committee.

Cllr T Fraser re-joined the meeting

54/16 Planning & Policy Committee – Substitute Members
Cllr Brown tendered his resignation from the Committee.
Cllr Baines spoke to the item.
Cllr I Fraser proposed that Cllr Halton-Davis replace Cllr Brown on the Committee.
The Clerk advised that the resignation of Cllr Brown was not an agenda item and therefore no decision could be made. The item to the brought to the July Council meeting.

On the conclusion of a lengthy debate and only one member accepting the nomination, Cllr Halton-Davis was appointed as a Substitute member of the Planning & Policy Committee.

55/16 Minutes of the Planning & Policy Committee
Chair: Cllr D Kendrick
Draft Minute No. 15/16 - Footpath 32 – Oakgrove
On the conclusion of a lengthy debate Council resolved to respond to the Public Order issued by Milton Keynes Council to divert footpath 32, Oakgrove as follows;

Signed.....Chair

Date.....

That the Parish Council request that all due consideration be given to pedestrians crossing a road where there wasn't a crossing before as there will be an additional risk involved where no risk existed before.

Cllr Baines, Kendrick and Priest retired to the public gallery for the following item.

56/16 Milton Keynes Council Community Asset Transfer, Stage One Application Panel Meeting – Fishermead Trinity Centre 21.7.2016
Three nominations being proposed, a vote taken, Cllrs Pafford and Uranta withdrew and Council duly nominated Cllr Greenwood to represent the Parish Council on the Stage One Application Panel meeting for the Fishermead Trinity Centre being held on 21.7.2016.

57/16 Woolstone Community Centre Management Committee - Parish Council Representative
Council noted that further to the Annual Meeting of Council, a letter had 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.

58/16 Milton Keynes Forum Membership Options
Council having reviewed the options, resolved to apply for membership as "Friends of the Forum" at a cost of £200 per annum.

59/16 Mayor's Civic Service – 3rd July 2016, 3pm
Council appointed Cllr D Priest (and guest) to attend the Annual Civic Service on 3.7.16, to be held at St Mary's Church, Bletchley at 3pm. In the event of Cllr Priest's guest being unable to attend Cllr Uranta to attend the event.

60/16 Planning Applications
16/01371/FUL - Conversion of 2nd floor covered terrace to habitable room at 33 Porthleven Place Fishermead MK6 2BA
Council had no objection to the application.

61/16 Training Courses and Conferences
Council noted 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	Chateau Impney, Droitwich SPA	Local Council Trade Exhibition	£10.97 per delegate
To attend: Cllrs I Fraser, T Fraser and Uranta				
NALC	30.11.16	London	Larger Local Council Conference 2016 – Changing Places	£210 + VAT per delegate
To attend: Cllrs Baines, T Fraser, I Fraser, Greenwood, May, Pafford, Priest, Taylor, Uranta and Clerk to Council				

Signed.....Chair

Date.....

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

**Items 23, 24

- 62/16 Minutes of the Personnel Committee**
Draft Minute No. 14/16 - National Joint Council (NJC) for Local Government Services, 2016 – 2018 National Salary Award
Council considered the Nation Joint Council (NJC) for Local Government Services, 2016 – 2018 National Salary Award.
With a proposal being made and seconded that Council would not pay the 1% cost of living raise as recommended by the NJC and proposed by the Personnel Committee, and with a recorded vote being requested, Councillors voted as follows:
- For: Cllrs Baines, Halton-Davis, Pafford, Priest, Taylor and Uranta
Against: Cllrs Brown, Fraser (T), Fraser (I), Greenwood and May
Abstained: Cllr Kendrick
The motion was carried
- 63/16 Draft Minute No. 14/16 - Oldbrook Centre Toilet Refurbishment**
Council resolved to approve the Committee’s recommendation to accept the quote in the sum of £6,805 from C.J. Bricknell to carry out the work as detailed in the specification as agreed at the March meeting
- 64/16 Committee Meeting Dates**
Council noted the dates of the forthcoming Committee meetings
- Community & Environment – Monday 27th June 2016, 6.30pm
Communications – Tuesday 28th June 2016, 6.30pm
Planning & Policy – Monday 4th July 2016, 7pm
Finance & Administration – Tuesday 5th July 2016, 7pm
Personnel – Monday 11th July 2016, 6.30pm
Finance & Administration [Business Plan] - Tuesday 12th July, 6.30pm
New HQ Committee – Meeting date to be confirmed
Emergency Response Committee - Meeting date to be confirmed
- 65/16 Date of the Next Meetings**
Tuesday 19th July 2016

Signed.....Chair

Date.....