

**Minutes of the Meeting of Council held on  
Tuesday 18<sup>th</sup> October 2016  
at the Oldbrook Centre, Oldbrook Boulevard  
commencing at 7.30pm**

**110/16 Members Present**

Cllr T Baines	Cllr E May
Cllr C Brown	Cllr D Pafford
Cllr I Fraser	Cllr D Priest – arrived at 7.40
Cllr T Fraser	Cllr D Taylor
Cllr L Harris	Cllr T Uranta
Cllr D Kendrick	

**111/16 In Attendance**

D Warner, Clerk to Council  
E Webb, Deputy Clerk

**112/16 Apologies for Absence**

**Council noted apologies from**

Cllr B Greenwood – family commitment  
Cllr P Halton-Davis – holiday  
Cllr A Kahin – work commitment  
Cllr M Petchey – MKC Budget Scrutiny meeting  
Cllr P Shrimpton – childcare commitment

**113/16 Declarations of Interest**

None

**114/16 Members of the Public Present**

None

The Clerk drew Members attention to Agenda Item No. 9div to be taken under the confidential section. The reference to the Agenda Item should read Agenda Item No. 15.

**115/16 Minutes of the Meeting of Council held on the 20<sup>th</sup> September 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 Cllr Kendrick drew Members attention to Minute No.93/16 and asked if Council had responded to the resident in writing. The Chair advised that Cllr Greenwood had met with the resident and no further action was required.

**116/16 Parish Councillor Vacancy - Springfield**

Council noted that Milton Keynes Council had been advised that the Parish Council had not filled the vacant seat on Springfield through Co-option and that a notice of the vacancy has been published.

**117/16 Chair's Report**

The Chair did not give a report

**118/16 Clerk to Council's Report**

The Clerk had no further updates to report since the publication of the Agenda.

Signed.....Chair

Date.....

**119/16 Correspondence**

Council noted the schedule of correspondence received during the last month.

All of the correspondence has previously been forwarded to Councillors as and when received.

Under this item Cllr Kendrick referred to Minute No.93/16 and invited the Chair to explain why Council had not responded to the resident in writing. A protracted dialogue then ensued, with a number of points of order being raised, and with both the Chair and Cllr Kendrick making statements of how they perceived they were being treated.

The Chair advised that Cllr Greenwood would submit a report of his meeting with the resident for Council to consider at the November meeting.

**120/16 Ward Members' Reports**

Cllr Priest joined the meeting

Council noted that no written reports had been submitted.

Upon the Chair inviting Members to give a verbal report, Cllr Pafford reminded the Chair that at the recent Business Plan meeting, the Chair had advised that no verbal Ward Member reports would be accepted. A debate ensued about whether Ward Members' reports could be made verbally or should be submitted in hard copy prior to Council meetings, it was resolved that the issue be included for determination on the next Council.

The Chair adjourned the meeting for a 10 minute recess.

Meeting resumed at 7.55pm

Council received the following verbal reports

- i.** Cllr I Fraser advised Members that she was very unhappy with the quality of the landscaping service provided by SERCO. On the conclusion of a debate, Council resolved that A Hudson, MKC and the Contract Manager for SERCO be invited the November Council meeting to discuss the landscape contract.

Cllr I Fraser further invited Members to attend a meeting at the Parish Office on the 9<sup>th</sup> November with Tom Blackburne-Maze, Service Director – Public Realm to discuss the potential of devolved services to Parish/Town Councils including landscaping from Milton Keynes Council.

Cllr Baines advised that:

the waste/recycling event in partnership with Serco and the Fishermead Residents Association which took place on Fishermead on the 8 October had been very successful. A number of Oldbrook residents had also attended the event. Serco advised that recycling on Fishermead had shown a marked increase and was up by 17%. He invited Council to consider holding similar events on other estates.

He together with Cllr Priest had attended a meeting with MKC officers to discuss the potential of developing the site on Kellan Drive for housing and they would be accompanying officers on as inspection of the other sites proposed in the draft Neighbourhood Development Plan.

Signed.....Chair

Date.....

Cllr T Fraser advised that residents has spoken to him about the state of the footpath at the Co-op on Fishermead.

**121/16 Public Involvement – Deputations, Petitions and Questions**  
Council noted that no deputations, petitions or questions had been submitted.

**122/16 To Receive Reports from Committees**

**122a. Minutes of the Planning & Policy Committee – 20<sup>th</sup> September**  
**Chair: Cllr D Kendrick**  
Council noted and accepted the minutes

**122b. Minutes of the Planning & Policy Committee – 3<sup>rd</sup> October**  
**Chair: Cllr D Kendrick**  
Council noted and accepted the minutes

i. **Draft Minute No. 96/16 – Neighbourhood Plan**  
Cllr Baines drew Members attention to the tabled consultation letter and the four page questionnaire which were accepted and approved by Council Clerk to Committee advised Council of the revised quote to print the documentation, the original quote had not included stuffing the envelopes and had based the quote on a one page questionnaire. The revised quote of £8,476 was approved by Council.

Cllr Baines stressed the importance of Ward members attending the public meetings to be held in their ward.

Council noted that the 6 week consultation would run from the 1<sup>st</sup> November to the 12<sup>th</sup> December, confirmed dates for the public meeting on each ward to be held as follows: Willen Friday 4<sup>th</sup> November, Oldbrook Thursday 10<sup>th</sup> November, Woolstone Friday 18<sup>th</sup> November, Springfield Thursday 24<sup>th</sup> November, Fishermead Friday 2<sup>nd</sup> December

Recommendations made by Fenwick Planning and agreed at the meeting Working Group meeting on the 23<sup>rd</sup> July had been incorporated into the draft plan approved by Council at the meeting on the 20<sup>th</sup> 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 noted the tireless work of the Deputy Clerk on the development and advancement of the Neighbourhood Plan and associated documents and recorded a vote of thanks.

ii. **Draft Minute No. 101i/16 – MKC Open Space Assessment**  
Council noted the Committee had resolved not to respond on the proposals as the questions were misleading and Members were invited to respond on an individual basis.

**122c. Minutes of the Finance & Administration Committee**  
**Chair: Cllr T Baines**  
Council noted and accepted the minutes

Signed.....Chair

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- i. **Draft Minute 62/16 – Annual Return**  
Council noted the comment made by the External Auditor, pertaining to the annual financial risk assessment, who had noted that Council had already actioned the point in June 2016. Council resolved to approve the External Auditor’s report.
- 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)  
Council noted that the 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**  
Council noted that the Committee resolved that there was no 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.

**122d. Minutes of the Personnel Committee**  
**Chair: Cllr B Greenwood**

Council noted and accepted the minutes

- i. **Draft Minute 44iii/16 - Future use of training events and conferences provided by the Buckinghamshire Association of Local Councils (BALC)**  
Council resolved to approve the Committee’s recommendation that Council access training from any provider, including all County Associations, subject to the training subject matter and trainer delivering the course.  
Under this item Cllr I Fraser drew Members attention to the BMKALC Finance Training on the 1<sup>st</sup> December to be delivered by Derek Kemp and asked Members to respond to the Clerk if they wished to attend.  
Cllr T Fraser advised that he would be happy to take Members through the finance training material and in the first instance would circulate the material to all councillors.
- ii. **Draft Minute 45/16 - Development of Parish Council Whistle Blowing Policy** (Minute No 118/15, 13/16, 23/16 & 36/16)  
Council resolved to adopt the revised copy of the Whistle Blowing Policy for use by the Parish Council.  
Council thanked Cllrs Kendrick and T Fraser for their work on this item.
- iii. **Draft Minute 46/16 - Parish Office opening hours – Christmas and New Year Period**  
Council resolved to approve the Committee’s recommendation that the Parish Office will close on Friday 23<sup>rd</sup> of December 2016 and re-open on Tuesday 3<sup>rd</sup> January 2017, with staff required to take one day’s annual

Signed.....Chair

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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 was taken under Minute No. 128/16

Under this item Cllr Baines drew Members attention to Minute No. 47/16, noting that his name had been included as part of the appraisal panel, he went on to state that he had not been consulted on the matter prior to the Committee making a decision.

Following a discussion on Council process and the capabilities and roles of Chairs, Council resolved that Cllrs T Fraser, Priest and Uranta would comprise the panel to carry out all staff appraisals.

**122e. Community & Environment Committee**

**Chair: Cllr D Taylor**

Council noted and accepted the minutes

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

Council noted the Committee's decision on the following 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)

Under this item Cllr Pafford advised Council that the Springfield Initiative had not been treated fairly, they do not get a discount as offered to other groups, they provide a service within the Parish but did not receive the full grant, whereas Council has in the past awarded larger grants to groups operating outside the Parish.

Cllr I Fraser advised that a group offering workshops to children during the summer holidays had received a discount to enable the workshops to go ahead and Ducklings had received a discount during the initial setting up of the pre-school but were now paying the full rent.

Cllr Pafford drew Members attention to Minute No. 80/16 and advised Council that he no longer wished to be the Lead Member for Allotments.

Cllr Harris left the meeting at 8.40pm

ii. **Draft Minute 82/16 - Publicly accessible Defibrillators within the Parish**

This item was taken under Minute No. 125/16

Signed.....Chair

Date.....

- iii. **Draft Minute No. 90/16 - Woolstone Pond – Report No. C/02/16**  
Council noted that the Environment Officer (Land) would be submitting a report to October Committee meeting on the condition of the woods behind the pond.  
Council accepted the report detailing the works required to clear the pond and approved the costs associated with this.

**122f. Communications Committee**  
**Chair: Cllr M Petchey**  
Council noted and accepted the minutes

- 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)  
Council noted that the 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.

Under this item Cllr Baines referred Council to Finance & Administration Committee Minute No. 30/16 - Request to purchase Parish Council IT Equipment and asked the Chair of Council if the laptop had been returned. The Clerk advised that the matter had been raised verbally with the ex-councillor but a formal letter would be sent.

Cllr Pafford drew Members attention to Minute No. 80/16 – Windows 10 upgrade and advised that a number of pcs allocated to councillors were old and asked if they would be capable of running the upgrade. Cllr T Fraser advised that 2 new pcs had been purchased. Cllr Pafford also invited the Committee to explain why a number of articles he had submitted for publication in the magazine had been rejected but he had not been given an explanation as to the reason and further the advert for the Woolstone Community Centre had been dropped from the October edition. The Chair advised that the issued should be referred back to the Communications Committee.

**122g. Emergency Response Committee**  
Nothing to report

**122h. WW1 Centenary Working Group**  
Cllr Baines invited Council to progress this issue. Council resolved that Cllrs Baines, Fraser (T) and Priest would move this item forward, including a potential visit to the National Arboretum.

**122i. New Parish Council Headquarters** (Minute No. 191f, 213h, 77h/16 & 92ii)  
Council received the notes of the meeting of the New Parish Council Headquarters Working Group held on 28.9.16.  
Cllr I Fraser advised that two councillors had attended the Modular Build Exhibition and had been very impressed with the quality of the builds. Council was invited to appoint Cllrs May and Harris to the Working Group/Sub-Committee.  
A protracted debate ensued with a number of procedural questions and points of order raised and addressed.  
Cllr Priest asked to be appointed to the Working Group/Sub-Committee.

Signed.....Chair

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Council agreed the requirement for the development of suitable Terms of reference.

Council further agreed the requirement for both daytime and evening meetings, with one of each required each month - decisions made at daytime meetings to be brought to evening meetings

The following motion being proposed and seconded that the Working Group is changed to a Job and Finish Committee therefore not under the scope of Standing Orders.

Amendment that the work is carried out by three councillors who work with day workers/staff who take their findings back to the evening meetings.

The amendment being accepted, **Council resolved that the Working Group is changed to a Job and Finish Committee, therefore not under the scope of Standing Orders, the work is carried out by three councillors who work with day workers/staff who take their findings back to the evening meetings.**

Build type to be deferred back to the Job and Finish Committee  
Council noted the offer of the Parks Trust to build a new office on Oldbrook Green and then rent to the Parish Council.

The debate continued without conclusion for a further period of time.

The meeting was adjourned at 9.20pm for a 10 minute break  
The meeting resumed at 9.30pm

Council resolved to allocate £350,000 for the new build in earmarked reserves.

Further issues raised:

Fishermead Sports Ground – sports hall

Re-examine all project earmarked for 2016-2017 – Clerk advised that all project proposals will be brought to the November Council meeting

Short, medium and long term budget forecasts needed

**123/16 Committee Appointment – Community & Environment Committee**  
Council resolved to appoint Cllr T Fraser to the Community & Environment Committee.

**124/16 Milton Keynes Parishes’ Forum – Vice Chair Nomination**  
Cllr T Fraser was proposed and seconded, there being no further nominations, Council resolved to nominate Cllr T Fraser as a candidate for consideration as the Vice Chair of the Milton Keynes Parishes’ Forum

**125/16 Community & Environment Committee - Draft Minute 82/16 - Publicly accessible Defibrillators within the Parish**  
Council resolved to approve the location at the junction of Mill Lane/Newport Road Woolstone to site one of the defibrillators and instructed the Clerk to write to the Willen surgery requesting their agreement to install a defibrillator at their premises.  
The Clerk advised that to date he had not received a response from Willen Pavilion, Cllr Pafford to speak to the Willen Pavilion Management Committee.

Signed.....Chair

Date.....

Members were advised that BT are currently consulting on decommissioning a number of telephone boxes throughout Milton Keynes, some of which are in the Parish, Members debated, without conclusion, the viability of using the boxes to house the defibrillators.

Council deferred further discussion on the potential use of phone boxes to house the defibrillators to a later meeting.

**126/16 Parish Council Business Plan Review Meeting 14.10.16**  
Council noted 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.

**127/16 Milton Keynes Council Parish Partnership Investment Fund Application**  
Council resolved 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 therefore resolved that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.**

**128/16 Personnel Minutes**  
**Draft Minute 48/16 - Councillor Allowance Overpayments**  
Council considered the Committee's recommendation relating to the matter and resolved to request that Accountancy Payroll Services recompense the Parish Council financially for the overpayments made to Councillors from 2015 to 2016, using such professional indemnity protection that the company has in place.

**129/16 Committee Meeting Dates**  
Council noted the dates of the forthcoming Committee meetings  
Community & Environment – Monday 24<sup>th</sup> October 2016, 6.30pm  
Communications – Tuesday 25<sup>th</sup> October 2016, 6.30pm  
Planning & Policy – Monday 31<sup>st</sup> October 2016, 6.30pm  
Personnel – Monday 14<sup>th</sup> November 2016, 6.30pm  
Planning & Policy – if required - Tuesday 15<sup>th</sup> November 2016, 6.15pm  
Finance & Administration – Tuesday 22<sup>nd</sup> November 2016, 7pm  
New HQ Committee – Meeting date to be confirmed  
Emergency Response Committee - Meeting date to be confirmed

**130/16 Date of the Next Meeting**  
Tuesday 15<sup>th</sup> November 2016

Signed.....Chair

Date.....