

**Minutes of the Meeting of Council held on
Tuesday 20th September 2016
at the Oldbrook Centre, Oldbrook Boulevard
commencing at 7.30pm**

87/16 Members Present

Cllr T Baines	Cllr D Kendrick – arrived 8pm
Cllr C Brown	Cllr E May
Cllr I Fraser	Cllr D Pafford
Cllr T Fraser	Cllr M Petchey
Cllr B Greenwood	Cllr P Shrimpton
Cllr P Halton-Davis	Cllr D Taylor
Cllr L Harris	Cllr T Uranta

In Attendance

D Warner, Clerk to Council
E Webb, Deputy Clerk
L Bradley, Finance Officer
T Jones, Community & Environment Clerk
Cllr J Nicholls, Chair Shenley Brook End & Tattenhoe Parish Council

88/16 Apologies for Absence

Council noted apologies from

Cllr A Kahin – work commitment	Cllr D Priest – work commitment
Cllr Kendrick – hospital appointment	

**89/16 Declarations of Interest
None**

**90/16 Members of the Public Present
4 members of the public**

91/16 Minutes of the Meeting of Council held on the 19th July 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

92/16 Parish Council Headquarters Development

- i.** Cllr Jean Nicholls, Chair Shenley Brook End & Tattenhoe Parish Council, gave an informative presentation on the process of funding and building their new Parish Council Headquarters. Points covered included the time line, architect, building contractor, purchase of land, planning application and the application process for the Public Works Loan funding. Members' questions having been taken, the Chair thanked Cllr Nicholls for attending the meeting and her offer to assist the Parish Council.
- ii.** The Chair drew Members' attention to the tabled papers and invited Members to confirm their commitment to the building of a new purpose built Parish Council office. With the commitment of Members, the Chair proposed that the new Parish Council office would be a modular design and built on Oldbrook Green.
The Working Group, Cllrs Greenwood, I Fraser, T Fraser, Kendrick, Taylor and Baines to meet as a matter of urgency to progress the matter.

Signed.....Chair

Date.....

**The Chair proposed a 5 minute recess.
The meeting reconvened at 8.12
Cllr Baines proposed and Council agreed to bring forward Agenda
Item 9**

93/16 Public Involvement – Deputations, Petitions and Questions

An Oldbrook resident advised Council that residents were not aware that that the buildings on Oldbrook Green were to be replaced, stated that there were other options for the use of the buildings, asked when had the Council consulted residents, stated that 50% of Oldbrook residents whom she had spoken to had never received the Parish magazine. The Chair invited the resident to put all her questions/issues in writing and the Council would respond in writing. Cllr Kendrick left the meeting

94/16 Parish Councillor Vacancies in Oldbrook and Springfield

Council noted that no potential candidates had confirmed their willingness to be considered for co-option to the vacant Parish Councillor seats in Oldbrook and Springfield. Council has until 6 October 2016 to fill the vacancy in Springfield by co-option, thereafter the vacancy will be advertised in the customary way.

95/16 Chair's Report

The Chair advised that she had raised the issue of disabled parking at the hospital with the Community & Environment Committee. She attended the Hospital AGM and having raised the issue with the Hospital Board, they are investigating the issue. Elaine Dicerbo, DCLG, has invited Cllr T Fraser, as a private individual to assist her with an employment project to be run on Fishermead.

96/16 Clerk to Council's Report

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

97/16 Correspondence

Council noted the schedule of correspondence received during the last two months. All of the correspondence had previously been forwarded to Councillors as and when received.

98/16 Ward Members' Reports

Council received a tabled report from Cllr Uranta together with the following verbal reports from Members

- i.** Cllr Pafford advised that unofficial work on the Woolstone Community Centre had now been stopped. Nine applications had been submitted to the Geoff Taylor Educational Trust and letters confirming the individual grants had been sent. Sixteen applications had been received by the Chapman Trust, seven of which had been from residents of the Parish. The Woolstone Community Centre had loaned a letter written by a resident serving in the trenches in WW1 to the Heritage museum. Cllr Pafford to write an article for the January edition of Homeground
- ii.** Cllr Halton-Davis advised that the picnics on Fishermead and Oldbrook had been well attended, but there had been a poor turnout at Willen. Woolstone picnic had been cancelled due to the weather, an alternative

Signed.....Chair

Date.....

event scheduled to take place before Christmas has had to be postponed until after Christmas as the Woolstone Community Centre was unavailable.

Halloween Tea Party to be held at the Springfield Centre during the school half term.

Cllr Halton-Davis thanked Cllr Harris for his all his work with the organisation and delivery of the picnics.

- iii. Cllr Baines advised that he had received 13 phone calls from Fishermead residents regarding the parking on Bossiney, Talland and Padstow, due to an event being held at the Sri Lankan Community, with road cones blocking off parking on these roads. The incident had been reported to the police and to Milton Keynes Council as the centre is unfinished and is not licenced.
- iv. Cllr Taylor advised that he had attended a meeting with Cotton Valley who will be investing £4.5 million to extend the sewage works with a new facility to deal with the "cake", it is hoped that the new facility will reduce noxious odours.
Cllr Kendrick re-joined the meeting at 8.30pm

99/16 Public Involvement – Deputations, Petitions and Questions

The item was taken under Minute No. 93/16

100/16 To Receive Reports from Committees

100a. Minutes of the Planning & Policy Committee – 1st August

Chair: Cllr D Kendrick

Council noted and accepted the minutes

- i. **Draft Minute No. 51/16 – On the Verge**
Council noted that following the initial public meeting on the subject and input from Parish Councillors, On the Verge are proposing to move the location for the delivery of this project to the underpass on the redway between Fishermead and Oldbrook, adjacent to Jubilee Wood School and the Committee resolved to support the project at the new location.
- ii. **Draft Minute No. 52/16 - Adopted Play Area Action Plan**
This item was be taken under Minute No. 102/16
- iii. **Draft Minute No. 55/16 - Frequency of Committee Meetings**
Council noted that the Committee resolved to hold a second monthly meeting, if required, to consider planning applications only, prior to the monthly meeting of Council. The meeting to be held in the small meeting room at the Oldbrook Centre and to commence at 6.15.
- iv. **Draft Minute No. 56/16 - Meeting Venue**
Council noted that the Committee resolved to relocate the substantive monthly meeting to the Parish Office.

100b. Minutes of the Planning & Policy Committee – 23rd August

Chair: Cllr D Kendrick

Council noted and accepted the minutes

100c. Minutes of the Planning & Policy Committee – 5th September

Chair: Cllr D Kendrick

Council noted and accepted the minutes

Signed.....Chair

Date.....

i. **Draft Minute No. 74/16 - Willen Lake improvements**
Council noted that David Foster, Chief Executive, MK Parks Trust gave a presentation on the proposed improvements at Willen Lake to be carried out over three phases. The work to include removal of half of the mini bowl to create a an un-interrupted view and path to the promontory, remaining half of the bowl to have enhanced landscaping to provide a large area for picnics, sun bathing etc., extended and improved parking adjacent to the mini bowl, and a splash pad, demolition of the existing café and toilets, new café and toilets to be built on the promontory, extended play area with equipment more suitable for the setting. The Committee were very impressed with the proposals and unanimously supported the scheme.

ii. **Draft Minute No. 75/16 – Neighbourhood Plan**
This item was taken under Minute No. 101/16

iii. **Draft Minute No. 78/16 – HiMO’s Working Group**
Council noted the outcome of the meeting held on the 28th July and resolved to approve the Committee’s recommendations to:
change the Working Group to a sub-committee of the Planning & Policy Committee. (Standing Orders 4.1)
the Terms of Reference of the sub-committee that they:
Investigate and report on alleged HiMOs throughout the Parish to MKC Licensing and Planning
Investigate any property within the Parish that residents/councillors believe may be a HiMO
Maintain a spreadsheet/map highlighting all HiMOs
Purchase .01 laminated map of the five residential wards
The next meeting of the sub-committee is scheduled for the 29th October, 6.30pm at the Parish Office

100d. Minutes of the Finance & Administration Committee
Chair: Cllr T Baines

Council noted and accepted the minutes

i. **Draft Minute 42/16 -Election of Lead Member for Data Protection and Freedom of Information**
Council noted that Cllr Pafford had been elected as Lead Member for Data Protection and Freedom of Information to June 2017.

ii. **Draft Minute 43/16 - Van Lease Hire Options** (Minute No. 105/15, 223/15, 237/15, 257/15,12/16, 25/16)
This item was taken under Minute No. 106/16

iii. **Draft Minute 53/16 - Additional Funding Requirement for the Community & Environment (C&E) Committee**
Council noted that the C&E Committee intend to apply to the MKC Parish Partnership Fund for funding to install sun canopies at the Springfield and Oldbrook Centres at an approximate cost of £10,000. If the application were successful (maximum award £5,000) the Parish Council would have to match fund any grant. There are no funds set aside for the project in the 2016/17 Parish Council budget, however, the likely timescale for the application being determined would mean that expenditure for the project would be incurred during the 2017/18 financial year, with sufficient time now for the C&E Committee to submit a Project Request Form for 2017/18.

Signed.....Chair

Date.....

The Committee resolved to earmark £5000 to match fund the project from the general reserve.

100e. Minutes of the Personnel Committee

Chair: Cllr B Greenwood

Council noted and accepted the minutes

i. **Draft Minute No. 33iii/16 - Parish Council Business Plan Meeting, Revised Date, 14.10.16**

Council noted the revised date, Friday 14.10.16, for the daytime meeting of Councillors (facilitated by Trevor Leggo) to progress the development of the Business Plan.

Committee determined that the Clerk to Council, Deputy Clerk, Community Officer and Environment Officers attend and participate at the meeting.

Cllrs Pafford, Petchey, Kahin, Uranta, Fraser I, Fraser T, Greenwood, Harris and Baines confirmed their attendance.

100f. Minutes of the Community & Environment Committee – 25th July

Chair: Cllr L Harris

Council noted and accepted the minutes

i. **Draft Minute No. 48/16 – Campbell Park Play Area Plan Consultation**

This item was taken under Minute No. 102/16

ii. **Draft Minute No. 49/16 - Appointment of Lead Member**

Cllr Pafford being proposed and seconded and no further nominations being received, Cllr Pafford was duly appointment as Lead Member for Allotments and the Woolstone Pond to May 2017

iii. **Draft Minute No. 51/16 - Big Lunch Extra – Share Fair Milton Keynes**

Council resolved to approve the Committee's recommendation that the facilities at Oldbrook Centre, Oldbrook Green and Depot be offered to Big Lunch Extra free of charge. However, the event must comply with the CPPC Events Policy and the CPPC logo should appear on any literature relating to the event.

100g. Minutes of the Community & Environment Committee – 22nd August

Chair: Cllr L Harris

Council noted and accepted the minutes

i. **Projects** (minute no. 34/16, 50/16)

Parish Grants Programme

Council noted that the Committee reviewed the documentation for the following MK Council funds;

1. Parish Partnership Investment Fund (PPIF)
2. Play Area Improvement Scheme (PAIS)
3. Community Parking Partnership Scheme (CPPS)

As the proposal to install sun canopies at Springfield and Oldbrook Centres was the only costed project proposal put forward, it was resolved that this would be submitted for the Parish Partnership Investment Fund. No applications would be made to the other funds. As match funding is required for the application, Committee resolved that the September

Signed.....Chair

Date.....

meeting of Finance and Administration Committee would be requested to allocate £5000 for this purpose.
The completed applications will be put forward for Council approval in October.

100h. Communications Committee – 26th July
Chair: Cllr M Petchey

Council noted and accepted the minutes

100i. Communications Committee – 30th August
Chair: Cllr M Petchey

Council noted and accepted the minutes

i. Draft Minute No. 66/16 - Disposal of decommissioned Parish Council Computers

Council resolved to approve the Committee's recommendation that the 12 decommissioned PC's should have the hard drives wiped.
In the first instance the pcs would be offered to Members and staff to purchase with the remainder retained by the Parish Council for training purposes.

100j. Emergency Response Committee

i Nothing to report

100k. WW1 Centenary Working Group

Council noted that the visit had been cancelled as only two Councillors had accepted the invitation to attend a fact finding day at the National Arboretum.

101/16 Draft Minute No. 75/16 – Neighbourhood Plan – Annex A

Cllr Baines spoke to the item.

Cllr I Fraser asked for the following amendments to be incorporated into the Draft Plan:

P 36 – last paragraph - Oldbrook Green and gym to be included

P 50 – qualifying line to say that neither Oldbrook or Springfield has never had a surgery or pharmacy

P 51 – issues with parking on Oldbrook need to be emphasised

P 55 – paragraph showing percentages on housing needs – page to be formatted in order that the paragraph is shown in its entirety

P 59 – National Monuments – amend to Schedule of Ancient Monuments

Two sites in Woolstone:

Moated site and associated fishponds S of Mill Lane, Little Woolstone (SAM 1011312)

Moated site and fishponds at Great Woolstone (SAM 1007937)

Neighbourhood Plan to be amended to Neighbourhood Development Plan throughout the document

The above amendments being agreed, and a recorded vote requested, Council resolved to approve the draft Neighbourhood Development Plan For: Cllrs Baines, Brown, Fraser T, Greenwood, Halton-Davis, Kendrick, May, Pafford, Petchey, Shrimpton Taylor and Uranta

Abstain: Cllr I Fraser

Council further resolved to:

1. Accept the quote in the sum of £1,020 from Fenwick Planning to write the Basic Conditions Statement and Consultation Statement
2. Accept the quote in the sum of £7,872 from Bespoke Media to print in colour ,7000 copies of the draft plan for consultation and comment to every property within the

Signed.....Chair

Date.....

Parish, residential, business, schools etc. The draft plan to be sent to all neighbouring parishes, relevant MKC departments (Planning, Highways, Leisure, etc), the Parks Trust and other outside organisations.

3. the 6 week consultation period to run from the mid November to mid January
4. A public meeting to be held in each ward. Proposed dates, subject to availability, 10th, 17th, 24th November and 1st and 8th December, 6.30pm to 8pm.
5. Data input and analysis of returned comments to be completed by the end of January, the work to be carried out in house, depending on staff availability or a temp to be employed depending on the volume of responses
6. Meeting to be convened on the 28th January 2017 with Fenwick Planning and the Working Group to consider the comments received, actions to be taken and if necessary to amend the draft plan.
7. Amended draft Plan to February Council
8. Anticipated draft plan will be submitted to Milton Keynes Council in March 2017

102/16 Campbell Park Play Area Plan Consultation

Council noted the report from Cllr May on the play areas in Springfield. Council resolved to respond to the consultation as follows:

- Approve the report subject to the understanding that following the removal of a play area, the land will be protected for recreational use particularly WOOL01.
- Robert Hooke Play area be highlighted as the priority for future investment in the Parish, as funding becomes available.
- And note that Site FISH06 behind 4 Helford Place Fishermead is designated in the Neighbourhood Plan for housing.

103/16 Parish Council Business Plan Review Meeting

Item taken under Minute No. 100ei/16

104/16 National Association of Local Councils Larger Councils Committee Nomination

No nominations were put forward.

105/16 Member's Item

Council resolved that the option to receive the adopted policies following the Annual Meeting of Council, electronically on a memory stick would be made available to Members with the memory stick being updated annually thereafter – those Members wishing to receive the policies in hard copy would continue to be able to do so.

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.

106/16 Van Lease Hire Options (Minute No. 105/15, 223/15, 237/15, 257/15,12/16, 25/16) – **Annex B**

Cllr Taylor spoke to the item. Further quotes had been requested from Nissan, Peugeot and Citron.

Council resolved to lease 1 Renault Kango Maxi and 1 Renault Kango Maxi Crew electric vans as specified in the report.

Council noted it thanks to Cllr Taylor for progressing the item.

Signed.....Chair

Date.....

107/16 Training Courses and Conferences

Council noted the following training and conferences events.

Provider	Date	Venue	Content	Cost £
MKC	Mon 10.10.16	Room 2, Civic Offices	Code of Conduct, Standards and Councillor/Officer Relationships	Free
Cllrs T Fraser, I Fraser, Uranta, Baines, Greenwood, May Kendrick and Taylor				
NALC	19/20.10.16	Birmingham	Annual Conference	Day 1 £50 Day 2 £70 Both days £100 Both days + Star Council Awards £130
Northants CALC	Sat 19.11.16 10.30am – 1.00pm	Litchborough	Off to a flying start – introduction to new Cllrs & Clerks	£78 per delegate

108/16 Committee Meeting Dates

Council noted the forthcoming Committee Meeting dates
 Community & Environment – Monday 26th September 2016, 6.30pm
 Communications – Tuesday 27th September 2016, 6.30pm
 Planning & Policy – Monday 3rd October 2016, 7pm
 Finance & Administration – Tuesday 4th October 2016, 7pm
 Personnel – Monday 10th October 2016, 7.30pm
 Planning & Policy – if required - Tuesday 18th October 2016, 6.15pm
 New HQ Committee – Meeting date to be confirmed
 Emergency Response Committee - Meeting date to be confirmed

Under this item Council were advised that it might be necessary to convene an Extra Ordinary Meeting of Council in November to consider the 2017/2018 Budget

109/16 Date of the Next Meeting

Tuesday 18th October 2016

Signed.....Chair

Date.....