

Campbell Park Parish Council

Caring within the Community

1 Pencarrow Place
Fishermead
Milton Keynes
MK6 2AS

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Clerk - Dominic.warner@campbell-park.gov.uk

**Minutes of the Meeting of Council held on
Tuesday 15th February 2022
at the Discovery Suite 1, The Christian Centre, Strudwick Drive, Oldbrook
commencing at 7.30pm**

The meeting was open to the Public

At the commencement of the meeting the Chair asked that Council observe one minutes silence for Ahmednur Nuur who tragically lost his life on 10th February 2022 and expressed deepest condolences to his family and friends.

188/21 Members Present

Cllr T Baines (Chair)	Cllr K Kavarana
Cllr V Dixon	Cllr D Pafford
Cllr T Fraser	Cllr M Petchey
Cllr R Golding	Cllr D Reynolds
Cllr B Greenwood	
Cllr J Howard	
Cllr K Jones (arrived 8.07pm)	

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

189/21 Apologies for Absence

Cllr P Halton-Davis – unwell
Cllr D Kendrick - unwell
Cllr D Priest – work commitments
Cllr C Odunewu – work commitments
Cllr N Oguntola - unwell

190/21 Declarations of Interest

None

191/21 Members of the Public Present

None

192/21 Minutes of the Meeting of Council held on the 18th January 2022

The Minutes of the meeting, having previously been circulated, were approved as a correct record, and signed by the Chair.

Signed.....Chair

Date.....

193/21 Public Involvement – Deputations, Petitions and Questions

None received.

At this point the Chair invited Cllr Howard to speak who then reported to Council that in light of some health issues his attendance at meetings may be affected. It was agreed by members that should it become necessary, a leave of absence of six months would be granted.

194/21 Chair’s Report

The Chair took this opportunity to express his appreciation of all the work recently carried out in the Parish by the Landscaping Team, particularly in Springfield. Feedback from residents has been very positive. He also reported that he has been appointed Chair of Trustees of the Veterans Community Network.

195/21 Clerk’s Report

The Clerk confirmed that with regard to the councillor vacancy in the Willen ward, Milton Keynes Council have confirmed that an election has not been called and the council can therefore move to co-option.

196/21 Correspondence

Council noted the schedule of correspondence received during the last month. The Clerk reported that after some consideration this item would no longer be part of the agenda. All relevant correspondence will be forwarded directly to councillors on receipt.

197/21 Ward Members’ Matters (i)/Reports (ii)

- i. Cllr Pafford raised a concern to the Clerk regarding council officers carrying out clearance work on allotments. The Clerk confirmed that this had been entirely appropriate. Cllr Greenwood had recently observed Serco operatives carrying out landscaping work on behalf of MKC including disturbing nesting birds which he had reported directly to MKC. There was some concern over the level of cutting back being carried out. The Clerk confirmed that two alleyways which had been cleared were now the responsibility of CPPC and the level of maintenance work going forward had yet to be decided.
- ii. Council noted that no written reports had been received.

198/21 To Receive Draft Minutes (including recommendations) from Committees.

**198a Minutes of the Community & Social Wellbeing Working Group
Chair: Cllr K Kavarana**

Council is invited to receive the Minutes, with 1 item to ratify [ii] and 3 items to note [i, iii & iv].

- i. **Draft Minute No. WG/31/21(i)
Grant Application – Willen Hospice** (Grant Application 013/21-22/Sect 137)

Signed.....Chair

Date.....

Council are invited to note that the Working Group considered an application from Willen Hospice for £999.31. The Working Group, having reached an agreement, made a recommendation to Council that the grant requested be awarded in full.

Council noted the grant award of £999.31 to Willen Hospice.

ii. **Draft Minute No. WG/32/21**

Review of Grant Application Form - Report CSW/001/21

The Working Group received the report and a revised Grant Application Form. The report recommendations focussed on making changes to the Grant Application requirements for Youth Groups and those working with vulnerable members of the community. The Working Group agreed to make a recommendation to Council that all the recommendations be accepted and implemented to ensure that all applicants demonstrate high quality provisions for safeguarding.

Council resolved to accept the recommendations of the Working Group and to implement the agreed changes.

iii. **Draft Minute No. WG/35/21 Easter Tea Party**

The Working Group noted that the community Easter Tea Party is planned to take place on Saturday 9th April 2022, 2-4pm at Oldbrook Centre.

Further to the supported motion at Council (Council minute October 2021 – 120i/20) the Working Group appointed members to support the running of the event between 12-5pm (or for any period of time during these hours). Cllrs Dixon, Kavarana and Halton-Davis offered to help for the full duration, with Cllr Odunewu to also support for a couple of hours. A further request for support from Councillors to be made at the next Full Council meeting.

Cllrs Baines, Kent and Fraser confirmed their availability to help at the Easter Tea Party.

iv. **Draft Minute WG/36/21 Dementia Friendly City Workshop – Report CSW/002/21**

The Working Group agreed to make a recommendation to Council that the plans for the new Community Hub take into account the recommendation and guidance to make the new building Dementia Friendly, additionally that a representative from the Alzheimer's Society be invited to attend a Council meeting to discuss Dementia Friendly Communities.

Council noted the recommendation and will feedback to the architect.

198b Minutes of the Communications Working Group

Chair: Cllr N Oguntola

Council is invited to receive the Minutes.

198c Minutes of the Planning, Infrastructure & Transport Delegated Panel Meeting

Chair: Cllr B Greenwood

Council received the minutes.

198d Minutes of the Personnel Working Group

Signed.....Chair

Date.....

Chair: Cllr D Pafford

Council received the minutes.

198e Minutes of the Finance, Administration & Policy Working Group

Chair: Cllr T Baines

Council is invited to receive the Minutes, with 1 item to ratify [i]

i. **Draft Minute No. WG/38/21 Unity Trust Bank Card Machine Report FA/01/21**

The Working Group received a report from the Responsible Financial Officer regarding the card payment machine now being offered by Elavon to Unity Trust Bank customers compared to the Worldpay card machine currently in use at the Parish Office.

The Working Group resolved to recommend to Council, moving over to the Elavon card machine.

Council resolved to accept the recommendation of the Working Group and move to the Elavon card machine.

198f Minutes of the Buildings & Property Portfolio Working Group

Chair: Cllr R Golding

Council is invited to receive the Minutes, with 2 items to ratify [i & ii]

i. **Draft Minute No. WG/08/21 Springfield Centre Disabled Parking Bay Provision**

The Working Group noted that the installation of the parking bays has been delayed as it has been established that the project requires planning permission and cannot be completed through permitted development rights. It has also been established that a form of handrail will need incorporating into the scheme to form a barrier between the parking bays and the pedestrian ramp behind them. The cost of the additional works, including the completion and submission of the planning application to be reported to the next meeting.

The Working Group noted that the installation delay may result in the earmarked funds for the project needing to be re-earmarked within the 2022/23 Council Budget, the Working Group resolved the course of action to Council should it become necessary.

Council agreed to the re-earmarking of funds in 2022/23 Council Budget if necessary.

ii. **Draft Minute No. WG/11/21(ii) Parish Council Landscape Service – Winter Maintenance Programme, including associated Equipment/Personnel Requirements**

The Working Group considered the possibility of purchasing a roller mower for use in conjunction with the existing tractor and that its purchase and use would potentially enable the Ransomes deck mower to be sold as it would no longer be required. The Clerk provided the Working Group with a verbal update of the associated costs and the Working Group resolved that Officers dispose of the Ramsomes mower at the best possible price and clear the outstanding Hire Purchase (settlement) figure. The Working Group further resolved that Officers

Signed.....Chair

Date.....

proceed with the purchase of a new (1.8 metre) floating linkage roller mower on the best possible financial terms.

Council agreed an amended proposal to include purchase of a new floating linkage roller mower up to 2.5 metres.

Cllr Jones entered the meeting.

199/21 Coronavirus Pandemic – Parish Council Response, Further Measures and Contingency Planning

In light of the anticipated removal of Covid-19 restrictions in England, the Clerk reflected on how effective the schemes of delegation put in place by Council had been in allowing the continuation of service delivery to residents whilst ensuring the safety of councillors, staff and public. The Clerk urged caution in how the removal of restrictions would be managed and the impact that this could have on staff and councillors. It was felt that some committees would benefit from returning to in-person meetings, most notably Planning, where public participation is in demand.

The Council agreed as follows:

Planning, Infrastructure & Transport – to return to an in-person format

Personnel – to remain online

Buildings & Property – to remain online

Finance, Administration & Policy – to remain online

Community & Social Wellbeing – to remain online

Communications – to remain online

Further to these discussions, the Clerk presented a document from the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) suggesting a model motion for councils to consider with regard to supporting the introduction of legislation to allow remote and hybrid meetings. The motion is as follows:

‘This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures’.

Council passed the motion as presented.

200/21 Committee/Working Group Appointments

Council is invited to make Councillor appointments* to those Committees/Working Groups with current vacancies**

*Councillors may be appointed to a maximum of 4 Committees/Working Groups

** Communications (1), Finance, Administration & Policy (1) and Personnel (1)

Cllr Reynolds appointed to Planning, Infrastructure & Transport Committee

Signed.....Chair

Date.....

Cllr Greenwood appointed to Finance, Administration & Policy Working Group

Cllr Golding appointed to Personnel Working Group

A vacancy remains on Communications and the Chair asked the Clerk to contact members.

201/21 2021/2022 Year-End Financial Accounts, Annual Internal Audit Report, and Annual Return Arrangements.

Council is invited to consider the suggestion that the 2021/2022 Year-End Financial Accounts, Annual Internal Audit Report and Annual Return all be considered at the May meeting of Council without being considered first by the Finance, Administration and Policy Committee. Proceeding in the suggested manner would enable the early submission of the Annual Return and avoid the time pressures associated with making the submission after the June meeting of Council.

Council agreed to consider the 2021/2022 Year-End Financial Accounts, Annual Internal Audit Report and Annual Return at the May meeting of Council without being considered first by the Finance, Administration and Policy Committee.

202/21 Parish Council Community Hub, Room-by-Room Requirement Review – Working Group Update and Recommendation

The Clerk provided an update from the Working Group on the room-by-room requirement review of the new Community Hub and invited comments on the following previously circulated documents:

- Drawing 06325-110 – Site Plan
- Drawing 06325-111 – Ground Floor Plan
- Drawing 06325-112 – First Floor Plan
- Drawing 06325-113 – Site Sections
- Schedule of Accommodation (V4)
- Feasibility Estimate (V4)

Council agreed the documents as presented and received the update as reported.

203/21 Deferred Council Agenda Items - Updates

Council is invited to note the following items which had been deferred to minimise the length of the in-person January meeting of Council.

- **Potential declaration by Council of a climate emergency**
Council will need to consider appointing a lead member and creating a committee to develop and oversee the delivery of an action plan. The Carbon Literacy Project is launching a toolkit specifically for town and parish councils at an SLCC Climate Change Summit on 23rd March, online, between 10am and 4pm. NALC have also just launched a National Climate Emergency Network whose first meeting is 15th February. Deputy Clerk has signed up and requested more information.

This item will be on the agenda of the Annual Meeting of Council in May. Cllrs Reynolds and Kent volunteered to attend the SLCC Climate Change Summit.

Signed.....Chair

Date.....

- **Parish Council 'White Ribbon' Accreditation**

The Deputy Clerk has contacted the White Ribbon organisation and requested more information on the suitability of the council becoming 'Accredited' or becoming a 'Supporter Organisation'. The Supporter option is aimed at organisations with less than 250 employees and asks you to agree to taking 7 actions that will raise awareness and show that you are working to end violence.

This item will be deferred to the April meeting of Council.

- **Milton Keynes Council Flood Resilience and Sustainable Drainage Systems (SuDS) Officer Presentation –**

Scheduled for April meeting of Council.

204/21 Date of Next Meeting

Tuesday 15th March 2022, 7.30pm. To be kept under review, with regard to latest government guidelines re covid-19.

Meeting closed at 9.30pm.

Signed.....Chair

Date.....