

**Minutes of the Meeting of Council held on
Tuesday 16th November 2021
at the Discovery Suite 1, The Christian Centre, Strudwick Drive, Oldbrook
commencing at 7.30pm**

The meeting was open to the Public

125/21 Members Present

Cllr T Baines (Chair)

Cllr V Dixon

Cllr P Dunn

Cllr T Fraser

Cllr R Golding

Cllr B Greenwood

Cllr P Halton-Davis

Cllr J Howard

Cllr K Jones

Cllr K Kavarana

Cllr D Kendrick

Cllr C Odunewu

Cllr N Oguntola

Cllr D Pafford

Cllr M Petchey

Cllr D Reynolds

In Attendance

D Warner, Clerk to Council

126/21 Apologies for Absence

Cllr K Kent - unwell

Cllr D Priest – family commitments

127/21 Declarations of Interest

None

128/21 Members of the Public Present

None

Being the first meeting after Remembrance Day, the Chair delivered the Exhortation, with Council then observing a minute's silence.

129/21 Public Involvement – Deputations, Petitions and Questions

None received.

130/21 Minutes of the Meeting of Council held on the 19th October 2021

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

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 is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.**

****Item 4**

131/21

Parish Council Community Hub

i.

Architectural Design Services Associated with the Proposed Campbell Park Parish Council Offices/Community Hub Project (Springfield) – Annexe A

Council received and considered a fee proposal from Stenton Obhi Architects for Architectural services associated with the post feasibility work stages of the new Community Hub Project through to completion. Nick Stenton from Stenton Obhi Architects addressed Council regarding the fee proposal, including their involvement in the project over the last three years and the scope of their proposed work through to its completion, he then responded to a number of Councillor questions – Council resolved to accept the fee proposal (£73,950 exc VAT), noting the hourly cost (£75 exc VAT) of any additional services undertaken over and above the scope of the fee proposal.

ii.

Demolition Tender Update

Council received a verbal report from the Community Hub Working Group on the outcome of contractor interviews relating to the (partial) demolition of the former Springfield Public House, noting that two contractors had been short-listed from the five that had submitted tenders. Council further noted that the Working Group had subsequently received and accepted a report of recommendation from Currie Brown Quantity Surveyors – Council resolved to accept the recommendation, appointing Beecroft to carry out the project at a cost of £43,825 (exc VAT), cost to include the additional requirement of extending the existing timber hoarding around the whole of the site perimeter.

iii.

Planning Application Update

Council received a verbal update from the Clerk, confirming that (conditional) permission had been granted for the Community Hub hybrid planning application.

132/21

Parish Council Standing Orders Amendment

Further to the measures (including delegation arrangements) agreed at October Council (Minute No.118/21), Council reviewed the proposed amendments to Standing Order 3d as follows (Original text emboldened, struck-through text to be removed, additional text in italics):

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature

of the business to be transacted or for other special reasons. ~~The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.~~ such as the safety of members, staff and the public during pandemics. Government Guidance updated in March 2021 states that Meetings where local authorities deem that in-person attendance is not required should continue to be held virtually. During the period where Coronavirus is impacting movement or social and other contact Council will endeavour to continue to hold meetings of Full Council as normal but may, at the discretion of the Chair, be convened as a dial-in telephone conference of the relevant members or by other 'virtual' means. Working Group meetings will be held online with unfettered online attendance by members of the public, until it is safe to revert to meetings in person.

The Chair may not exercise the above discretion where decisions must be made which cannot lawfully be delegated.

Council recognises that virtual meetings do not constitute legal meetings of Council but nevertheless are a practical way of establishing member views in the extraordinary circumstances currently extant. Council therefore delegates any decisions which would, in normal circumstances, have been made at meetings which are held virtually, to the Town Clerk, in accordance with Section 101 of the Local Government Act 1972, who will have regard to the views expressed by members at the meeting.

The Council will publish agendas and minutes of virtual meetings in a form and detail and with the same timing as that which applies to physical meetings and Standing Orders which apply to physical meetings will apply to the extent that this is practical.

The quorum for virtual meetings will remain the same as the quorum for physical meetings.

The Council will endeavour to make arrangements for members of the press and public to witness or participate in virtual meetings to the same or a similar extent that the press and public can witness or participate in meetings in normal circumstances, but cannot guarantee that this will be possible in all circumstances owing to technological failings.

Council resolved amendments to Standing Order 3d as presented.

133/21 2022/2023 Annual Parish Council Budget/Precept Consultation Report

Council received the 2022/2023 Annual Parish Council Budget/Precept Consultation Report. Council noted that the draft five-year Parish Council budget and Precept level for 2022/2023 will be considered at the December meeting of Council.

134/21 Parish Council Budget Proposals 2022/23 - 2026/27 - Report No. C/02/21

Council noted the report, accepting the project proposal contained therein for the exterior refurbishment of the Oldbrook Green Pavilion.

135/21 Review of Earmarked Financial Reserves – Report No. C/02/21

Council reviewed the existing earmarked financial reserves of Council, determining which financial reserves need to be earmarked on an

ongoing basis, including those which require earmarking for a year or more.

Council having reviewed the current earmarked reserves, made the following determination:

- 1) Oldbrook Centre Endowment
Council resolved to earmark £110,000 for 2022/23
- 2) 3 months running costs
Council resolved to earmark £180,000 for 2022/23
- 3) Fishermead Sports Ground
Council resolved to move the £100,000 previously earmarked for 2022/23 to the new Hub project (9022)
- 4) Highway Issues
Council resolved to earmark £5,000 for 2022/23, 2023/24, 2024/25 & 2025/26
- 5) Election Costs
Council resolved to earmark £2,500 for 2022/23 and £4,000 for 2023/24
- 6) New Office HQ
Council resolved to earmark £500,000 for 2022/23
- 7) Roof Replacement/Repairs
Council resolved to earmark £15,000 for 2022/23
- 8) Play Area Maintenance Reserve
Council resolved to earmark £20,000 for 2022/23, £25,000 for 2023/24 and £30,000 for 2024/25
- 9) Landscape Equipment Reserve
Council resolved to earmark £5,000 for 2022/23
- 10) Pavilion Gable-End Refurbishment
Council resolved to earmark £6,695 for 2022/23

136/21 Chair's Report

Council received a verbal update from the Chair, reporting on ●Laying a wreath on behalf of the Parish at Milton Keynes Rose on Remembrance Day ●Attending MK Dons and the Festival of Remembrance through his capacity with the Veterans Community Network ●His attendance at the Leighton Buzzard Remembrance Parade and the potential to be invited to an event in the town by the Town Council ●He concluded by thanking Members for their responsible actions during the Pandemic, including Covid testing ahead of attending meetings.

137/21 Clerk's Report

The Clerk reported on the opportunity for the Council to become involved in White Ribbon Day on November 25th. Council resolved that Cllrs Oguntola and Petchey should represent the Parish at the Candle-lit Vigil being held on the day at Milton Keynes Rose. Council further resolved to light a virtual candle on the day and promote the 16 Days of Activism in Milton Keynes. December Council Agenda item – consideration to be given to becoming a White Ribbon Accredited Parish Council.

138/21 Correspondence

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

139/21

Ward Members' Matters (i)/Reports (ii)

- i. ●Cllr Golding raised the issue of wheeled green waste bins not being returned to the appropriate property when emptied as part of the weekly refuse collection. The Clerk confirmed that the issue had been flagged with Milton Keynes Council who were addressing the matter. The Clerk went on to detail some practical measures that residents might follow to help further occurrences, details to be published in the next edition of Homeground magazine.
- Cllr Petchey reflected on the previous evening's international football results and drew the parallel between the population of San Marino and the combined population of Campbell Park and Woughton Parishes.
- Cllr Pafford acknowledged the response given to Cllr Golding at the beginning of the item. He went on to highlight the defective external lighting at the Springfield Centre and the need for the cleaner/caretakers to note and report such defects as part of their building checks. The Clerk confirmed that the lighting had partially been repaired and that defect reporting was being incorporated into the initial training of new members of the cleaner/caretaker team.
- ii. Council noted that no written reports had been received.

140/21

To Receive Draft Minutes (including recommendations) from Committees.

140a

Minutes of the Community & Social Wellbeing Committee
Chair: Cllr K Kavarana

Council received the minutes.

140b

Minutes of the Communications Committee
Chair: Cllr D Priest

Council received the minutes.

140c

Minutes of the Planning, Infrastructure & Transport Committee
Chair: Cllr B Greenwood

Council received the minutes.

140d

Minutes of the Personnel Committee Working Group
Chair: Cllr D Pafford

Council received the minutes.

140e

Minutes of the Finance, Administration & Policy Working Group
Chair: Cllr T Baines

Council received the minutes with 1 item to consider [i]

i.

Draft Minute WG/09/21 External Audit Outcome
Council resolved to accept the outcome of the Annual Return as completed by the external auditor, noting that there were no issues requiring note or action.

140f

Minutes of the Buildings, Property & Portfolio Committee
Chair: Cllr R Golding

Council received the minutes with 2 items to ratify [i.& ii.]

- i. **Draft Minute No. 26/21 –Parish Council Defibrillator**
Noting that the existing unit in the residential area of Willen is located at the local centre, Committee considered the installation of an additional unit at the Pavilion, potentially as a joint initiative with the management committee. **Committee resolved to recommend to Council that any unspent budget from the current defibrillator cost code be carried over to the 2022/23 financial year – Council resolved to accept the Committee recommendation.**
- ii. **Draft Minute No. 28/21 – Parish Council Landscape Service – Winter Maintenance Programme, including associated Equipment/Personnel Requirements**
Committee noted that Council will be asked at their November meeting to consider submitting an expression of interest to Milton Keynes Council for the delivery of devolved landscape services from 2023 onwards (for a period of up to 10 years) and at this stage any expression of interest will be non-binding, but will trigger the release of associated financial and contractual information – **Committee resolved to recommend to Council that it submit an expression of interest as detailed above – see Minute No.142/21**

141/21 Operation London Bridge

Council noted the SLCC advice note, delegating the task of developing an associated action plan to the Finance, Administration & Policy Working Group. Council further noted the possibility of collaborating with neighbouring Parishes on the initiative.

142/21 Milton Keynes Council Devolved Landscaping Service 2023 onwards - Expression of Interest

Council resolved to submit an expression of interest to Milton Keynes Council as recommended by the Buildings, Property & Portfolio Committee.

143/21 National Joint Councils (NJC) Annual Salary Award 2021/22

Council resolved to implement a 1.75% salary increase (backdated to April 2021), with a further commitment to increase salaries in-line with any eventual NJC agreement in excess of 1.75%.

144/21 MK Council HAF Funding – Winter Activities and Food 2021 Programme (minute 119/21)

Council noted items from minute 119/21. Council further noted the delegated decision to support hall hire fee of £150 to enable sessions at the Trinity Centre, Fishermead.

145/21 Planning Application Consultations

Due to the consultation period closing before the next Planning, Infrastructure and Transport Committee meeting, Council considered the following consultations and determined the following response:

- i. **21/03326/FUL**

Proposal: The erection of a single storey rear extension to form an enlarged habitable room with shower room.

At: 12 Bates Close Willen Milton Keynes MK15 9HZ

Deadline: 1st December

Planning Officer: Samuel Wong

Council resolved to make no comment

ii. 21/03360/FUL

Proposal: Removal of existing conservatory and construction of new single storey rear extension with solid roof and glazed panels (Re-submission of 21/02045/FUL)

At: 15 Chillery Leys Willen Milton Keynes MK15 9LZ

Deadline: 3rd December

Planning Officer: Rachel Larner

Council resolved to make no comment

146/21 Date of Next Meeting

Tuesday 14th December 2021, 7.30pm

Under this item the Clerk suggested the potential for Council to consider altering the start time of future monthly Council meetings – the Clerk to canvass Members regarding their preference