

**The minutes of Council held on
Tuesday 17th May 2022, 7.30pm**

**held at the
Discovery Suite 1, The Christian Centre, Strudwick Drive, Oldbrook**

THIS MEETING WAS OPEN TO THE PUBLIC

This meeting commenced at 20:06

17/22 Members Present

Cllr T Baines (Chair)	Cllr K Kavarana
Cllr V Dixon	Cllr D Kendrick
Cllr T Fraser	Cllr K Kent
Cllr B Greenwood	Cllr C Odunewu
Cllr P Halton-Davis	Cllr D Pafford
Cllr J Howard	Cllr M Petchey
Cllr K Jones	

In Attendance

D Warner, Clerk to Council
T Jones, Community Officer

18/22 Apologies for Absence

Cllr R Golding – personal commitment
Cllr N Oguntola – MKC commitment
Cllr D Reynolds – personal commitment

19/22 Declarations of Interest

None

20/22 Members of the Public Present

2 members of the public

21/22 Minutes of the Meeting of Council held on the 19th April 2022

Council approved the minutes of the meeting held on 19th April 2022 with the Chair and Clerk to Council responding to any queries raised.

22/22 Attendance at Council Meeting – March 2022 Clarification

Council noted that the following Councillors were in attendance at the meeting of the Council held on 15th March 2022:

Cllr T Baines	Cllr V Dixon	Cllr T Fraser
Cllr B Greenwood	Cllr K Kavarana	Cllr D Kendrick
Cllr K Kent	Cllr C Odunewu	Cllr D Pafford
Cllr D Reynolds		

Signed (Chair).....

Date.....

23/22 Councillor Vacancy - Fishermead

Council noted that due to Cllr Priest's persistent absence from Council and Committees during the last 6 months a vacancy has arisen for a Councillor in the Fishermead Ward.

24/22 Public Involvement – Deputations, Petitions and Questions

None

25/22 Parish Council Internal Audit Report 2021/2022

Council received, reviewed and accepted the Internal Audit report for the financial year 2021/2022 as presented by Auditing Solutions Ltd, acknowledging both the findings contained therein, and that no further actions were required as a consequence of the report.

Council recorded a vote of thanks to the Responsible Financial Officer, Chair of Council and Clerk to Council.

26/22 Parish Council Financial Accounts 2021/2022–Year End

Council, having considered the draft accounts, resolved to approve the accounts detailing the financial position of the Parish Council as at 31st March 2022.

27/22 Parish Council Annual Return 2021/2022

Council considered the Parish Council Annual Return for 2021/2022, making the following approvals:

i. **Annual Governance Statement 2021/2022 (Section 1)**

Council considered the accounting statements in Section 1 of the 2021/2022 Annual Return, answering yes to statements 1-8, and N/A to statement 9

ii. **Accounting Statement 2021/2022 (Section 2)**

Council considered and approved the figures entered in boxes 1-10, answering N/A in box 11.

The Annual Return and all supporting documentation to be forwarded to the External Auditor for consideration.

28/22 Chair's Report

The Chair did not make a report.

29/22 Clerk's Report

Council received a verbal report from the Clerk detailing a request from the MKC Safer Communities Group for the use of the Pirate Park for a multi-agency event at the beginning of July. Council resolved to authorise the use of the Pirate Park for this purpose, subject to meeting the requirements of the Small Events Policy and Risk Assessment.

Signed (Chair).....

Date.....

Council

May 2022

30/22

Council received the Draft Minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the Minutes were raised under the relevant Committee.

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

Council received the Minutes with 6 items for ratification (i-vi) and 1 item to note (vii).

Grant Applications – (Draft minute WG/57/21)

Details can be accessed via the following link :

[Grant Application Forms](#)

- i. **Frank Howe Court Social Club** (Grant Application 001/22-23/Sect 137)
The Working Group considered an application from Frank Howe Court Social Club for £500.00. The Working Group resolved to make a recommendation to Council that the grant be awarded in full.

Council resolved to accept the recommendation that the grant be awarded in full.

- ii. **Woolstone Community Centre** (Grant Application 002/22-23/Sect 137)
The Working Group considered an application from Woolstone Community Centre for £400.00. The Working Group resolved to make a recommendation to Council that the grant be awarded in full.

Council resolved to accept the recommendation that the grant be awarded in full.

- iii. **Action Speaks CIC** (Grant Application 003/22-23/Sect 137)
The Working Group considered an application from Action Speaks CIC for £1000.00. The Working Group resolved to make a recommendation to Council that the grant be awarded in full.

Council resolved to accept the recommendation that the grant be awarded in full.

- iv. **Sierra Leone Community – Milton Keynes** (Grant App. 004/22-23/Sect 137)
The Working Group considered an application from Sierra Leone Community – Milton Keynes for £1000.00. The Working Group resolved to make a recommendation to Council that the grant be awarded in full.

Council resolved to accept the recommendation that the grant be awarded in full.

- v. **YMCA – Milton Keynes** (Grant App. 005/22-23/Sect 137)
The Working Group considered an application from YMCA – Milton Keynes for £1000.00. The Working Group resolved to make a recommendation to Council that the grant be awarded in full.

Signed (Chair).....

Date.....

Council

May 2022

Council resolved to accept the recommendation that the grant be awarded in full.

vi. **Summer Programme – MK Dons Football Sessions (Draft minute WG/59/21)**

The Working Group considered if to engage MK Dons SET to deliver childrens football sessions during the summer holidays again this year.

The sessions last summer, were held weekly at Willen Sports Ground and were well attended.

The sessions are for 1 hour, delivered by 2 Coaches, at a cost of £50 per session. The Working Group resolved to recommend to Council that MK Dons SET be commissioned to deliver weekly sessions at Willen Pavilion this summer.

The Working Group also resolved to recommend to Council that consideration be given to the viability of making toilet facilities at Oldbrook Pavilion available for the summer of 2023 to enable summer activities, such as this, to be delivered at an additional location within the Parish in future years.

Council resolved to accept the recommendation.

vii. **The Queens Platinum Jubilee – Craft Sessions (WG/58/21, WG/19/21, Council 160dii/21, F&A WG/25/21)**

The Working Group noted that Jubilee themed Craft sessions have been organised to take place in each estate of the Parish (as per the request of Financial & Administration Committee and Council), with MK Play Association agreeing to deliver the sessions in 5 different locations for the same price as originally quoted (£659.00).

The sessions will take place at the following times:

Mon 30 th May	10:00 - 11:30am – Springfield Centre 1pm - 2.30pm - Willen Pavilion
Tues 31 st May	10:00am - 11:30am – Fishermead Trinity Centre 1pm - 2.30pm – Oldbrook Centre
Wed 1 st June	10:00 - 11:30am – Woolstone Community Centre

Cllr Dixon requested that drinks and snacks be provided at the sessions for the children. Cllr Dixon volunteered to organise this at each session if there were no other volunteers. The Committee Clerk to investigate the logistics of this suggestion.

This was noted by Council.

b. Minutes of the Communications Working Group

Chair: Cllr N Oguntola

Council received the Minutes.

c. Minutes of the Personnel Working Group

Council received the Minutes with 1 item to recommend (i).

Agenda item 17.

Signed (Chair).....

Date.....

Council

May 2022

- d. Minutes of the Finance, Administration & Policy Working Group**
Council received the Minutes with 2 items to ratify (i-ii)
- i. **Draft Minute No. WG/68/21- Parish Council Internal Audit Report 2021-22**
See Agenda Item No. 6 – late paper for circulation (Minute No. 27/22i).
- ii. **Draft Minute No. WG/68/21- Parish Council Financial Accounts 2021-22 – Year End**
See Agenda Item No. 7 (Minute No. 27/22ii)
- e. Minutes of the Planning, Infrastructure & Transport Committee**
Chair: Cllr B Greenwood
Council received the Minutes.
- f. Minutes of the Buildings & Property Portfolio Working Group**
Chair: Cllr R Golding
Council received the Minutes with 1 recommendation (i)
- i. **Draft Minute No. WG/41/21 Milton Keynes Council Community Infrastructure Fund 2023-2024**
The Working Group noted that applications for the 2023-2024 Fund were now being invited, with a closing date of late August. The Working Group recommended to Council that an application (for the maximum amount of £20,000) be submitted for expenditure related to the development of the new Community Hub in Springfield

Council resolved to accept the recommendation.

- 31/22 Coronavirus Pandemic– Parish Council Response, Further Measures and Contingency Planning**
Council noted that a review of the Committees and Working Groups of Council attendance, in-person and online, would be reviewed at the June meeting of Council.
- 32/22 Potential declaration by Council of a climate emergency**
Council noted that Cllrs Kent and Reynolds are signed up to the NALC Climate Emergency Network which meet online quarterly. Cllr Kent and Tracey Jones are attending NALC’s Fighting Climate Change seminar on 25th May which will look at what actions councils can take locally to fight climate change.
- 33/22 Councillor Co-option – Oldbrook Ward**
Council received an update from the Clerk on the current vacancy, confirming that he was awaiting submissions from interested parties.
- 34/22 Kernow Crescent Under 5’s Play Area Official Opening**
Council noted that the new play area on Kernow Crescent will be officially opened by the Mayor on Saturday 18th June at 11am. A ribbon cutting ceremony will be followed by speeches.

Signed (Chair).....

Date.....

Council

May 2022

35/22 Parish Council Community Hub, Room-by-Room Requirement Review – Working Group Update and Recommendations

Council received an update from the Clerk following the most recent meeting of the Community Hub Working Group which outlined that the reserve matters Planning Application had been submitted in April and is currently being validated by MK Council. With the current delays with the planning process the Clerk advised Council that the project programme had been extending to allow some additional time for this. The Clerk further noted that some additional site surveys would be carried out over the next few weeks, with a drainage scheme being developed. Site security will also be improved. The Clerk confirmed that the intention to follow a two-stage tender process was being progressed. A cost evaluation is expected in October and, depending on the outcome, some difficult decisions may be required of Council.

It is envisaged that the February meeting of Council will consider the tender report and contractor appointment, with contractor interviews completed in January/early February.

In view of the terms of Schedule 12A Local Government Act 1972, noting the following itemwould be likely to disclose exempt information relating to establishment and contractual matters, Council resolved that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.**

****Item No. 17**

36/22 Minutes of the Personnel Working Group

Council received the Minutes with 1 item to recommend (i).

Establishment Matter (Draft minute WG/38/22)

i. **Estates Manager Position**

The Working Group noted and considered the draft job description and person specification for the Estates Manager and agreed to recommend both documents to Council. Cllrs Fraser, Golding, Halton-Davis, Kent and Pafford all volunteered their services for a recruitment panel and agreed that the Clerk should determine best channels to use for advertising the vacancy.

Council resolved to accept the recommendation of the Working Group.

37/22 Deferred Council Agenda Items – Updates

• **Parish Council 'White Ribbon' Accreditation**

This item will now be on the agenda of the June meeting of Council.

38/22 Training & Conferences

BMKALC – How to Review Your Neighbourhood Plan Planning Policies, 7th July 10am-1pm, Aylesbury - **Cllrs Greenwood and Halton-Davis to attend**

BMKALC – Equality, Diversity and Inclusion for local councils, 5th September at 7pm online - **Cllrs Kent, Kendrick & Fraser to attend**

BMKALC – Information Security Awareness, 20th September at 10am online – **Cllr Oguntola to be invited to attend**

Save the Date - NALC Annual Conference – 7th November, America Square Conference Centre, London – **Cllrs Fraser, Kendrick, Kent & Greenwood to attend with the Clerk to determine Officer attendance.**

Signed (Chair).....

Date.....

Council

May 2022

Two additional courses were noted at the meeting;
BMKALC – Code of Conduct, 4th July 10-4pm online – **Cllrs Dixon & Kent to attend**

BMKALC – Managing grievances & disciplinaries, 4th October – **Cllr Kent, CTC & DC to attend**

39/22 Dates of Future Committee & Working Group Meetings

Community & Social Wellbeing - Monday 23rd May at 7.00pm

Communications – Tuesday 24th May at 6.30pm

Planning – Monday 6th June at 6.30pm

Personnel – Tuesday 7th June at 6.00pm

Finance & Administration – Tuesday 5th July at 7.00pm ***Please note this is an amended date***

Buildings & Property – Tuesday 14th June at 6.30pm

40/22 Date of Next Meeting

Tuesday 21st June at 7.30pm.