

# Campbell Park Community Council

1 Pencarrow Place  
Fishermead  
Milton Keynes  
MK6 2AS

Tel: No: 01908 608559

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

**The minutes of the meeting of Council held on  
Tuesday 20<sup>th</sup> June 2023, 7.30pm  
at the  
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

**34/23 Members Present**

Cllr B Barton

Cllr V Dixon

Cllr T Fraser

Cllr B Greenwood (Chair)

Cllr J Howard

Cllr K Kavarana

Cllr Z Osman

Cllr D Pafford

Cllr M Petchey

Cllr D Reynolds

**In attendance**

D Warner, Clerk to Council

P Sullivan, Deputy Clerk

**35/23 Apologies for Absence**

Cllr T Baines – work commitment

Cllr O Cole – personal commitment

Cllr R Golding - personal commitment

Cllr P Halton-Davis - personal commitment

Cllr D Kendrick – MK City Council commitment

Cllr K Kent – unwell

Cllr C Odunewu – personal commitment

**36/23 Declarations of Interest**

None

**37/23 Members of the Public Present**

None

**38/23 Minutes of the Annual Meeting of Council held on the 16<sup>th</sup> May 2023**

Council approved the minutes of the meeting.

**39/23 Minutes of the Meeting of Council held on the 16<sup>th</sup> May 2023**

Council approved the minutes of the meeting.

**40/23 Public Involvement – Deputations, Petitions and Questions**

None

**41/23 Chair's Report**

Council received a verbal report from the Chair on the recent Milton Keynes Parish Forum. Discussions included the new waste management roll out, entitlement to S106 monies and the work of the White Ribbon organisation

Signed (Chair).....

Date.....

which, he was pleased to report, was receiving increasing support throughout MK parishes. CPCC are currently a White Ribbon supporter organisation.

The Chair also commented on the recent inaction by MKCC Planning Enforcement to take further action on enforcement issues even when a breach has been identified.

**42/23**

**Clerk's Report**

The Clerk updated members on the latest information on the security of the Fishermead corner blocks - The Clerk had recently received confirmation from the Head of Housing Maintenance, Investment and Corporate Health & Safety at Milton Keynes City Council that they are not proposing any works as the gated system is working as it was designed. They will review in the future if there are any indications that anti-social behaviour is occurring. Residents are encouraged to use the MKCC anti-social behaviour reporting channels. The Clerk confirmed that he would not pursue the matter further until such time as directed at any future Council meeting.

The Clerk further reported on the recent Communications Strategy Workshop and thanked those members present for attending and for returning the questionnaire to Breakthrough Communications. These responses and the feedback received at the workshop will now be developed into a draft strategy. This will need to be an agile framework and will evolve as work continues, the immediate working deadline will be to meet the communications surrounding the construction/opening of the new Community Hub. Council should be mindful that as the Communications work develops there could be a need for extra (financial/human resources) in future budgets.

**43/23**

**To Receive Draft Minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the Minutes to be raised under the relevant Committee.**

**a. Minutes of the Community & Communications Committee**

**Chair: Cllr K Kavarana**

Council received the Minutes and agreed to ratify 1 item (i)

**i. Draft Minute no. 08/23 Terms of Reference**

The Committee resolved to recommend to Council the new terms of reference with one amendment:

*Item 20 – To be responsible for the Council's use of ICT including overseeing the contract with the IT provider.*

Council further agreed that this item be placed under the remit of the Finance, Administration & Policy Committee.

**b. Minutes of the Planning, Infrastructure & Transport Committee**

**Chair: Cllr B Greenwood**

Council received the Minutes.

**c. Minutes of the Personnel Committee**

**Chair: Cllr D Pafford**

Council received the Minutes.

**d. Minutes of the Finance, Administration & Policy Committee**

**Chair: Cllr D Reynolds**

Signed (Chair).....

Date.....

Council received the Minutes and agreed to ratify 1 item (iii), items i & ii were discussed at minute no's 44/23 and 45/23 respectively.

i. **Draft Minute no. 09/23 Parish Council Financial Accounts 2022-2023 – Year End**

Committee received and considered the accounts detailing the financial position of the Parish Council as at 31<sup>st</sup> March 2023. Committee resolved to recommend the accounts for acceptance by Council.  
*See minute no. 44/23.*

ii. **Draft Minute no. 10/23 Parish Council Internal Audit Report 2022-2023**

Committee received the Internal Audit report for the financial year 2022-2023 as performed by Auditing Solutions Limited. Committee wanted it noting that they express their thanks to all who contributed to this excellent outcome. Committee resolved to recommend the Internal Audit report for acceptance by Council.  
*See minute no. 45/23.*

iii. **Draft Minute no. 11/23 Parish Council Asset Register**

Committee reviewed the updated Asset Register and considered if items under the value of £500.00 should be removed as they fall under the current de minimis threshold value. Committee resolved to recommend the Asset Register and the removal of items under £500.00 to Council.

**44/23 Parish Council Financial Accounts 2022/2023–Year End**

Council received and agreed the accounts detailing the financial position of the Parish Council as at 31<sup>st</sup> March 2023.

Cllr Howard asked that it be noted that the financial reports as presented were an impressive suite of papers that give a significant level of confidence in the financial management of the council.

**45/23 Parish Council Internal Audit Report 2022/2023**

Council received and agreed the Internal Audit report for the financial year 2022/2023 as presented by Auditing Solutions Ltd

Cllr Reynolds and Cllr Barton offered their thanks to the RFO and Officers for their work and recognised their achievement in receiving an internal audit that offered no recommendations.

**46/23 Parish Council Annual Return 2022/2023**

Council considered the Parish Council Annual Return for 2022/2023, making the following approvals:

i. **Annual Governance Statement 2022/2023 (Section 1)**

Council considered the accounting statements in Section 1 of the 2022/23 Annual Return, answering yes to statements 1-8 and N/A to statement 9.

ii. **Accounting Statement 2022/2023 (Section 2)**

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

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

Signed (Chair).....

Date.....

- 47/23 Delegated Committee Decision – New Website**  
Council agreed to grant delegated powers to the Community & Communications Committee to determine which developer to award the contract for the new website.
- 48/23 Publication of Councillors’ Home Address – Milton Keynes City Council Briefing Note**  
Council considered the Milton Keynes City Council briefing note on the publication of Councillors’ home addresses. Council confirmed its default position for the publication of Councillor details will be to not publish Councillor addresses. Should a Councillor wish their address to be published, this should be specifically requested in writing. The Council default position for the publication of Councillor details to include: Parish Office postal address, Councillor (Council) email address and (personal) mobile phone number.
- 49/23 Climate Emergency**  
As part of the recent Annual Meeting of Electors, dedicated time was allocated for residents to hear presentations from Cllr Jennifer Wilson-Marklew, MKCC Cabinet Member for Climate & Sustainability and Wendy Sale from Transition Town MK. This meeting was well attended and reinforced the importance of this issue to the community. A meeting of the Climate Emergency Working Group will be held in September to continue work on the emerging strategy.
- 50/23 Parish Landscape Transformation Initiative**  
Council noted that a small-scale feasibility trial is proposed for the initiative. The trial would see responsibility for the initiative split between the Community and City Councils, with initial work carried out during the autumn/winter and follow up work completed during the spring/summer. Resources for the initiative would be met from the existing budget. The intention of the trial is to identify a working model for the landscape transformation project to be used across the Parish area – Council agreed to support the proposed trial.
- 51/23 Parish Council Community Hub, Room-by-Room Requirement Review – Working Group Update and Recommendations**  
The Clerk reported •the Working Group had been advised that due to the ongoing requirement to compile additional drainage information for authorisation by Anglian Water, the project programme was facing a likely delay of two weeks which could impact on the proposed Council ECM in August – further update expected from STA Structural Engineers in the next week. •Discussions were ongoing with MKCC regarding the asset transfer of strips of land adjacent to the Hub site which could assist in the design and construction of the building. •Ongoing discussions are being sought with local partners (YMCA) regarding the community café and consultancy on the kitchen planning. •Given the lengthy delay in the planning process indications are now being received on how this may affect our overall project costs going forward, a recent invoice received from the acoustic consultant has risen by £200 since last year.
- 52/23 Milton Keynes City Council Community Infrastructure Fund 2024-25`**  
Council agreed that the new Community Hub in Springfield should be the focus of applications to the 2024-25 Community Infrastructure Fund, and further agreed to delegate the detailing and submission of applications to the Community Hub Working Group.

Signed (Chair).....

Date.....

**53/23**

**Springfield Centre Roof Report**

Council received and considered a report proposing the completion of repair works to the roof of the Springfield Centre, including the allocation of an associated budget. The Clerk advised that following the recommendations in the report, including the appointment of the preferred contractor would require Council to set aside Financial Regulation 10.3 – Council noted the advice and resolved to accept the report including the appointment of the preferred contractor.

**54/23**

**Health & Safety Policy Review – deferred to the next meeting.**

**55/23**

**Dates of Future Committee & Working Group Meetings**

Community & Communications - Tuesday 27<sup>th</sup> June at 6.30pm

Planning – Monday 3<sup>rd</sup> July at 6.30pm

Personnel – Tuesday 4<sup>th</sup> July at 6.00pm -**TBC**

Estates – Tuesday 11<sup>th</sup> July at 6.30pm

**56/23**

**Date of Next Meeting**

Tuesday 18<sup>th</sup> July at 7.30pm.

Signed (Chair).....

Date.....