

**Minutes of the Meeting of Council held on  
Tuesday 21<sup>st</sup> September 2021  
at the Oldbrook Centre, Oldbrook,  
commencing at 7.30pm**

**The meeting was open to the Public**

**81/21**

**Members Present**

Cllr T Baines (Chair)  
Cllr P Dunn  
Cllr V Dixon  
Cllr T Fraser  
Cllr R Golding  
Cllr J Howard  
Cllr Cllr K Kavarana

Cllr D Kendrick  
Cllr K Kent  
Cllr F Mensah  
Cllr C Odunewu  
Cllr M Petchey  
Cllr D Reynolds

**In Attendance**

D Warner, Clerk to Council

**82/21**

**Apologies for Absence**

Cllr B Greenwood – unwell  
Cllr P Halton-Davis - unwell  
Cllr K Jones – work commitment  
Cllr N Oguntola – personal commitment  
Cllr D Pafford – personal commitment  
Cllr D Priest – work commitment

**83/21**

**Declarations of Interest**

None

**84/21**

**Members of the Public Present**

None

**85/21**

**Minutes of the Meeting of Council held on the 20<sup>th</sup> July 2021**

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

**86/21**

**Presentation – Making Leaders**

Council received a presentation on leadership from Major Michael Hrycak. Council discussed the presentation and the need for Council to address its own future strategic direction, possibly through a separate half-day/day session.

**87/21**

**Chair's Report**

Council received a verbal report from the Chair in which he reflected on his recent overseas trip and its associated proof requirements of his Covid vaccination status. He continued by suggesting that a similar sharing of Covid vaccination status by Members might give reassurance to those attending Council meetings over the coming winter months. The Chair requested that Members consider forwarding details of their vaccination status to the Clerk.

The Chair talked about his imminent attendance at the Annual General Meeting of the Buckinghamshire & Milton Keynes Association of Local Councils, voicing his concerns about the proposed increase in annual subscriptions and the lack of focus by the Association on Milton Keynes matters. Council agreed that he voice those concerns on behalf of the Parish Council.

The Chair concluded by referencing the volume of resident contacts currently being received regarding the landscape service.

**88/21**

**Clerk's Report**

The Clerk had no further items to report following the publication of the agenda.

**89/21**

**Correspondence**

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

**90/21**

**Ward Members' Matters/Reports**

Council noted that no questions were submitted prior to the meeting.

Cllr Kavarana provided a report on behalf of the Geoff Taylor Education Trust, confirming that it would be awarding at least 20 grants in the current financial year.

Cllr Kent highlighted the recent temporary installation of a CCTV camera in Shackleton Place, Oldbrook, which had coincided with a decrease in anti-social parking, going on to say that the issue returned as soon as the camera was removed. The Chair responded, saying that it was his understanding that the camera had been installed as part of a Safer MK initiative. The Clerk to contact the Police to discuss the parking concerns raised by Cllr Kent.

**91/21**

**Council received the following Draft Minutes (including recommendations) from Committees.**

**91a**

**Minutes of the Communications Committee - 27/07/21**

**Chair: Cllr D Priest**

Council received the minutes.

**91b**

**Minutes of the Personnel Committee – 04/08/21**

**Chair: Cllr D Pafford**

Item taken under Minute No. 98i./21

- 91c Minutes of the Planning, Infrastructure & Transport Committee - 09/08/21**  
**Chair: Cllr B Greenwood**  
Council received the minutes
- 91d Minutes of the Planning, Infrastructure & Transport Committee - 06/09/21**  
**Chair: Cllr B Greenwood**  
Council received the minutes
- 91e Minutes of the Finance, Administration & Policy Committee – 07/09/21**  
**Chair: Cllr T Baines**  
Council received the minutes with 4 items to ratify [i, ii, iii, iv]
- i. **Draft Minute No. 07/21 Parish Council Risk Assessment**  
Committee reviewed the Risk Assessment for 2021/22 – and agreed to forward the completed assessment to Council for ratification – **Council resolved to accept and adopt the Risk Assessment for 2021/22.**
- ii. **Draft Minute No. 09/21 Internal Audit – Letter of engagement**  
Committee reviewed the letter of engagement from Auditing Solutions Ltd for the financial year 2021-22. The completed letter of engagement to be forwarded to Council for ratification – **Council resolved to accept the letter of engagement, noting that it would be ongoing until such time that notice was served by either party.**
- iii. **Draft Minute No. 11/21 Parish Council Insurance – Annual Renewal**  
Committee noted that the Parish Council general insurance policy with Zurich expires on 30<sup>th</sup> September 2021.  
Committee received quotations from Zurich and Came & Company for the provision of the Parish Council Insurance Policy. These were as follows:-
- |          |          |
|----------|----------|
| Axa -    | £7120.31 |
| Hiscox - | £5504.49 |
| Zurich - | £3708.10 |
- Committee decided to recommend to Council that we employ Zurich for a further 3 years at a cost of £3708.10 per annum – **Council resolved to accept the Committee recommendation and enter into a 3-year arrangement with Zurich.**
- iv. **Draft Minute No. 12/21 Independent Financial Advice – Suitability Report**  
Committee reviewed the Suitability Report obtained from Arlingclose Ltd relating to the proposed investment in the CCLA Property Fund.  
Committee agreed to recommend to Council that the sum of £57,500 (50% of the Oldbrook Endowment) be added to the CCLA Property Fund immediately, then review adding the balance to the account in April 2022 – **Taking into account the current status of the property market, the upcoming expenditure of developing the Parish Community Hub, and noting that any investment would need to be made over**

**a 5-10 year period, Council resolved not to invest in the CCLA Property Fund.**

**91f Minutes of the Buildings, Property & Portfolio Committee – 14/09/21**

**Chair: Cllr R Golding**

Council received the minutes with 2 items to ratify [i. & ii.] and 1 item to note [iii.]

**i. Draft Minute No. 07/21 – Parish Council Landscape Service – Winter Maintenance Programme, including associated Equipment/Personnel Requirements**

Committee received a verbal update from the Clerk on the proposed 2021/22 winter maintenance programme, including the requirement to purchase additional equipment (side-arm flail head and tractor guard kit, £2,000) and potentially engage contractors (subject to availability) to carry out some aspects of the programme. Committee further discussed the weekly hire (£800pw) of a 'heavy-duty' tractor to complete work on larger hedges. With the necessary budget already in place to fund the proposals, Committee resolved to recommend the course of action to Council – **Committee resolved to adopt the recommendation in full.**

ii. Item taken under Minute No. 98ii./21

**iii. Draft Minute No.13/21 – Parish Council Community Hub (Minute No. 67/19,86/19, 96/19, 115i/19, 207/19, 98/20, 119/20, )**

**Springfield Public House**

**Council noted that:**

Committee received a verbal update from the Clerk regarding the redevelopment of the site, including the associated hybrid planning application and demolition tender. The Clerk updated the committee on the project timeline, including the need to amend it in order that the demolition work be carried out in-line with the recommendations of the Bat Report.

The Clerk re-confirmed that as stated previously, a future reserved matters planning application will detail the design of the new Community Hub, its location within the site and the materials it will be constructed of.

Committee noted that a site/building viability study and an associated costing will be completed in time for consideration at the September meeting of Council. Committee agreed the likely requirement that an ECM would be necessary in order that that the information be fully considered.

**91g Minutes of the Personnel Committee ECM 17/09/21**

**Chair: Cllr D Pafford**

Item taken under Minute No. 98iii./21

**92/21**

**Planning Report**

Council received, considered and accepted the planning report, detailing the responses to planning matters made under delegated powers.

**93/21**

**Thames Valley Police Forum**

Council considered and agreed to the proposal from Thames Valley Police that the next Community Forum is held on 18<sup>th</sup> November 2021, hosted by the Parish Council using Microsoft Teams. With all Members being able to attend and participate in the forum, Council appointed the following Councillors to act as a contact for issues identified by residents/be responsible for actions identified at the forum: Fishermead (Cllr Halton-Davis), Oldbrook (Cllr Kent), Springfield (Cllr Kavarana), Willen (Cllr Dixon) and Woolstone (Cllr Howard).

**94/21**

**Parish Council Grant – Willen Pavilion Management Committee**

Council noted the use of delegated powers in awarding a grant of £1,000 to Willen Pavilion Management Committee to support their Community Fun Day in August 2021.

**95/21**

**Celebrating The Queen’s Platinum Jubilee 2022**

Council noted the letter from the Lord-Lieutenant of Buckinghamshire pertaining to the planned celebrations to mark the Platinum Jubilee of Her Majesty The Queen. Council considered the type of event that it might put in place as part of the celebrations, including: Tree planting in each estate, Beacon event, Campanology event, Commemorative gift for school children and a Celebratory Ball. Potential ideas to be discussed/progressed by the Community and Social Wellbeing Committee and scrutinised by the Finance and Administration Committee for affordability.

**96/21**

**Milton Keynes Council Community Infrastructure Fund 2022/23 Applications**

Council noted the following 3 grant applications submitted to the 2022/23 Community Infrastructure Fund:

- Oldbrook Centre Play Surface Renewal - £3,000
- Woolstone Play Area Upgrade - £10,000
- Springfield Centre Disabled Parking Bay Provision - £7,000

**97/21**

**Councillor Agenda Preferences**

Further to the re-instatement of in-person Council meetings, Councillors were asked to confirm their preference for receiving Council agenda packs in either hard or soft copies. With all Councillors receiving a soft copy agenda pack, the following Councillors also elected to receive a hard copy agenda pack: Baines, Fraser, Golding, Howard, Kavarana, Kendrick, Kent and Petchey.

**Confidential Item**

**In view of the terms of Schedule 12A Local Government Act 1972, and that the following items\*\* would be likely to disclose exempt information relating to establishment and contractual matters and Council resolved that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.**

**\*\*Items 16 & 17**

**98/21 Personnel Matters:**

- i. **Minutes of the Personnel Committee – 04/08/21**  
Chair: Cllr D Pafford  
Council received the minutes.
- ii. **Temporary Landscape Operative**  
Council considered the recommendation from both the Personnel and Buildings & Property Portfolio Committees that an additional temporary Landscape Operative be employed to assist with the winter maintenance programme until April 2022 – **Council resolved to accept the recommendation.**
- iii. **Deputy Clerk Recruitment**
  - a.) Council received a verbal report from Cllr Kent and the Clerk to Council on the recruitment of a Deputy Clerk. Council went on to consider the Personnel Committee recommendation of their preferred candidate (3) and associated salary recommendation (CPPC Grade 9) – **Council resolved to accept the recommendation** (proposed start date – 01.11.21).
  - b.) Council noted that the Personnel Committee had considered and addressed any other needs or requirements associated with the appointment of the Deputy Clerk, resolving to recommend to Council that in-line with the expanded number of services taken on by the Council in recent years, the current officer workload and its future expansion as further services are devolved to the Council, that the hours of the part-time Committee Clerk are increased to full time (37 hours per week) on a permanent basis – **Council resolved to accept the recommendation.**

**99/21 Parish Council Community Hub**

Council received a verbal report from the Clerk. Council noted that the anticipated site/building viability study and an associated costing were not available at the time of agenda publication but had subsequently been received.

Council agreed to convene an Extraordinary Meeting on Wednesday 6<sup>th</sup> October in order to give sufficient time for the full consideration of all available information relating to development of the Community Hub.

**100/21 Date of Next Meeting**

Tuesday 19<sup>th</sup> October 2021, 7.30pm  
Extraordinary Meeting, Wednesday 6<sup>th</sup> October, 2021