

**Minutes of the meeting of Council held on
Tuesday 19th September 2023, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

75/23 Members Present

Cllr T Baines	Cllr P Halton-Davis
Cllr B Barton	Cllr J Howard
Cllr O Cole	Cllr K Kavarana
Cllr V Dixon	Cllr C Odunewu
Cllr T Fraser	Cllr D Pafford
Cllr R Golding	Cllr M Petchey
Cllr B Greenwood	

In Attendance

D Warner, Clerk to Council

76/23 Apologies for Absence

Cllr K Kent – personal commitment
Cllr Z Osman – personal commitment

77/23 Declarations of Interest

None

78/23 Members of the Public Present

None

79/23 Minutes of the Meeting of Council held on the 18th July 2023

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

80/23 Public Involvement – Deputations, Petitions and Questions

None.

81/23 Chair's Report

The Chair reported on his recent attendance at the Milton Keynes City Council Parishes Forum, confirming that he would circulate his associated notes on the Neighbourhood Services presentation via email.

Signed.....

Council

Dated.....

September 2023

82/23

Clerk's Report

Council received a verbal report from the Clerk, confirming that: ●an issue had arisen with the Council's editorial partner for Homeground magazine (Bespoke Media), with clarification being sought as to how it would impact future editions of the magazine – the Community & Communications Committee to address the issue at their next meeting. ●The Council Advice Worker had decided to retire at the end of October, the Personnel Committee to address the development at their next meeting. ●The main Council annual insurance policy would expire at the end of the month, with the following year being the last of a 3-year arrangement with Zurich. The Clerk confirmed that the renewal cost would increase in line with recent sector rises and the need for additional fidelity guarantee and landscape equipment cover – the cost of the renewal to be reported to the next meeting.

83/23

Ward Members' Matters/Reports

i. Members are invited to raise a question with the Chair of Council, the Clerk of Council, or any Committee Chair, with Members allowed up to a minute to raise a question, with questionees allowed up to two minutes to respond. Any Member is limited to one question, with no further discussion on the given response. Any unanswered questions to receive a written response within seven days:

- Cllr Halton-Davis highlighted the upcoming autumn festival event on 28.10.23, urging all Councillors to support and attend the event.
- Cllr Pafford asked the Clerk for clarification on the position of Councillors not attending Council at present, the Clerk responded confirming the associated dates and timescale.
- Cllr Kavarana requested that Council write to Orchard Academy reminding them of the planning conditions relating to the requirement for members of staff to park on site. The Clerk confirmed that a letter had already been sent as the result of a recent Planning Committee meeting, and that the letter remained unanswered.
- Cllr Cole reported on her recent attendance at the BMKALC Code of Conduct training, she urged all Councillors to embrace the Civility and Respect Pledge as previously adopted by Council.
- Further to the point made by Cllr Kavarana, Cllr Baines requested that Council write to Milton Keynes City Council Highways department regarding the need for parking enforcement at Orchard Academy. He went on to report his recent experience of talking to parents parking at the school at pick up time.
- Cllr Fraser spoke about his attendance at the Parishes Forum, noting how the format had change since it was initially conceived.

ii. Council noted that no written reports had been received.

84/23

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 Planning, Infrastructure & Transport Committee
Chair: Cllr B Greenwood**

Council received the Minutes (7th Aug & 4th Sept)

Signed.....

Council

Dated.....

September 2023

b. Minutes of the Finance & Administration Committee

Chair: Cllr B Barton

Council received the Minutes with 1 item to note (i) and 1 item to ratify (ii)

i. Election of Chairperson – Draft minute 23/23

Council noted that the Committee appointed Cllr B Barton as Chairperson until May 2024.

ii. New Bank Account Signatory - Draft minute 25/23

Following the immediate resignation of Cllr Debbie Reynolds on 19th August 2023 the bank mandate will need to be updated to remove her from being a signatory.

Committee elected Cllr B Barton as a new signatory for the Unity Trust Bank accounts and the CCLA account and made a recommendation to Council – Council resolved to accept the recommendation.

c. Minutes of the Personnel Committee

Chair: Cllr D Pafford

Council received the Minutes.

d. Minutes of the Estates Committee

Chair: Cllr R Golding

Council received the Minutes.

85/23 Councillor Resignation – Willen Ward

Council noted the resignation of Debbie Reynolds as Willen Ward Councillor. The vacancy will now be advertised using the due process. The Chair confirmed that he had written to the former Councillor to thank them for their contribution to the Parish.

86/23 Appointment to Committees

Council agreed to appoint Cllr Kavarana to the Planning, Infrastructure and Transport Committee.

Council noted the following Committee vacancies: Planning (1), F&A (1), Estates (1) and Personnel (1).

Council considered the appointment of substitute members (Standing Order 4d.v) whose role is to replace ordinary members at a meeting of a Committee if an ordinary member confirms to the Clerk 2 days before the meeting that they are unable to attend. Council resolved that, with the exception of the Planning Committee, that all Councillors be made substitutes of all Committees. The Clerk reminded Council of the need for ordinary members to give 2-day's notice if possible, of their non-attendance in order to enable the use of substitutes.

Signed.....

Council

Dated.....

September 2023

87/23

Community Hub, Room-by-Room Requirement Review – Working Group Update and Recommendations

Council received a verbal update from the Working Group on their progression of the Community Hub project. Noting the following: ●Two applications connected to the Community Hub totalling £20,000 had been submitted to the 2024/25 Milton Keynes City Council Community Infrastructure Fund. ●The conditions related to the reserved matters planning application had been fully discharged, with a Buildings Regulations application subsequently submitted to Milton Keynes City Council. ●That a cost plan would be presented at the next meeting which would differ from the previous cost estimates as it would be based on a greater level of detail compared to the information available at the time the estimates were made, and that additional requirements had been added to the project since the estimates were originally calculated. ●That the contract administrator and quantity surveyor would attend the October meeting to address the cost plan and associated tender – Members were urged to submit any questions they might have in advance of the meeting so that the most comprehensive response could be given.

Council then received, considered and agreed the updated project programme – the updated programme reflected a 3–4-week delay compared to the previously agreed version, with the delay being mainly attributable to the need for additional time to produce the tender and associated cost plan. Council was extremely concerned by the delay which had resulted in project milestones being missed and rescheduled and asked that reassurances be sought (from those responsible for the delivery of the project) that measures would be put in place to avoid any recurrence of delays for the remainder of the project.

88/23

Allotment Rents 2024/25 – Draft Minute 66/23.c.i.

Noting an anomaly in the RBS Allotments Management system where processing amounts which are not rounded up/down to whole numbers is not possible and creates a significant amount of administration to adjust, Council considered and agreed that from 2024/25 allotment rent amounts be rounded down to the nearest pence per square metre to facilitate and simplify the system of renewals. Accordingly, the 2024/25 rent level will be 52.0 pence per square metre.

89/23

Parish (Community) Council Annual Return 2022/2023

Council received, considered and noted the outcome of the limited assurance review as carried out by PKF Littlejohn, delegating the associated action plan to address the except for item highlighted in the review to the Finance, Administration & Policy Committee. Council thanked the Responsible Financial Officer for the completion of the Annual Return.

90/23

Health & Safety Policy Review

Council noted that Officers are currently liaising with Peninsular to take this forward and will present a report at such time as the information is available.

91/23

Online Councillor Surgeries

Following training from Cloudy IT on the Bookings app, members were encouraged to promote their availability for online surgeries through CPCC communications channels and their own networks, the Clerk reported that he had observed that some Councillors had already added the facility to their Council email signatures.

Signed.....

Council

Dated.....

September 2023

92/23

Future Venue of Council Meetings

Council discussed without resolution the most suitable venue for future Council meetings. With no resolution being made, the status quo to prevail, with priority being given to paid bookings ahead of Council meetings.

93/23

Dates of Future Committee & Working Group Meetings

Community & Communications – Tuesday 26th September at 6.30pm
Planning – Monday 9th October at 6.30pm – Cllr Golding offered his apologies.
Estates – Tuesday 10th October at 6.30pm – Cllr Golding offered his apologies.

94/23

Date of Next Meeting

Tuesday 17th October at **7.00pm**

Signed.....

Council

Dated.....

September 2023