

**Minutes of the meeting of Council held on
Tuesday 21st November 2023, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the Public

**In the absence of the Chair, Cllr Golding Chaired the meeting in his capacity
as Vice Chair of Council**

110/23 Members Present

Cllr B Barton (7.34pm)	Cllr D Kendrick
Cllr O Cole (7.33pm)	Cllr K Kent
Cllr V Dixon	Cllr C Odunewu
Cllr R Golding (Vice-Chair)	Cllr Z Osman
Cllr P Halton-Davis	Cllr D Pafford
Cllr J Howard	Cllr M Petchey
Cllr K Kavarana	

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

111/23 Apologies for Absence

Cllr T Baines – work commitment
Cllr T Fraser – family commitment
Cllr B Greenwood – personal commitment
Cllr K Jones – personal commitment

112/23 Declarations of Interest

None

113/23 Members of the Public Present

None

114/23 Minutes of the Meeting of Council held on the 17th October 2023

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

115/23 Public Involvement – Deputations, Petitions and Questions

None

Signed.....Chair

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116/23 Chair's Report

The Vice-Chair did not have any items to report.

117/23 Clerk's Report

The Clerk reported that Officers had recently met with MK YMCA who are currently involved in a tender process to takeover running of the Mother and Baby unit in Springfield. They were keen to seek the support of Council as the local provider who would bring important local experience and knowledge to the service.

118/23 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 thanked all members who attended the recent Autumn Festival which was very well attended and asked the Clerk to present Cllr Dixon with a small prize for best (councillor) fancy dress. Cllr Dixon reminded members that the kids Christmas party is being held on 9th December at the Springfield Centre, 2-4pm, and appealed for volunteers on the day to help as required.

Cllr Petchey reported that he had been made aware that the Fishermead Surgery is not taking on new patients. Prospective new patients have reportedly been advised to go to a surgery in Whitehouse. Cllr Petchey suggested that Council request a meeting with the relevant NHS commissioning body.

Cllr Golding reported that The Cricketers will once again be offering free hot drinks as part of the Warm Welcome programme. Times/dates to be announced.

ii. Council noted that no written reports had been received. The Clerk repeated the suggestion made by the Chair of Council on previous occasions that Members submit written reports in advance so that they can be considered as substantive agenda items.

119/23 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 noted item (i).

i. Draft minute 67/23 Warm Welcome

As noted at the recent meeting of Council, Milton Keynes City Council (MKCC) has awarded CPCC £10k as part of the MKCC Winter Plan for the provision of warm spaces. Committee are invited to consider how delivery of this initiative will be achieved and how funds will be awarded/allocated.

Committee agreed that the programme put in place last year, working with partners to deliver provision as widely as possible was successful and, where possible, should be repeated. CPCC will rebrand the current Thursday coffee morning as a Warm Welcome space in November and continue the same

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time/day. Any increase in opening times/days would be subject to more volunteers coming forward.

It was agreed that a seated exercise session would be added, the provision of which would be funded from the £10k award.

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 and agreed to ratify (i & ii) as presented.

i. Draft Minute 28/23 Establishment Matter – Personnel Update Report

The Committee received and considered a verbal Personnel update report from the Clerk. Having considered the report, the Committee resolved to recommend to Council that currently there was not a requirement to recruit a replacement Advice Worker, and that a review be carried out in 12-months to assess any future requirement for a Council Advice Service.

ii. Draft Minute 31/23 Volunteers Policy

Further to consideration by the Community and Communications Committee, the Committee reviewed the suitability of the SLCC template Volunteers Policy for use by the Council. The Committee resolved to recommend to Council that the policy be adopted, with an additional clause included to address the obligation of volunteers to adhere to the conduct and behaviour requirements of the Staff Handbook.

d. Minutes of the Estates Committee

Chair: Cllr R Golding

Council received the Minutes and agreed to ratify items (i-iv) as presented.

i. Draft Minute 57/23 (ii) Updated Allotment Tenancy Conditions*

Committee received and considered an updated draft of the allotment tenancy conditions. Agreeing the need for an additional clause requiring tenants to inform the Council of any circumstances where they are unable to maintain their plot in line with conditions, Committee resolved to recommend the updated document to Council for adoption.

*Conditions to be implemented immediately for new plot holders and as of 01.11.2024 for existing plot holders.

ii. Draft Minute 58/23 Renault Kangoo Van

Committee noted that the lease on the Renault Kangoo van will expire in May 2024. Having considered alternative future options including outright purchase and purchase lease, the Committee resolved to recommend to Council that the existing lease be extended for 24 months.

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iii. **Draft Minute 60/23 Memorial Bench – Oldbrook Green**
Committee noted that the bench placed on Oldbrook Green in memory of Cllr Isabella Fraser had recently been stolen. Reflecting that Cllr Isabella Fraser had been a driving force over many years for the Council to develop a new headquarters, Committee resolved to recommend to Council that a new bench be installed in her memory at the new Community Hub site. Committee further resolved that an investigation is made into purchasing new benches for Oldbrook Green using financial support from Section 106 funding, local retailers and the Parks Trust.

iv. **Draft Minute 63/23 New arrangements for the procurement and use of energy (electric & gas) at Council buildings.**
Committee noted that the current arrangement with Laser Energy for energy procurement runs until October 2028, and that details of the associated pricing had been requested, including whether it is on a fixed or variable basis. Committee resolved to recommend to Council that notice be given now to exit the scheme at the end of the contract period in 2028. Serving notice will ensure that the arrangement is not renewed automatically and will allow the Council to look at alternative suppliers.

120/23 Review of Earmarked Reserves
Council is invited to review 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.

Once agreed, the earmarked reserves will be incorporated into the future draft budget which will be considered at the December Council meeting. Further earmarking will be required as and when the final construction cost of the Community Hub is established.

Following a review, Council agreed the existing earmarked reserves as presented, with the one exception being the landscape equipment reserve (9050) being increased by £10,000 to £20,000.

121/23 Community Hub, Room-by-Room Requirement Review – Working Group Update and Recommendation
Council received a verbal update from the Working Group on their progression of the Community Hub project, including associated recommendations. Council further received, considered, and agreed the updated project programme – the updated programme reflects a 7-week extension (including 2-weeks over the Christmas 2024 period) compared to the previously agreed version, with the delay being attributable to construction period being increased to 45-weeks*.

*The extension of the construction period to 45-weeks was agreed at the last Council meeting through the acceptance of tender documentation and associated process.

The Clerk reported that Building Control approval had been received, with one associated condition to provide details for the café and kitchen areas prior to commencement.

The Clerk went on to confirm that the tender period was ongoing, with 5 contractors interested in submitting a tender for the project, with 3 already

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having visited the site. The next meeting of the Working Group will be held on 8th December which is also the end of the tender period. Contractors will have until midday to submit their tenders. Council will then be provided with an update the following week at the next meeting (12th December).

The Working Group (and technical team) to carry out interviews with potential contractors on 18th January, making their recommendation of a single contractor to an ECM on 6th February. The appointed contractor will be invited to attend and make a presentation to members at the meeting of Council on 19th March.

Once appointed, the contractors mobilisation period (4 weeks) will commence on 12th February with construction starting on 11th March.

The Clerk further reported that it was necessary to secure capacity on the local electrical grid to service the site and requested that Council agree to progressing the booking of a slot on the grid. Council agreed unanimously to make the necessary arrangements and secure capacity on the grid.

122/23 Ward Vacancies

Council noted that elections were not requested with regard to the Ward vacancies in Willen and Springfield, Council may now make co-options to fill the vacancies.

123/23 Milton Keynes Forum Membership

Council considered the ongoing merit of being a member of the Forum and agreed to continue membership. Annual membership is £200.

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 12**

124/23 Kernow Crescent Play Park – Report C 03/23

Council considered the report prepared by the Estates Manager detailing work already completed on the play area and associated quotes for works to be completed.

Council agreed to accept the quote from contractor A.

125/23 Dates of Future Committee & Working Group Meetings

Community & Communications – Tuesday 28th November at 6.30pm
Planning – Monday 4th December at 6.30pm
Finance, Administration & Policy – Tuesday 5th December at 7.00pm
Estates – Tuesday 12th December at 6.30pm TBC

126/23 Date of Next Meeting

Tuesday 12th December at 7.30pm

Signed.....Chair

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