

**ANNUAL PARISH COUNCIL MEETING (AGM)  
Followed by Ordinary Parish Council Meeting  
Held on 13 May 2019 at 27 Atlas Way, Oakgrove, Milton Keynes, MK10 9SG**

Councillors Present: Cllr D Monk (DM)-Chair, Cllr T Small (TS)-Vice Chair, Cllr J Bint (JB), Cllr Y Olayemi (YO), Cllr R Oates (RO), Cllr G Brighton (GB), Cllr P Brown (PB)  
Ward Councillors: Cllr John Bint (dual-hat), Cllr Sam Crooks, Cllr Kerrie Bradburn  
Officers Present: Vicky Mote (Clerk/RFO)  
Also Present: Colin Bowker (Contractor), Chris Davies (Internal Auditor) 4 members of the public

Meeting started at 19h15

Ref	AGENDA-AGM	Time
FC19/20-14	<p><b>Election of Chair for the year 2019/20</b> Cllr DM asked for nominations for the position of Chair. Cllr David Monk was proposed; no further proposals. RESOLVED that Cllr David Monk duly elected uncontested as Chair, all agreed.</p> <p>Cllr DM accepted the seat and signed a declaration of office, witnessed by the Proper Officer</p>	
FC19/20-15	<p><b>Election of Vice-Chair for the year 2019/20</b> Cllr DM asked for nominations for the position of vice-Chair. Cllr Tim Small was proposed; no further proposals. RESOLVED that Cllr Tim Small duly elected uncontested as vice-Chair, all agreed.</p> <p>Cllr Tim Small accepted the seat and signed a declaration of office, witnessed by the Proper Officer</p>	
FC19/20-16	<p><b>Declaration of Acceptance of Office of newly-elected councillors.</b> All councillors present (Cllrs JB, RO, YO, PB, GB) signed their Acceptance of Office, witnessed by the Proper Officer. Clerk handed out Register of Interest Form to be completed within 28 days and returned.</p>	Clerk
FC19/20-17	<p><b>Apologies:</b> RESOLVED to accept the absence of Cllr J Small (medical), Cllr P Stiles (holiday).</p>	
FC19/20-18	<p><b>Declaration of Interest:</b> Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered</p> <p>Cllr JB, who is a member of the Development Control Panel declared an interest in item FC19/20-33Planning and any item relating to the Borough Council's position on things like 'Devolution'; He will not express any opinion on planning applications however, is happy to comment on any planning processes.</p> <p>Chair stopped the AGM at 19h21 to allow item FC19/20-29 Public Open Session to be brought forward as there were members of the public present with topics of update.</p>	
FC19/20-19	<p><b>Chair's Allowance;</b> To fix the amount in pursuance of section 15(5) of the Local Government Act 1972. RESOLVED to agree an annual <b>Discretionary Budget</b> of £250 for the Chair to spend on ad-hoc events.</p>	
FC19/20-20	<p><b>Minutes:</b> RESOLVED that the draft minutes of the Annual Parish Council meeting held on 15 May 2018 are accepted as a true copy; duly signed by Cllr DM (Chair).</p>	
FC19/20-21	<p><b>Inventory and Asset Register;</b> RESOLVED to accept the updated inventory and asset register, dated 26 April 2018; listed on the website,.</p>	

FC19/20-22	<p><b>Committees (Existing/New);</b> to appoint members to serve on the following committees:</p> <ol style="list-style-type: none"> <li>RESOLVED to elect the following members to Planning &amp; Licensing Committee: Cllr's PS (Chair), P Brown, G Brighton and ex officio Cllr's DM and TS.</li> </ol> <p>Clerk made council aware that whilst many councils make good use of the power contained in s102 (4) within the 1972 Act with regard to sub-committee vs working groups; they are subject to the same legal provisions in the 1972 Act as other committees.</p> <ol style="list-style-type: none"> <li>Clerk recommended that council consider changing the current Property &amp; Land working group to a committee and elect members. RESOLVED to keep the Property &amp; Land working group as it is and not to change to a committee. RESOLVED to elect Cllr's TS (Chair), DM, JS, PS, Colin Bowker (Contractor), MK Pavilions representative, KC Allotment representative.</li> <li>Clerk recommended that council consider changing current HR working group to Policy &amp; Resources Committee and elect members. RESOLVED to keep the HR working group as it is and not change to a committee. RESOLVED to elect Cllr's TS (Chair), DM, RO, GB</li> </ol>	
FC19/20-23	<p>To approve <b>Terms of Reference for Planning &amp; Licensing committee</b> circulated. RESOLVED to accept with the following changes;</p> <ol style="list-style-type: none"> <li>Membership: The Committee shall consist of a minimum of <del>four</del> <b>three</b> members.....</li> <li>Update members list as per agenda item F19/20-22(1).</li> </ol>	Clerk
FC19/20-24	<p><b>Outside Bodies;</b> To appoint members/representatives to the following outside bodies and organisations (Members are reminded that, should they be appointed to serve as a representative on these bodies they will be expected to report to Council, either verbally or in writing, following their attendance at meetings):</p> <ol style="list-style-type: none"> <li>Parish Forum; RESOLVED that representatives are Cllr DM (Chair) and Vicky Mote (Clerk).</li> <li>Milton Keynes Association of Local Councils; RESOLVED that Cllr DM and TS attend a meeting and agree if the forum will be of value.</li> <li>Eastern Expansion Area (EEA) Working Group; RESOLVED representative are Cllr's JB, P Brown, R Oates.</li> <li>MKE (east of M1); RESOLVED that representatives are Cllr's JB, GB.</li> </ol>	
FC19/20-25	<p><b>2019/20 Calendar of Meetings;</b> Clerk presented the full calendar of 2019 Dates; RESOLVED to accept. RESOLVED that Clerk present 2020 dates up to March for approval.</p>	Clerk
FC19/20-26	<p>To approve <b>Standing Orders and Financial Regulations for 2019/20.</b></p> <p><u>Standing Orders</u> RESOLVED to adopt the new Standing Orders (BMK-PC01) presented by the Clerk, which are based on the Model Standing Orders presented by NALC. Council voted 5/2 FOR. RESOLVED that Clerk to hold sessions with all councilors to ensure they fully understand their standing orders, with a view to make minor changes where necessary. Clerk to bring back to council within two months.</p> <p><u>Financial Regulations</u> RESOLVED to adopt the new re-write version 1.0 Financial Regulations (BMK-PC12), which are based on the Model Standing Orders presented by NALC, with the following amendments.</p> <p>4.2 Unspent provisions for completed projects shall be returned to general reserves.</p> <p>4.7 ....For the purpose, "material" shall be in excess of £200 or 15% of the budget heading, whichever is the greater.</p> <p>11.1(h) ...Clerk/RFO shall obtain 3 quotations .....; where the value is below £3000 and above £1000 the Clerk/RFO shall strive to obtain 3 estimates.....</p>	Clerk

FC19/20-27	<p>To agree <b>Member's Annual Allowance 2019/20</b>. Clerk presented the background to The Local Authorities (Members Allowance (England) Regulations 2003), which is reviewed on an annual basis by council. RESOLVED by majority vote (6/1) not to receive a Members annual allowance.</p>																																																																																		
FC19/20-28	<p><b>To review the Council's and/or employees' memberships of other bodies:</b> 1. National Association of Local Councils and the Buckinghamshire and Milton Keynes Association of Local Councils (NALC/BMALC); 2. Society of Local Council Clerks (SLCC); 3. Milton Keynes Association of Local Councils (MKALC); 4. Information Commissioner Office (ICO). RESOLVED to continue with memberships listed 1, 2, 4. RESOLVED under FC19/20-24(2) to trial this forum before agreeing to subscribe.</p>	DM/TS																																																																																	
<b>End of Annual Meeting, start of Full Council Business.</b>																																																																																			
FC19/20-29	<p>Chair brought forward following agenda item FC19/20-18, public open session started at 19h21.</p> <p><b>Public question time, including Ward Councillor updates:</b> The Chair welcomed everyone to the meeting. Members of the public requested to speak and Ward Councillor(s) gave an update; a summary is set out as an addendum to the minutes.</p> <p>Public sessions ended 19h28 and Full Council Business commenced.</p>																																																																																		
FC19/20-30	<p><b>Minutes:</b> RESOLVED that the draft minutes of the Parish Council meeting held on 8 April 2019 are accepted as a true copy; duly signed by Cllr DM (Chair).</p>																																																																																		
FC19/20-31	<p><b>Finance</b> 1. <b>Payments</b> to note payments made as per payments list circulated. NOTED Payments between 01/04/19 and 12/05/19.</p> <p style="text-align: center;"><b>PAYMENTS 01/04/19 to 12/05/19</b></p> <table border="1" data-bbox="300 1126 1348 2063"> <thead> <tr> <th>Trans Date</th> <th>Transaction Description</th> <th>Debit Amount</th> </tr> </thead> <tbody> <tr><td>01/04/2019</td><td>EDF ENERGY</td><td>£8.11</td></tr> <tr><td>01/04/2019</td><td>ANGLIAN WATER ACC END 0101+0201 204371</td><td>£123.87</td></tr> <tr><td>01/04/2019</td><td>S2D LEAFLETS LTD</td><td>£1,098.20</td></tr> <tr><td>01/04/2019</td><td>CONTRACTOR- MAR 19</td><td>£631.75</td></tr> <tr><td>01/04/2019</td><td>ANGLIAN WATER ACC END 3601+9601 204371</td><td>£194.05</td></tr> <tr><td>05/04/2019</td><td>CONNEXIN - OFFICE PHONES</td><td>£60.00</td></tr> <tr><td>17/04/2019</td><td>MARCUS YOUNG LANDS INV 3042</td><td>£684.00</td></tr> <tr><td>17/04/2019</td><td>SLCC CANDIDATE 196937</td><td>£350.00</td></tr> <tr><td>17/04/2019</td><td>COVERGUARD SERVICE INV 4900</td><td>£477.60</td></tr> <tr><td>17/04/2019</td><td>WAGNER EMMA CC27 PL-REFUND</td><td>£35.00</td></tr> <tr><td>17/04/2019</td><td>RTM LANDSCAPES INV 1609+1626+1629</td><td>£1,226.30</td></tr> <tr><td>17/04/2019</td><td>BROUGHTON CYCLING PC GRANT</td><td>£950.00</td></tr> <tr><td>17/04/2019</td><td>ANGLIAN WATER ACC 0226246401</td><td>£36.36</td></tr> <tr><td>23/04/2019</td><td>VIRGIN MOBILE</td><td>£6.19</td></tr> <tr><td>26/04/2019</td><td>HR SERVICES PART</td><td>£102.00</td></tr> <tr><td>26/04/2019</td><td>KOHHANTSUK MR V MD26 REFUND</td><td>£73.75</td></tr> <tr><td>26/04/2019</td><td>MILTON KEYNES CAB</td><td>£1,073.25</td></tr> <tr><td>26/04/2019</td><td>SALARIES-APR 19</td><td>£2714.64</td></tr> <tr><td>26/04/2019</td><td>HMRC</td><td>£933.64</td></tr> <tr><td>26/04/2019</td><td>BUCKS CC PENSIONS</td><td>£915.09</td></tr> <tr><td>29/04/2019</td><td>YMCA MILTON KEYNES GRANT</td><td>£2,550.00</td></tr> <tr><td>01/05/2019</td><td>RTM LANDSCAPES INV 1639</td><td>£1,500.00</td></tr> <tr><td>08/05/2019</td><td>RTM LANDSCAPES INV 1642</td><td>£1,800.00</td></tr> <tr><td>08/05/2019</td><td>CONTRACTOR - ARR 19</td><td>£686.74</td></tr> <tr><td>08/05/2019</td><td>EDF ENERGY</td><td>£58.41</td></tr> <tr><td>08/05/2019</td><td>CONNEXIN - OFFICE PHONES</td><td>£60.00</td></tr> </tbody> </table>	Trans Date	Transaction Description	Debit Amount	01/04/2019	EDF ENERGY	£8.11	01/04/2019	ANGLIAN WATER ACC END 0101+0201 204371	£123.87	01/04/2019	S2D LEAFLETS LTD	£1,098.20	01/04/2019	CONTRACTOR- MAR 19	£631.75	01/04/2019	ANGLIAN WATER ACC END 3601+9601 204371	£194.05	05/04/2019	CONNEXIN - OFFICE PHONES	£60.00	17/04/2019	MARCUS YOUNG LANDS INV 3042	£684.00	17/04/2019	SLCC CANDIDATE 196937	£350.00	17/04/2019	COVERGUARD SERVICE INV 4900	£477.60	17/04/2019	WAGNER EMMA CC27 PL-REFUND	£35.00	17/04/2019	RTM LANDSCAPES INV 1609+1626+1629	£1,226.30	17/04/2019	BROUGHTON CYCLING PC GRANT	£950.00	17/04/2019	ANGLIAN WATER ACC 0226246401	£36.36	23/04/2019	VIRGIN MOBILE	£6.19	26/04/2019	HR SERVICES PART	£102.00	26/04/2019	KOHHANTSUK MR V MD26 REFUND	£73.75	26/04/2019	MILTON KEYNES CAB	£1,073.25	26/04/2019	SALARIES-APR 19	£2714.64	26/04/2019	HMRC	£933.64	26/04/2019	BUCKS CC PENSIONS	£915.09	29/04/2019	YMCA MILTON KEYNES GRANT	£2,550.00	01/05/2019	RTM LANDSCAPES INV 1639	£1,500.00	08/05/2019	RTM LANDSCAPES INV 1642	£1,800.00	08/05/2019	CONTRACTOR - ARR 19	£686.74	08/05/2019	EDF ENERGY	£58.41	08/05/2019	CONNEXIN - OFFICE PHONES	£60.00	Clerk
Trans Date	Transaction Description	Debit Amount																																																																																	
01/04/2019	EDF ENERGY	£8.11																																																																																	
01/04/2019	ANGLIAN WATER ACC END 0101+0201 204371	£123.87																																																																																	
01/04/2019	S2D LEAFLETS LTD	£1,098.20																																																																																	
01/04/2019	CONTRACTOR- MAR 19	£631.75																																																																																	
01/04/2019	ANGLIAN WATER ACC END 3601+9601 204371	£194.05																																																																																	
05/04/2019	CONNEXIN - OFFICE PHONES	£60.00																																																																																	
17/04/2019	MARCUS YOUNG LANDS INV 3042	£684.00																																																																																	
17/04/2019	SLCC CANDIDATE 196937	£350.00																																																																																	
17/04/2019	COVERGUARD SERVICE INV 4900	£477.60																																																																																	
17/04/2019	WAGNER EMMA CC27 PL-REFUND	£35.00																																																																																	
17/04/2019	RTM LANDSCAPES INV 1609+1626+1629	£1,226.30																																																																																	
17/04/2019	BROUGHTON CYCLING PC GRANT	£950.00																																																																																	
17/04/2019	ANGLIAN WATER ACC 0226246401	£36.36																																																																																	
23/04/2019	VIRGIN MOBILE	£6.19																																																																																	
26/04/2019	HR SERVICES PART	£102.00																																																																																	
26/04/2019	KOHHANTSUK MR V MD26 REFUND	£73.75																																																																																	
26/04/2019	MILTON KEYNES CAB	£1,073.25																																																																																	
26/04/2019	SALARIES-APR 19	£2714.64																																																																																	
26/04/2019	HMRC	£933.64																																																																																	
26/04/2019	BUCKS CC PENSIONS	£915.09																																																																																	
29/04/2019	YMCA MILTON KEYNES GRANT	£2,550.00																																																																																	
01/05/2019	RTM LANDSCAPES INV 1639	£1,500.00																																																																																	
08/05/2019	RTM LANDSCAPES INV 1642	£1,800.00																																																																																	
08/05/2019	CONTRACTOR - ARR 19	£686.74																																																																																	
08/05/2019	EDF ENERGY	£58.41																																																																																	
08/05/2019	CONNEXIN - OFFICE PHONES	£60.00																																																																																	

	<b>Total</b>	£18,348.95	
	<b>Bank Account Balances at 12/05/19</b>		
	Lloyds Current Account	£142,966.16	
	Lloyds Deposit Account	£31,615.70	
	Public Sector Deposit Account	£25,000.00	
	<b>Total Funds</b>	£199,581.86	
	<b>2. Grant Applications</b>		
	2.1 MK Pride 2019; representatives gave council an overview. RESOLVED to approve their grant application for £400.		
FC19/20-32	<b>Consultations Papers</b> (fixed item). To agree Parish Council responses to current consultations. None to report on.		
FC19/20-33	<b>Minutes of Committees</b> <u>Planning and Licensing</u> ; NOTED the draft minutes of the Planning and Licensing Committee held on 15 April 2019.		
FC19/20-34	<b>Project Updates</b> 1. <u>Youth Engagement</u> – Cllr's RO (Chair), PS (Vice), JS, TS, DM. Cllr RO to arrange a meeting to discuss the way forward.  2. <u>Phone Kiosk Refurbishments</u> (MK Village and Broughton Village). 2.1 Review Phone Kiosk refurb quote for MK Village. RESOLVED to accept the quote for £852 (inc VAT) from D.J.Sampson.  3. <u>MK Village garden</u> ; NOTED that clearance had been actioned by the MKC Clean-up fund.  4. <u>The Old Forge</u> ; NOTED to be discussed at the next Property & Land WG.		Clerk
FC19/20-35	<b>WORKING PARTY UPDATES</b> Chair of working groups to give update and Council to approve any recommendations.  1. <u>Property &amp; Land</u> (TS, JS, DM, CB, Clerk) Middleton allotment clearance; Clerk presented overview and quote to clear the allotment of all rubbish and old broken sheds. RESOLVED to accept the quote from our landscape provider, RTM Landscapes for £1180 + £320 in the event of an additional skip required.  2. <u>Media &amp; Communications</u> (GB, PS, LS, JC, JS, Clerk); No update. 3. <u>Strategy</u> (All Councillors); No update.  4. <u>Human Resources</u> (DM, TS, RO, Clerk) 4.1 HR Services Partnership (redundancy advice) service negotiated by BMALC. Pay-as-you-go service. RATIFIED the cost of £102 and NOTED thanks from council to Cllr TS and Vicky Mote (Clerk) for their handling of the redundancy.  4.2 Job Vacancy review and recommendations. Cllr TS gave an update on the job vacancy and requested funding for additional advertising through Indeed job board if required. RESOLVED to agree £400 for further advertising if required.		
FC19/20-36	<b>Correspondence;</b> NOTED letter of thanks from YMCA for the grant approved.		
FC19/20-37	<b>Councillor Reports and Items for Future Agenda</b> No items to report on.		
FC19/20-38	<b>Next Meeting:</b> 3 June 19 Full Council Meeting @ 19h15		

Meeting closed 21h12

## **ADDENDUM - FC19/20-29 Public question time, including Ward Councillor updates**

### Ferry Meadows-resident(s)

1. No events since last meeting, resident's committee still would like the continued support of the parish council.
2. Still nothing happening on site with the removal of the temporary building.
3. Still nothing happening with the gates; Cllr DM confirmed that he is monitoring the situation.
4. Residents confirmed that they are leaving it in a good state.
5. Ward Cllr Sam Crooks (SC) gave an update regarding the meeting with head of highways, who has unfortunately left, then there was purdah due to the recent elections.
6. Ward Cllr SC confirmed he has been in touch with the new director of highways, who is currently looking at six options that were put forward.
7. Ward Cllr SC also confirmed he would be inviting the enforcement officer to look at the site regarding the temporary temp building.
8. Ward Cllr SC confirmed that a reasonable timeframe to give a further update would be the second half of June.

DRAFT