

**MINUTES OF THE PARISH COUNCIL ANNUAL GENERAL MEETING
held on 15 May 2017 at 19h15 at 27 Atlas Way, Oakgrove, MK10 9SG**

Meeting convened with Public Open Session at 19h15

Parish Meeting started at 19h25.

Ref	Item	Action
1.	<p>Apologies: Cllr J Chambers (JC). No Apologies: Cllr C Craig (CC)</p> <p>Present: Cllr D Monk (DM)-Chair, Cllr T Small (TS)-Vice Chair, Cllr J Brighton (JeB), Cllr D Hudson (DH), Cllr M Solanki (MS), Cllr G Stimson (GS), Cllr J Bint (JoB), Cllr L Swinton (LS), Cllr J Small (JS),</p> <p>In Attendance: Vicky Mote (Acting Clerk), Alison McNaughton (parish administrator) plus 9 Members of public.</p>	
2.	<p>Election of Chair, Clerk addressed the meeting and asked for nominations; Cllr JoB proposed Cllr DM, no other nominations, Cllr DH seconded. RESOLVED: Council agreed Cllr DM elected as Chair. Clerk handed meeting over to new chair.</p>	
3.	<p>Election of Vice Chair, Cllr DM nominated Cllr TS, no other nominations, Cllr JeB seconded. RESOLVED: Council agreed, Cllr TS elected as Vice Chair.</p>	
4.	<p>Minutes The Minutes of the Meeting held on 3 April 2017, copies of which had been previously circulated to Members, were confirmed as a true record and signed by Cllr DM (Chair).</p>	
5.	<p>Declaration of Interest: Cllr JeB declared an interest in item 23 MK CAB. Cllr JoB requested it's noted that he is happy to listen to any views on planning but would not be able to comment as he is a member of the MKC Planning Committee.</p>	
6.	<p>Approval of the Inventory and Asset Register Clerk circulated Asset Register, noted recommended update from Cllr JS. RESOLVED: Council accepted with the following additions: insurance value for benches, replacement value for used office chairs at Oakgrove, Kemsley Allotment fence and gates and height barrier at the Middleton Pavilion. Clerk to update and circulate amended copy.</p>	Clerk
7.	<p>Audit</p> <ol style="list-style-type: none"> Adoption of financial statement and un-audited accounts. RESOLVED: Report ending 31 March 2017 financial year received and adopted. Review internal auditors report and any recommendations, Clerk confirmed 2016 suggestion relating to format of Asset Register has been adopted in 2017. RESOVLED: Clerk confirmed 2017 internal audit recommendation relating to online banking noted and to be adopted in the 2017/18 financial year. Agree goodwill for internal auditor. RESOLVED: Council agreed with Cllr DM proposal of £160. Review of Annual Governance Statement for external audit preparation, circulated prior to meeting: RESOLVED: The Governance Statement (Section 1) was reviewed by the members and all agreed "yes" to statements 1-8 and N/A to statement 9. Form was duly signed and dated by Chair and Clerk/RFO. 	Clerk
8.	<p>Annual Review</p> <ol style="list-style-type: none"> Standing Orders, circulated prior to meeting. RESOLVED: Received report, Council agreed changes with the addition of Cllr JoB proposal relating to specific quorum required dependant on number of councillors. Clerk to update and circulate new version. 	Clerk

	<p>2. Financial Regulations, circulated prior to meeting. RESOLVED: Received report; Council agreed changes; Clerk to update and circulate new version.</p>																																																																																																																																																																															
9.	<p>Parish Forum Nominate 2 representatives for attendance at 2017-18 Parish Forum meetings. RESOLVED: Cllr's DM and GS agreed to represent the parish at quarterly meetings.</p>	Cllrs DM, GS																																																																																																																																																																														
10.	<p>Finance</p> <p>1. Appeal for Funding to agree appeals for funding. 1.1 Extra Special Families, documentation circulated prior to meeting. RESOLVED: Agreed to £1,000 grant.</p> <p>2. Payments, agree payments to be made as per payments list. RESOLVED: Council approved payments; duly signed by Cllr DM and JeB.</p> <p>a. Report of receipts, payments and balances for April</p> <p>Income received</p> <table border="1"> <tr><td>£1.38</td><td>30 day bank account interest 10/04/17</td></tr> <tr><td>£10.02</td><td>Public sector deposit fund interest (03/05+04/04)</td></tr> <tr><td>£75.00</td><td>Paddock rent 28/04/17</td></tr> <tr><td>£140.00</td><td>Allotment deposits</td></tr> <tr><td>£48,965.49</td><td>MKC Precept/Grant</td></tr> </table> <p>Treasurer's Account</p> <table border="1"> <tr><td>£101,580.04</td><td>Bank statement, 09 May 2017</td></tr> </table> <p>30 day Account</p> <table border="1"> <tr><td>£31,582.85</td><td>Bank statement, 09 May 2017</td></tr> <tr><td>£1.38</td><td>Interest Received 10/04/17</td></tr> </table> <p>CCLA public sector deposit fund</p> <table border="1"> <tr><td>£25,000.00</td><td>Transfer from Treasurer account, 31 May 2016</td></tr> </table> <p>Schedule of payments</p> <p>Payments made since last meeting</p> <table border="1"> <thead> <tr> <th>Net</th> <th>VAT</th> 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	£688.33	£137.67	£826.00	Marcus Young	Ground Maintenance Pavilion (24/03/17)	28/04/17	
	£178.06	£8.90	£186.96	British Gas	Pavilion 1/01/17-18/04/17	28/04/17	
	£5.08		£5.08	Virgin Mobile	Mar 17	06/04/17	
	£1.00		£1.00	British Telecom	Phone Box MKV	09/05/17	
	£827.03	£165.40	£992.43	British Gas	Pavilion Dec-Mar 17	09/05/17	
	£272.60		£272.60	Milton Keynes Council	Business Rates Pavilion 01/04/17-lease signed 21/04/17	09/05/17	
Payments to be authorised							
	£132.00		£132.00	Julie Munn	Pavilion Deep Clean	May 17	
	£762.00	£150.00	£912.00	Geoffrey Leaver Solicitors	Pavilion Lease	May 17	
	£85.35	£17.07	£102.42	BT Business	Pavilion 21-30 Apr	16/05/17	
	£948.33	£189.67	£1,138.00	Marcus Young	Ground Maintenance Pavilion 6+20/04	May 17	
	£312.80	£62.56	£375.36	Marcus Young	Weekly Dog Waste Bins (34)	May 17	
	£855.00		£855.00	Colin Bowker	Centre Manager-Apr 17	May 17	
	£347.94	£1.19	£349.13	Great Linford Parish Council	Ranger Service 28/02, 07/03, 04/04	May 17	
	£1,427.65		£1,427.26	Kents Hill & Monkston Parish C	Clerk outsource Salary/PAYE/NI/Pension	May 17	
	£55.00		£55.00	Mr A Charman	Allotment Plot/Rent Refund (Plot 18)	May 17	
	£35.00		£35.00	Mrs J Hogan	Allotment Plot Refund (Plot 29)	May 17	
	£65.00		£65.00	Reliable Oven Cleaning	Pavilion Oven Clean	May 17	
	£180		£180	David Monk	Pavilion License Renewal	May 17	
	£32.60		£32.60	Bucks CC	Employee Pension	May 17	
11.	<p>Planning Applications (fixed item). To agree any comments, support or objections to current planning applications, list circulated prior to meeting. No specific planning application to comment on. Cllr JeB proposed a sub-committee be set up to make decisions on ad-hoc planning applications that fall outside the deadline before next full parish council meeting. RESOLVED: Clerk to clarify rules relating to devolved decision making in sub-committees and topic to be discussed and agreed in Strategy meeting.</p>						Clerk Cllrs TS, JoB, CC (TBC)
12.	<p>Consultations Papers (fixed item). To agree Parish Council responses to current consultations. Plan: MK, deadline for comment 9 June 2017. RESOLVED: Cllr JB recommended that each councillor reads the document and responds individually as people have different views, all agreed.</p>						Info
13.	<p>Training Needs Agree any specific training needs for Councillors/Personnel in the coming financial year ending March 2018. RESOLVED: Cllr JB confirmed that a decision had been made to look at BALC group Councillor Induction training. Clerk to pick this up and report back to next meeting. Cllrs JS, LS, GS, TS and DM require Councillor Induction training. RESOLVED: Clerk to look at Planning training with MKC Bret Lehy. Cllr JoB confirmed he is happy to share his knowledge of the Local Plan if required. RESOLVED: Add further training requirement to the Strategy Meeting.</p>						Clerk Cllrs TS, JoB, CC (TBC)
14	<p>IT, agree a working party to discuss future IT requirements with immediate attention to the following:</p> <ol style="list-style-type: none"> 1. Email/Website hosting and support package. 2. Off-site data storage. 3. Anti-virus software. 4. Finance Software. RESOLVED: Received pre circulated report; Council agreed to go ahead with RBS Rialtas finance software package with multi users. 5. Mobile Phone Upgrade/VOIP Phone System. RESOLVED: Clerk to go ahead and look at different mobile phone provider or upgrade phone to enable more effective parish communication' signal very poor, not able to retrieve messages effectively. RESOLVED: Cllrs MS, GS, JoB, LS, TS to form a working party, define terms of reference and bring back to the meeting in June. 						Clerk Cllrs MS, GS, JoB, LS, TS

15.	<p>Allotments</p> <ol style="list-style-type: none"> <u>RBS Rialtas software.</u> RESOLVED: Received pre circulated report; Council agreed to go ahead with RBS Rialtas Allotment software package with multi users. <u>Kemsley Allotment Association update.</u> Cllr DM gave an update following attendance with Cllr JS at the allotment association meeting (report circulated). Cllr DM confirmed that Anglian Water has done everything reasonable with putting measures in place to manage any future risk. <u>Settlement-Kemsley All allotment Flooding.</u> Cllr DM confirmed that the Parish Council has paid four allotment tenants compensation of £100 each. Our initial claim proposal was £10K, then revised to £3,900 and Anglian Water Insurers offered £1,400. We declined their offer and they sent a revised offer of £2,688.50. Cllr DM proposed we accept their offer and closed this issue. RESOLVED: Council agreed with DM proposal, Clerk to formally write an accept offer. RESOLVED: Council to write to tenant(s) still on flooded plots and confirm that if offer of moving to another plot is not accepted, they remain on their existing plot(s) at their own risk. 	Clerk
16.	<p>Ground Maintenance Contract agree working party to review existing specification/contract and put recommendation forward. Cllr JS circulated draft terms of reference. RESOLVED: Clerk, JoB, JS, and DH to form a working party. Clerk agreed to lead the working group and bring back recommendations to future agenda for approval.</p>	Clerk Cllrs JS, JoB, DH
17.	<p>Shared Services, agree a working party to look at future opportunities with KHMPC.</p> <ol style="list-style-type: none"> Office/Rent Ranger/Warden Initial shared service withdrawn from Great Linford. Cllr TS proposed inspection service up to 20 hours/week to be carried out by Colin Bowker (CB). CB role will be to co-ordinate work to be done and communicated to Clerk, await signed contract. RESOLVED: Council agreed to go ahead with this temporary solution and the shared services working group to look at long-term solution. Resources RESOLVED: Cllr's JS, TS, JeB and DM agreed to form a working party. Working party to agree internal requirements prior to arranging a joint meeting and bring back to the June meeting. 	Cllrs JS, TS, JeB, DM
18.	<p>Strategy Meeting, agree next steps. RESOLVED: Cllr's TS, JoB and CC (to confirm) agreed to form a working party and bring back proposal of next steps to a future agenda.</p>	Cllrs TS, JoB, CC (TBC)
19.	<p>Correspondence Cllr JeB proposed a rota for councillors to take responsibility to read correspondence and bring vital items to the attention of other councillors. RESOLUTION: Strategy working party to include in their proposal.</p>	Cllrs TS, JoB, CC (TBC)
20.	<p>Phone Box-London Rd Broughton, Resident Ray Mitchener requested the parish council look to adopt the red telephone box on the Green in London Road. RESOLUTION: Council agreed to go ahead.</p>	Clerk
21.	<p>Middleton Pavilion</p> <ol style="list-style-type: none"> Agree who to donate the Marquee to that is stored in the Pavilion. Clerk notified council that this has been put on the agenda in error, it does not relate to BMKVPC. Pool Table, agree next steps. RESOLVED: Council wish to keep this asset. If Middleton Pavilion Tenant wishes to repair or upgrade the pool table, they can do so however, the asset will remain the property of the Parish Council. 	Clerk Cllrs JS, DM, TS Colin Bowker (co-opt)

	<p>3. Formally disband working group, project now complete. Noted, Cllr TS thanked DM for leading this working group. Cllr DM proposed that a Steering Group now needs to be set up to manage the relationship going forward. Cllr JS proposed this group includes the Cricket Club. RESOLVED: Cllr's JS, DM, TS form the steering group and agreed to co-opt Colin Bowker as a volunteer. Future agenda item to agree next steps of Steering Group.</p>	
22.	<p>Broughton Café</p> <p>1. Approve Devlin Consulting to engage with their third party consultants (InoxEquip) for shell and core fit out specification.</p> <p>Cllr GS confirmed that the working group had received the results of the feasibility study carried out by Devlin Consulting and based on the recommendation, item one above, was no longer valid.</p> <p>2. Working group to update on status of Broughton Café Cllr GS confirmed that Devlin Consulting has recommended that to continue with this project would be a big financial risk to the Parish Council, based on figures presented. Devlin also stated that a small operator would not sustain the initial costs whereas a franchised brand would have better buying power.</p> <p>After much consideration and taking everything into account, the majority of the working group (Cllrs GS, TS, MS, CC-not available for comment), whilst disappointed recommended that the project does not go ahead.</p> <p>RESOLUTION: Cllr DM proposed Council accept the working group's proposal not to go ahead with the project, all agreed. Clerk to notify all respective stakeholders and advocates of the scheme.</p> <p>The Working group were thanked for their personal time and effort in engaging with the project and wanting to make it successful. Cllr GS commented that the working group was impressed with Devlin Consulting and should consider them for any future project.</p>	Clerk
23.	<p>MK CAB agree next steps. Cllr JeB asked council to agree next steps based on options available. RESOLVED: Clerk and Cllr JeB to present the options at the next meeting for approval.</p>	Clerk Cllr JeB
24.	<p>Councillor Reports and Items for Future Agenda</p> <p>1. Proposed Temple and traffic implications -June agenda. 2. Cllr JeB updated council on the art project, agreed to use gallery as representative on spending of S106 for project at Claridge Park; this has progressed; Cllr JeB was on the interview panel and they have appointed Bernice Furnace, ongoing. 3. Lollipop Lady-June meeting. 4. Milton Keynes Village Allotment boundary with resident Mr Phillips.</p>	Clerk
25.	<p>Next Meeting: Monday 5 June 2017</p>	

Meeting Ended 21h35

Signature:	
Name/Position:	
Date:	