

**PARISH COUNCIL MEETING MINUTES**  
**Monday 3 June 2019**  
**Oakgrove Office, 27 Atlas Way, Milton Keynes, MK10 9SG**

Councillors Present: Cllr's D Monk (DM)-Chair, T Small (TS)-Vice Chair, J Bint (JB), G Brighton (GB), Y Olayemi (YO), R Oates (RO).

Ward Councillors: Cllr's S Crooks (SC), J Bint (JB), K Bradburn

Officers Present: Vicky Mote

Also Present: 3 members of the public

Meeting started 19h15

Ref	MINUTES	ACTION
FC19/20-39	<b>Apologies:</b> RESOLVED to accept councillor absence as following: P Stiles (family event); P Brown (work); J Small (medical).	
FC19/20-40	<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.  Cllr JB, who is a member of the Development Control Panel (Chair) declared an interest in item FC19/20-46 Planning 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.	
FC19/20-41	<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 Councillors gave an update; a summary is set out as an addendum to the minutes.  Started 19h20 - Ended 19h50	
FC19/20-42	<b>Minutes</b> RESOLVED that the draft minutes of the Parish Council meeting held on 13 May 19 be accepted as a true copy; duly signed by Cllr DM (Chair).	
FC19/20-43	Audit ending 31 March 2019 1. Section 1, review of Annual Governance Statement 2018/19; It was RESOLVED to agree yes to sections A-J.  A. Appropriate accounting records have been properly kept throughout the financial year. B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. J. Accounting statements prepared during the year were prepared on the correct	Clerk

	<p>accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</p> <p>H. Asset and investments registers were complete and accurate and properly maintained.</p> <p>I. Periodic and year-end bank account reconciliations were properly carried out.</p> <p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded</p> <p>The following statement is <i>Not covered</i>:</p> <p>K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (“Not Covered” should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR) Yes No* Agreed? Please choose one of the following Internal control objective Not covered**</p> <p>The following statements are not applicable.</p> <p>L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations. Not applicable</p> <p>M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.</p> <p>2. Section 2, adoption of Accounting Statements/un-audited accounts 2018/19; It was RESOLVED to approve the accounts statements as detailed in section two of the annual return.</p> <p>3. Review internal auditors report and any recommendations 2018/19. Council NOTED the internal auditors report for 2018/19 year ending 31 March 19 and RESOLVED to adopt the recommendations numbered 1, 7, 10, 28.</p> <p>4. Agree goodwill for internal auditor. It was RESOLVED to award our internal auditor a goodwill gesture of £250 for completion of our annual internal audit and his commitment to the parish council in completing our audits for over 12 years.</p>																												
FC19/20-44	<p><b>Finance</b></p> <p>1. Payments NOTED Payments between 13/05/19 to 02/06/19.</p> <table border="1" data-bbox="284 1635 1294 2018"> <thead> <tr> <th colspan="3">PAYMENTS 13/05/19-02/06/19</th> </tr> <tr> <th>Trans Date</th> <th>Transaction Description</th> <th>Debit Amount</th> </tr> </thead> <tbody> <tr> <td>31/05/2019</td> <td>HMRC</td> <td>£933.64</td> </tr> <tr> <td>31/05/2019</td> <td>MARCUS YOUNG LANDS-INV 3094</td> <td>£774.00</td> </tr> <tr> <td>31/05/2019</td> <td>BUCKS CC PENSIONS</td> <td>£915.09</td> </tr> <tr> <td>31/05/2019</td> <td>RTM LANDSCAPES-INV 1657</td> <td>£944.30</td> </tr> <tr> <td>31/05/2019</td> <td>SALARIES-MAY 19 (Inc, redundancy payment)</td> <td>£4,533.84</td> </tr> <tr> <td>21/05/2019</td> <td>VIRGIN MOBILE</td> <td>£6.19</td> </tr> <tr> <td colspan="2"><b>TOTAL</b></td> <td><b>£8,107.06</b></td> </tr> </tbody> </table>	PAYMENTS 13/05/19-02/06/19			Trans Date	Transaction Description	Debit Amount	31/05/2019	HMRC	£933.64	31/05/2019	MARCUS YOUNG LANDS-INV 3094	£774.00	31/05/2019	BUCKS CC PENSIONS	£915.09	31/05/2019	RTM LANDSCAPES-INV 1657	£944.30	31/05/2019	SALARIES-MAY 19 (Inc, redundancy payment)	£4,533.84	21/05/2019	VIRGIN MOBILE	£6.19	<b>TOTAL</b>		<b>£8,107.06</b>	
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BANK ACCOUNT BALANCES AT 02/06/19		
	Lloyds Current Account	£134,995.10
	Lloyds Deposit Account	£31,615.70
	Public Sector Deposit Account	£25,000.00
	<b>TOTAL FUNDS</b>	<b>£191,610.80</b>
FC19/20-45	<p><b>Consultations Papers</b> (fixed item). To agree Parish Council responses to current consultations. Tanfield Square, Broughton-consider feedback on consultation, how to proceed. It was RESOLVED to propose a 5-hour restriction on all parking bays to allow for any resident who might have a time-bound appointment; this would also be less complicated with regard to enforcement.</p>	Clerk
FC19/20-46	<p><b>Minutes of Committees</b></p> <p>1. <u>Planning and Licensing</u> It was NOTED that Planning and Licensing Committee meeting on 20 May cancelled due to not being quorate.</p> <p>2. Review planning applications due to cancelled meeting 20/05/19, list circulated prior to meeting.</p> <p><b><u>19/01166/FUL</u>; At: 13 Kingswear Drive, Broughton, Milton Keynes, MK10 9NZ</b> ; Proposed Single Storey Rear Extension It was RESOLVED to make NO OBJECTION.</p> <p><b><u>19/01184/FUL</u>; At: 2 Babington Close, Middleton. Milton Keynes, MK10 9HE</b>; Two storey rear extension, erection of new 2.3m high fence and vehicle gates in front of garage It was RESOLVED to make NO OBJECTION.</p> <p><b><u>19/01202/FUL</u>; At 1 Finch Close, Milton Keynes Village, MK10 9AE</b> Ground floor extension to the front, side and rear elevation of existing semi-detached dwelling. It was RESOLVED to make NO OBJECTION.</p> <p><b><u>19/01242/ADV</u>; At: Plot 510, Magna Park, Fen Street, MK17 7AB</b> Advertisement consent for 2 x Exterior "Amazon" signs, 1 x Monument sign and 2 x Way finding signs It was RESOLVED to make NO OBJECTION.</p> <p><b><u>19/01265/FUL</u>; At: 508 Milton Road, Broughton, MK10 9RJ</b> Proposed loft conversion including front and side roof lights and a rear dormer. It was RESOLVED to make NO OBJECTION.</p> <p><b><u>19/01303/FUL</u>; At: 1 Hillbeck Grove, Middleton, MK10 9JJ</b> Proposed single storey side and rear extensions, internal alterations and revised fenestration to side elevation It was RESOLVED to make NO OBJECTION.</p> <p><b><u>19/01311/FUL</u>; At: 9 Bodmin Place, Broughton, MK10 7DP</b> Proposal: Change of use from D1 (medical) to A3 (restaurant/café) It was RESOLVED to make NO OBJECTION.</p>	Clerk

FC19/20-47	<p><b>Project Updates</b></p> <ol style="list-style-type: none"> <li>1. <u>Youth Engagement</u> (Cllrs RO, PS, JS, YO). Cllr RO confirmed he is still waiting for councillors to indicate availability and asking for more councillors to join the working group. Cllr YO confirmed will join the Working Group. Youth café proposal on July meeting, will also visit current cafes.</li> <li>2. <u>Phone Kiosk Refurbishments</u> (MK Village and Broughton Village). Clerk informed council that MK Village phone kiosk is now ready for painting; dialogue with village volunteers is active and photos are being recorded during the progress.  Clerk informed council that Broughton Village phone kiosk is also progressing and dialogue is ongoing.</li> <li>3. <u>MK Village garden</u>. Clerk confirmed that the “clean up” by SERCO had taken place with regard to the cleaning up of vegetation and rubbish. Clerk will follow up on the progress of other agreed works.</li> <li>4. <u>The Old Forge</u>; this is a topic for discussion at the next Property &amp; Land Working group.</li> </ol>	Clerk
FC19/20-48	<p><b>WORKING PARTY UPDATES</b> Chair of working groups to give update and Council to approve any recommendations.</p> <ol style="list-style-type: none"> <li>1. <b>Property &amp; Land</b> (TS, JS, DM, CB, Clerk) <ol style="list-style-type: none"> <li>1.1 <u>CC Allotment-rat problem</u>; Clerk gave an overview of the problem. It was RESOLVED that the Clerk go ahead with: <ol style="list-style-type: none"> <li>1. Issue tenants with an advice notice on how everybody can jointly ensure that they are managing their individual plots effectively;</li> <li>2. Instruct a pest control company to come in and give some advice.</li> <li>3. Add to the next Property &amp; Land working group meeting.</li> </ol> </li> <li>1.2 <u>KC Allotment tree guards</u>. It was RESOLVED to go ahead with the purchase of rabbit guards to protect the trees, at a cost of £8 (10 guards); circa 20 trees on site.</li> </ol> </li> <li>2. <b>Media &amp; Communications</b> (GB, PS, JS, TS, Clerk) Cllr GB confirmed that meeting dates will be circulated shortly for all to respond. Cllr GB also thanked councillors who had submitted newsletter ideas.</li> <li>3. <b>Strategy</b> (All Councillors) It was RESOLVED that the Clerk look at the availability of council throughout July and agree a final date.</li> <li>4. <b>Human Resources</b> (DM, TS, RO, GB, Clerk) <ol style="list-style-type: none"> <li>5.1 <u>Temp for June</u>: It was RESOLVED to go ahead with a fixed term contractor for the month of June 10 to support the Clerk with some specific projects. Hourly rate agreed at £10.37/hr, all tax, NI and pension costs are the responsibility of the contractor.</li> </ol> </li> </ol>	Clerk

	<p><b>5.2 CEOO proposal for approval.</b> It was RESOLVED to accept the proposal put forward by the HR Working Group. Offer the position to the successful candidate at salary scale SCP21 + pension and holiday, to include a 3-month probation period.</p>	
FC19/20-49	<p><b>Councillor Reports</b> Cllr RO gave an update on Porterhouse progress on apartment blocks on Oakgrove. Porterhouse has completed (Clark House) however, Clarion (housing association) appear to not be paying the compensation that was agreed.</p> <p><b>Items for Future Agenda</b></p> <ol style="list-style-type: none"> <li>1. Cllr YO - Parking on bridge at Tanfield Lane, Broughton;</li> <li>2. Cllr RO – Bins overflowing on square outside Waitrose;</li> <li>3. Cllr TS – Worrelle Avenue (Phoenix Lodge) development update;</li> <li>4. Cllr TS - Crest Nicholson update on progress with fire safety issues on Oakgrove;</li> <li>5. Cllr YO - Zebra crossing outside Oakgrove Primary School.</li> </ol>	Clerk
FC19/20-50	<p><b>Next Meeting:</b> 01 July 19 Full Council Meeting @ 19h15</p>	
FC19/20-51	<p><b>Potential Adverse Possession</b> It was RESOLVED that, under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business, the Public and Press will be excluded from the following agenda item for the reason of it relating to information on confidential negotiations.</p>	

Meeting ended 21h08 followed by agenda item FC19/20-51

## **ADDENDUM - FC19/20-03 Public question time, including Ward Councillor updates**

### Ferry Meadows – Ward Cllr SC Update

1. Confirmed he has proposed a meeting at 16h30 on 05/07/19; to include all parties/stakeholder involved in this matter. The meeting is for Milton Keynes Council to give an update on all the proposals that were put forward.
2. Confirmed that the enforcement notice for the demolition of the old building expires on 05/07/19. The Hindu Association has agreed to demolish the old building as soon as any electric and or gas that is in situ, has been disconnected.

### Ferry Meadows – Resident Association Update

1. Confirmed that the electricity had been cut on 02/06/19 and the hole filled and tarmacked today (03/06/19).
2. The barriers have yet to be removed barriers.
3. There has been an influx of builders creating a compound in the car-park and toilet facilities set up however, not sure what they are doing.
4. The big gates are still in situ and due to come down (wooden gates still being locked, not removed yet). Looks like new gates for car park area are going to be erected near the swale?

### Ward Cllr SC General Update

1. Enjoyed annual meeting on 29/05/19; discussions were very useful.
2. Concerned about the planning application 19/01338/FUL on Laxfield Drive, concern about parking.
3. Broughton Gate traffic lights (Countess Way, Newport Rd), have asked for consideration of traffic lights being on 4-sequence like city Centre.

4. Warrick Ave, Broughton; there has recently been graffiti displayed with unacceptable content and we have MKC to clean it up.
5. Broughton Manor, Halesworth Ave; first houses are now occupied.
6. Brooklands, a request has been put forward at the meeting on 18/06/19 for measures to slow down the traffic down Newport Road.
7. New lights have been installed at Lidl, Broughton.
8. People are using the road near the new Health Centre as a rat run, MKC will speak to the developer to see if they can put in speed humps.
9. Mauritania Way, Brooklands is being used as informal parking for football on Saturdays. A petition is being run by the residents to install bollards or other measures.
10. Oakgrove; will be walking around with Ricky Oates in his capacity as a resident to get an understanding of all the issues.
11. Middleton; MKC are going to look at the area of lineage as it has faded; there is a schedule of works in place however, if this presents as a higher priority the work will be carried out sooner. Worrell Avenue and Noon Layer are also being reviewed.
12. Litter; this is a common issue raised everywhere. Suggestion that the Parish Council look at this more systematically and organize volunteers. MKC are only doing litter picks once every 8-weeks.
13. Devolved landscaping; a proposal has been put forward to MKC to consider asking all Parish/Town Councils who have expressed an interest in phase two (circa 16), be given the opportunity to consider the proposal being looked at with The Parks Trust or whether they still wish to proceed in October 19.

#### Ward Cllr JB General Update

1. Confirmed that the Capital program published for the next 3 years, has only had one chunk of white lining-Noon Layer Drive included.
2. MKC has accepted that their decision to cut road weed spraying was not good therefore, they have put it back into the budget.
3. The other issue concerning Newport Road slowing of traffic is that the state of road has been neglected; an update will be given in June meeting.
4. Shops have now opened in Brooklands Square (Lidl, Sainsbury).
5. MKC has decided to push back and cut back on "car cruising" meeting, there has been displacement from MK9.
6. New rules relating to landlords and private charges to tenants will be coming out within the next 4-5 days; they are intended to make it easier for people to access private rental companies.

Cllr RO confirmed that the adoption of roads in Oakgrove are being held up with Anglian Water pipework. Phase one will be next month (July) and Phase two/three will happen as and when the legal teams have completed.