

**PARISH COUNCIL MEETING MINUTES**  
**Monday 4 February 2019**  
**27 Atlas Way, Oakgrove, Milton Keynes, MK10 9SG**

Councillors Present: Cllr's D Monk (DM)-Chair, T Small (TS)-Vice Chair, J Bint (JB), P Stiles (PS), G Brighton (GB), L Swinton (LS), Y Olayemi (YO)-left the meeting at 21h20.  
Ward Councillors: Cllr's S Crooks (SC), J Bint (JB), C Morris (CM)  
Officers Present: None  
Also Present: Colin Bowker (Contractor), Chris Davies (internal auditor) + 4 members of the public

Meeting started 19h15, Chair announced that due to the Clerk being absent the meeting would be recorded.

Ref	Minutes	Action
FC18/19-67	<p><b>Apologies:</b> To receive, note and agree apologies for absence. NOTED that the Clerk was absent due to hip operation. RESOLVED to accept the following absence; Cllr Jo Small (medical), Cllr Ricky Oates (medical) RESOLVED not to accept Cllr Julie Chambers (work)</p>	
FC18/19-68	<p><b>Co-option</b> Council to co-opt a new member for one of the vacant seats in the Broughton and Atterbury Ward.</p> <p>Having carried out an interview together with Cllr TS, Cllr DM introduced Peter Brown as a candidate. Cllr DM asked Peter Brown to give a brief overview of his credentials and asked Council if they had any questions. No questions asked; Cllr DM, having confirmed that Peter Brown had met the criteria, proposed that he be co-opted. Cllr JB seconded.</p> <p>RESOLVED to co-opt Peter Brown to the vacant seat of Broughton and Atterbury Ward. Peter Brown duly signed his acceptance of office in front of Council and joined the meeting.</p>	Clerk
FC18/19-69	<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 FC18/19-71 Ferry Meadows, item FC18-19-75 Planning 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>	
FC18/19-70	<p><b>Public question time, including Ward Councillor updates:</b> members of the public may ask questions on any matters dealt with by Full Council included on this agenda. <i>(please note that this item will generally be restricted to a maximum of 15 minutes, subject to Chair's discretion).</i></p> <p>No issues raised by the public.</p> <p><u>Ward Cllr Sam Crooks updates</u></p> <ol style="list-style-type: none"> <li>1. Morris Homes will be starting on both the <b>Atterbury and Phoenix Lodge development</b> in the middle of March 19.</li> <li>2. <b>Sainsbury (in Brooklands square)</b> will open middle March 19.</li> <li>3. Word on the street is that <b>Lidl (opposite Brooklands Health Centre)</b> will open on 28/02/19.</li> <li>4. Meeting planned with heads of Oakgrove Primary and Secondary schools to discuss the possible <b>pedestrian crossing across Ada Walk</b> near Costa coffee shop where there are already dropped curbs. Cllr DM asked for clarity about whether this would solve the issue with no dropped curb outside the primary school. Cllr SC confirmed this crossing was to solve the issue primarily to do with the secondary school children crossing on Ada Walk opposite Costa coffee shop.</li> </ol>	

	<p>5. Statutory consultation regarding yellow lines outside the <b>Middleton school</b> starts 14/02/19, if no objections they will be implemented by end of financial year in March 19.</p> <p>6. Short paper going to MKC Cabinet regarding <b>Landscaping</b> and the prospect of extending the Serco contract and the viability of Parks Trust taking over the landscaping not being taken on by parishes through the devolved service.</p> <p>7. <b>Ferry Meadows</b>, new director of Highways (Debbie Taylor-Bond) has put forward 6 options for discussion, of which 5 had already been thought of. 6<sup>th</sup> option is to install more lay-bys down Kemsley Crescent to increase the amount of available parking. She will hold a round-table meeting with Hindu Association, residents, two members of the Parish Council, 3 Ward Councillors and representative from the Parks Trust; all options and costs will be put on the table; no date for meeting confirm as yet.</p> <p><u>Ward Cllr Catriona Morris Updates</u></p> <p>1. Milton Keynes Village conservation area consultation has started, ending 01/03/19.</p> <p>2. <b>Bins</b>-confirmed that all bins are currently responsibility of Crest on Oakgrove until the highways have been adopted by Milton Keynes Council.</p> <p><u>Ward Cllr John Bint Updates</u></p> <p>1. <b>Amber Gate</b>, the intention was that it should stay open one way however, due to a small number of motorists driving dangerously against the flow of traffic, Milton Keynes Council (MKC) took the decision to close it in its entirety due to safety. MKC has learned their lesson in not consulting with residents from Broughton Village as well and not just Amber Gate residents.</p> <p>2. <b>White recycle bags</b>, MKC has accepted that their change in managing these has not worked effectively. They are now committing to delivering these bags in bundles and should therefore now be more readily available, if not contact your Ward Councillor.</p> <p>3. <b>MK East Project</b> is still going ahead. In Cllr JB opinion it will have significant impact on this parish with regard to traffic congestion.</p> <p>4. <b>Food Festival</b>-word is out that this parish is hosting this event in September; we need to be clear in our communication about our role as a stakeholder and not organiser.</p> <p>5. <b>Parish Survey</b>-confirmed he had promoted this as far as possible.</p>	
FC18/19-71	<p><b>Ferry Meadows Update</b></p> <p>Cllr DM confirmed that he had been in contact with Debbie Taylor-Bond (director of Highways) original goal was to have the 5 proposals costed by the end of December 18. This has slipped but they are now looking at the implications of each option; we are definitely on the radar.</p> <p>Cllr JB notified residents that two key people involved in this from Milton Keynes Council had recently left so they are trying to manage effectively as possible with their limited recourses.</p> <p>Residents gave positive feedback on the first event held by the Hindu Association however, they still have concerns about parking issues when phase two of the venue goes ahead and they are at full capacity of circa 500 people. Residents also raised concern about the old building still being present and asked if council new when it would be demolished. Ward Cllr Sam Crooks confirmed that it should be removed by 31/03/19.</p>	
FC18/19-72	<p><b>Minutes</b> to agree as a correct record the minutes of the Parish Council meeting held on 7 January 2019.</p> <p>Following NOTED changes, RESOLVED that the draft minutes of the Parish Council meeting held on 7 January 2019 be accepted as a true copy; duly signed by Cllr DM (Chair).</p>	
FC18/19-73	<p><b>Finance</b></p> <p>1. <b>Payments</b> NOTED, dated 08/01/19 to 02/02/19.</p>	Clerk/TS

Date	Payee Name	Ref	Paid	Transaction Detail
07/01/19	Connexin	DD	£60.00	Office Phones (4)
07/01/19	Marcus Young Landscapes	BACS	£524.40	
17/01/19	Zurich Insurance	BACS	£2,003.88	Annual Policy
21/01/19	Bucks CC	BACS	£843.71	Pension-Jan 19
21/01/19	HMRC	BACS	£922.76	Tax + NI-Jan 19
21/01/19	Mrs A McNaughton	BACS	£620.83	Salary-Jan 19
21/01/19	V Mote	BACS	£2,030.00	Salary-Jan 19
21/01/19	Marcus Young Landscapes	BACS	£593.40	Bin Servicing Dec 18-Inv 2918
21/01/19	RTM Landscapes	BACS	£944.30	Inv 1486
21/01/19	Rupal	BACS	£45.00	MD10 Deposit Refund
21/01/19	Virgin Mobile	DD	£6.19	Mobile Phone
02/02/19	Colin Bowker	BACS	£554.47	Contractor-Jan 19
<b>Total Payments</b>			<b>£9,148.94</b>	
<b>Bank Account Balances as at 02/02/19</b>				
Lloyds Current Account			£87,910.16	
Lloyds Deposit Account			£31,610.50	
Public Sector Account			£25,000.00	
<b>Total Funds</b>			<b>£144,520.66</b>	
<p><b>2. Grants</b> to discuss and approve/decline any grants received.  NOTED no current grants to approve. Cllr TS confirmed that following the approval of our new grants policy in the January meeting, we had not presented the new application form, which is currently being worked on and will be available by March meeting.</p>				
FC18/19-74	<p><b>Consultations Papers</b> (fixed item). To agree Parish Council responses to current consultations.  1. Proposed changes to Street Trading arrangements-ends 14/02/19.  RESOLVED to support the recommendations put forward in this paper.</p> <p>Cllr JB suggested that the Planning &amp; Licensing Committee do respond to the Milton Keynes Village conservation area consultation (ending 01/03/19) before the deadline, all agreed.  RESOLVED that the Planning &amp; Licensing Committee respond on behalf of the Parish Council following their next meeting on 18/02/19.</p>			Clerk
FC18/19-75	<p><b>Committee Minutes and Chair Reports</b>  1. <u>Planning and Licensing</u>  RESOLVED to note at the next full council meeting as draft minutes of the Planning and Licensing Committee held on 21 January 2019 had not been completed and circulated.</p>			Clerk
FC18/19-76	<p><b>Parish Survey Update</b>, a brief overview given to council.  260 responses received. which equates to about 5% of households.  Good spread across the parish apart from Oakgrove.  RESOLVED that the Media &amp; Comms working group put together a summary for publication.  RESOLVED that an action plan should be derived from the results.</p>			GB

FC18/19-77	<p><b>Oakgrove Office Update</b></p> <ol style="list-style-type: none"> <li>1. Cllr DM gave an update following a meeting held with our landlord Crest Nicholson.</li> <li>2. Key points raised were; better communication on what is happening on the estate and what will be happening to our offices.</li> <li>3. Crest confirmed that internal walls of our office will be lined with further fire retardant in line with the properties within the block.</li> <li>4. Agreed to give them a 10-day window to access our offices and complete the works in one go; date to be determined. Porterhouse as the contractor will carry out the works.</li> <li>5. Reiterated to Crest that they are our landlord and we look to them to keep us informed of any building works that affect us as their tenant.</li> <li>6. Took the opportunity to share with Crest that these offices are not fit for purpose; lighting is domestic rather than commercial and the soundproofing is not adequate. Crest agreed to take away and look at the costs involved.</li> <li>7. Cllr TS reminded Crest that we have a break clause at 5 years from the start of our lease and that S106 funding was utilised for this unit to be used as a community facility.</li> </ol> <p>RESOLVED that the meeting notes will be circulated to all councillors.</p>	DM/ TS
FC18/19-78	<p><b>Project Updates</b></p> <ol style="list-style-type: none"> <li>1. <u>Youth Engagement.</u> <ol style="list-style-type: none"> <li>1.1 Ruth Maxey has approached the Parish Council about supporting the concept of a Youth Café; there are currently two up and running, one in Walton and the other in Bletchley. Cllr DM proposed we get a representative from one of the existing cafes to present at our meeting in March. Clerk to arrange.</li> <li>1.2 Cllr JB was approached by Scouts looking to see if the parish council would look to help fund a building in Dawson Rd. They have access to a warehouse that could house many scouting activities.</li> <li>1.3 YMCA has also approached the Parish Council for a grant, awaiting the new application form to complete.</li> </ol> <p>Cllr DM asked council to consider who would like to get involved in the Youth Engagement project to ensure that we are reaching out to all areas and not trying to re-invent the wheel on something that might already be up and running. The project group will need to scope out the criteria of focus.</p> </li> <li>2. <u>Phone Kiosk Refurbishments (MK Village and Broughton Village)</u> Cllr DM gave council an update, has already been approached by a couple of keen residents who want to help refurbish the kiosk in Milton Keynes Village. Parish Council to try and engage some residents in Broughton Village who would like to do the same with the kiosk there.</li> <li>3. <u>MK Village Garden</u> Colin Bowker confirmed that RTM had recently carried out maintenance works as part of their contract. Cllr DM confirmed council has budgeted to remove and tidy up one of the main hedges. Council need to consider further what this area should be used for as it has become high risk as a “dumping” area.</li> </ol>	Clerk
FC18/19-79	<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. <u>Property &amp; Land</u> (TS, JS, DM, CB, Clerk) <ol style="list-style-type: none"> <li>1.1 RATIFIED tree work cost budgeted for in 2019/20, which had to be brought forward due to seasonal restrictions and TPO applications.</li> <li>1.2 Clean-up fund update; litter picking kits and deep cleaning equipment due to delivered to the parish council. Consortium purchasing cleaning equipment to rent out is still ongoing; Cllr TS will discuss further with the co-ordinator.</li> </ol> </li> </ol>	Clerk

	<p>There will be three pieces of works under consideration by Serco to be carried out by the end of March 19 as follows:</p> <ul style="list-style-type: none"> <li>(a) cleaning the secret garden (old fence, rubbish, ivy staining furniture)</li> <li>(b) Old Forge, clear the ivy, repair and stain the bench and clean up the map board.</li> <li>(c) Highland Drive-Bodman Place, dig out and re-plant trees within parking area.</li> </ul> <p>1.3 MK Food Fest coming to our parish however, we are a stakeholder and not the organiser. We have representation on the steering group meetings to ensure all aspects of the organisation are covered, especially the management of parking.</p> <p>1.4 Next Property &amp; Land meeting due 20 February 2019</p> <p>2. <u>Technology</u> (JB, LS, TS, MS, Clerk) Cllr GB put forward a proposal for the purchase of a TV monitor for meeting purposes. RESOLVED to accept the proposal to purchase one Samsung 55" TV screen (£480), stand (£60) and Chrome Cast wireless kit (£30)</p> <p>3. <u>Media &amp; Communications</u> (GB, PS, LS, JC, JS, Clerk) Cllr GB gave an update. Group put forward a proposal to council to look at creating a formal Parish Council Facebook page, which can also to be used as a medium to join other Facebook groups. RESOLVED to progress with the concept of a formal Parish Council Facebook page.</p> <p>Following some feedback from the survey; RESOLVED that those councillors who had not already done so, should send the Clerk a portrait photo that can be uploaded onto the website.</p> <p>Draft Precept communication has been put together and worked on by Cllr TS and Clerk in readiness for the March newsletter. RESOLVED to circulate a copy around for all councillors to see prior to publication. RESOLVED that Cllr Peter Brown will join the Media &amp; Comms working group.</p> <p>4. <u>Strategy</u> (All Councillors) Next meeting due 18 April 2019</p> <p>5. <u>Human Resources</u> (DM, TS, RO, Clerk) RESOLVED to discuss confidential HR topics in closed session.</p>	
FC18/19-80	<p><b>Councillor Reports and Items for Future Agenda</b></p> <p><u>Devolved Landscaping</u> Cllr PS gave an update on the meeting, which both he and Colin Bowker attended regarding devolved landscaping services. Serco are keen to develop a framework access agreement for councils to use their services. Serco are saying that the current contract with MKC is underfunded and they are looking to top that up. We need to consider putting staffing in place to deal with service enquiries from the public and the risk of continuity of service if outsourced. There are licences required to carry out the landscaping work that MKC will provide although they did not confirm which ones. Up to date mapping will be provided by MKC.</p> <p><b>Next steps:</b> MKC Cabinet due to meet in February where landscaping will be part of that meeting. MKC would ideally like to get formal agreements signed with Parish Councils by October 19 in readiness to take on the service in April 2020. Specifications will be sent out within the next fortnight.</p>	

	<p>Data on protected sites and species will also be provided where necessary. Another meeting due in about three months' time.</p> <p><u>MK East Stakeholder meeting</u> Cllr JB confirmed that the process for applying for Housing Infrastructure Funding has been delayed until end of March 19. Still great concern regarding the traffic modelling and impact on residents. Political drive from two parties wanting to achieve 500K capacity in MK, which it was not built to do; this is regardless of the impact on existing residents. Cllr GB asked council to consider what their role in this stakeholder group is going forward as this impacts the whole of MK. Cllr JB suggested that parishes that have experience of congestions issues should get more engaged in contributing to and reviewing Plan MK before it is formally adopted.</p>	
FC18/19-81	<p><b>Annual Assembly</b> (to be held between 1 Mar and 1 June) Council to agree location and proposed month. Cllr DM proposed that we should have our next assembly meeting over in Brooklands or Broughton, all agreed. RESOLVED that Clerk look at availability of facilities and consider any bank holidays and window either before or after the elections in May 19.</p>	Clerk
FC18/19-82	<p><b>Next Meeting:</b> Next meeting will be held on Mon 4 March 2019 @ 19h15</p>	

Meeting ended 21h30.