

PARISH COUNCIL MEETING
Monday 4 June 2018
27 Atlas Way, Oakgrove, Milton Keynes, MK10 9SG

Councillors Present: Cllr's D Monk (DM)-Chair, T Small (TS)-Vice Chair, J Bint (JB), J Small (JS), Liz Swinton (LS), R Oates (RO), J Chambers (JC)
Ward Councillors: Cllr's C Morris (CM), S Crooks (SC)
Officers Present: Vicky Mote (Clerk/RFO)
Also Present: Colin Bowker (Contractor), 4 members of the public

Meeting started at 19h15

Ref	Item	Action																																																												
1.	Apologies: Cllr's Mez Solanki (Work), Patrick Stiles (Holiday), Cllr Y Olayemi (work) RESOLVED to accept apologies.																																																													
2.	Minutes of the Annual Parish Council Meeting and Monthly Parish Council meeting held on 14 May 2018 were adopted as a true record and signed by Cllr DM (Chair).																																																													
3.	Declaration of Interest: Cllr JoB, who is a member of the Development Control Panel declared an interest in item 6-Planning. He will not express any opinion on planning applications however, is happy to comment on any planning processes.																																																													
4.	Audit ending 31 March 2018. 4.1 Financial statement and un-audited accounts were available on the Shared Drive before the meeting for Council to review. RESOLVED to approve. 4.2 Reviewed internal auditors report and recommendations of low risk, available on the Shared Drive before the meeting for Council to view. RESOLVED to adopt the recommendations on page 4 under section 2. Clerk to revise financial regulations accordingly 4.3 Goodwill for internal auditor, RESOLVED to offer £170, FOR=6, NEUTRAL=1 4.4 Review of Annual Governance Statement for external audit preparation. RESOLVED to approve.	Clerk																																																												
5.	Finance 5.1 Appeal for Funding , none received. 5.2 Payments , Clerk presented finance report, RESOLVED to approve, duly signed by Cllr's DM, JS. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Payment 11/05/18-04/06/18</th> </tr> <tr> <th>Date</th> <th>Payee Name</th> <th>Ref</th> <th>Amount</th> <th>Transaction Detail</th> </tr> </thead> <tbody> <tr> <td>21-May</td> <td>Virgin Mobile</td> <td>DD</td> <td>£6.00</td> <td>Mobile May 18</td> </tr> <tr> <td>30-May</td> <td>Vicky Mote</td> <td>BACS</td> <td>£2,112.83</td> <td>Salary-May 18</td> </tr> <tr> <td>30-May</td> <td>Mrs A McNaughton</td> <td>BACS</td> <td>£664.69</td> <td>Salary-May 18</td> </tr> <tr> <td>04-Jun</td> <td>RTM Landscapes</td> <td>BACS</td> <td>£944.30</td> <td>Landscaping-May 18</td> </tr> <tr> <td>04-Jun</td> <td>EDF Energy</td> <td>BACS</td> <td>£103.10</td> <td>Elect 28/04-29/05</td> </tr> <tr> <td>04-Jun</td> <td>MK Citizens Advice</td> <td>BACS</td> <td>£1,073.25</td> <td>Outreach Service Apr-Jun 18</td> </tr> <tr> <td>04-Jun</td> <td>HMRC</td> <td>BACS</td> <td>£985.00</td> <td>Tax+NI-May 18</td> </tr> <tr> <td>04-Jun</td> <td>Colin Bowker</td> <td>BACS</td> <td>£582.27</td> <td>Contractor May 18</td> </tr> <tr> <td>04-Jun</td> <td>Bucks County Council</td> <td>BACS</td> <td>£936.69</td> <td>Pension Contribution-May 18</td> </tr> <tr> <td>04-Jun</td> <td>Allotment MD05</td> <td>CHQ1844</td> <td>£25.00</td> <td>Plot Deposit Refund</td> </tr> </tbody> </table>	Payment 11/05/18-04/06/18					Date	Payee Name	Ref	Amount	Transaction Detail	21-May	Virgin Mobile	DD	£6.00	Mobile May 18	30-May	Vicky Mote	BACS	£2,112.83	Salary-May 18	30-May	Mrs A McNaughton	BACS	£664.69	Salary-May 18	04-Jun	RTM Landscapes	BACS	£944.30	Landscaping-May 18	04-Jun	EDF Energy	BACS	£103.10	Elect 28/04-29/05	04-Jun	MK Citizens Advice	BACS	£1,073.25	Outreach Service Apr-Jun 18	04-Jun	HMRC	BACS	£985.00	Tax+NI-May 18	04-Jun	Colin Bowker	BACS	£582.27	Contractor May 18	04-Jun	Bucks County Council	BACS	£936.69	Pension Contribution-May 18	04-Jun	Allotment MD05	CHQ1844	£25.00	Plot Deposit Refund	Clerk
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	<p>5.3 Metro Bank (Allotment Account) Clerk proposed transfer of funds to the value of the Landscaping contract, all relevant transactions relating to allotments will be adjusted accordingly once the new account has been set up. RESOLVED to approve.</p>															
6.	<p>Planning Applications (fixed item). RESOLVED no comments to add to the following: <u>18/01038/FUL</u>- Erection of two individual single storey timber out-buildings for use as classrooms at Middleton Primary School, Noon Layer Drive, Middleton, Milton Keynes, MK10 9EN. <u>18/01106/ADV</u>- Advert consent to display 2 Fascia Signs, 3 pylon and 1 flag at CarNext, Northfield Drive, Northfield, Milton Keynes, MK15 0EB. <u>18/01122/FUL</u>- Proposed single storey rear extension at 10 Bowling Leys, Middleton, MK10 9BD. <u>18/00874/FUL</u>- Loft conversion with rear former window at 31 Bowling Leys, Middleton, Milton Keynes, MK10 9BD. <u>18/00866/FUL</u>- Addition of 20ft green metal shipping container for storing BMX equipment, builders to excavate 6 holes 600x600x600 refill with concrete to stabilize container & gravel footprint of container at Milton Keynes BMX Track, Tongwell Street, Milton Keynes, MK15 9PA. <u>18/01205/DISCON</u>- Details submitted pursuant to discharge of condition9 (street lighting) attached to planning permission 17/02254/REM at Broughton Manor Business Park, Newport Road, Broughton Milton Keynes. <u>18/01249/DISCON</u>- Details submitted pursuant to discharge condition 10 attached to planning application 16/02271/REM (Certification confirming the achievement of Secured by Design accreditation) at Parcel 7C, Land South of Countess Way And West of Cranmore Circle, Broughton</p>															
7.	<p>Licensing Applications: (fixed item) Cllr CM confirmed no updates.</p>															
8.	<p>Consultations Papers (fixed item). To agree Parish Council responses to current consultations. 8.1 Unauthorised developments and encampments-ending 15 June 18 RESOLVED to devolve to Chair + Clerk.to respond.</p>					Clerk/DM										
9.	<p>Standing Orders council to receive and approve new proposed standing orders. RESOLVED to take more time to consider and bring back to a future meeting.</p>					Council										
10.	<p>External Representation-MKALC council to consider Council were not able to attend, RESOLVED to bring back to a future meeting for a decision.</p>															
11.	<p>Planning & Licensing Committee Chair asked for representation from Council. Cllr's RO, JS, JC agreed to sit on the committee. RESOLVED to agree three members as quorate for meetings. RESOLVED to bring back to the next meeting to agree terms of reference and any delegated powers. Clerk to circulate proposed committee dates for all to review and agree.</p>					Clerk										
12.	<p>Meeting Length Cllr RO put a motion forward asking Council to consider the length of meetings as the AGM and combined monthly meeting lasting four hours was quite demanding. RESOLVED that the AGM should not be combined with a monthly meeting, clerk to circulate proposed future dates.</p>					Clerk										
13	<p>WORKING PARTY UPDATES (Fixed Item) Chair of working groups to give updates and council to agree next steps on any actions. 13.1 <u>Property & Land</u> (TS, JS, DM, CB, Clerk) (a) Terms of Reference presented by Cllr TS. RESOLVED to adopt the revised version 2.0, which now includes landscaping. 13.2 <u>Technology</u> (Clerk, JoB, LS, TS, MS) (a) Website Update, Cllr DM and TS gave an update on the website and thanked each other for the input required to get it live. Cllr TS to give Clerk brief overview of updating and adding attachment.</p>					Clerk										

	<p>(b) Terms of Reference, Clerk present draft updated version in absence of Cllr MS. Cllr TS recommended that the following is added: “Oversee data security and business continuity (technology infrastructure). RESOLVED to adopt the new updated version 2.0, including additions.</p> <p>13.3 <u>Strategy (All Councillors (All Councillors))</u> (a) Terms of Reference RESOLVED to carry forward due to further input required. Clerk to set up next Strategy meeting.</p> <p>13.4 <u>Human Resources (DM, TS, Clerk)</u> (a) Council to approve early pay date 22/06/18. RESOLVED to accept early payment due to Clerk absence at end of month.</p> <p>(b) Terms of Reference. RESOLVED to keep the existing version as they were only adopted in Feb18 and no amendments needed.</p>	
14.	<p>Correspondence</p> <ul style="list-style-type: none"> • Cllr DM gave an update on Anglian Water letter; they confirmed they would give us an update by the end of June 2018. • Cllr DM confirmed he had written to Peter Marland regarding Devolution on Landscaping. Cllr JB asked to see a copy of the letter, Clerk confirmed it has been posted on the Shared Drive. 	
15.	<p>Councillor Reports and Items for Future Agenda Cllr RO gave Council an update on Crest Nicholson site traffic problem.</p>	
16.	<p>Next Meeting: Clerk confirmed won't be present. RESOLVED to go ahead with the meeting on 2 July 2018 and appoint a minute taker, also RESOLVED to record the meeting in the absence of the clerk.</p>	

Meeting ended 20h40