

**ANNUAL PARISH COUNCIL MEETING (AGM)  
Followed by Ordinary Parish Council Meeting  
Held on 14 May 2018 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 (JoB), Cllr J Small (JS), Cllr Y Olayemi (YO) arrived at 19h25, Cllr Liz Swinton (LS), Cllr Ricky Oates (RO), Cllr Patrick Stiles (PS), Cllr Mez Solanki (MS)

Ward Councillors: Catriona Morris, Sam Crooks

Officers Present: Vicky Mote (Clerk/RFO)

Also Present: Colin Bowker (Contractor), 4 members of the public

Meeting started at 19h15

Ref	Minutes	
1.	<p><b>Election of Chair</b></p> <p>1.1 Cllr DM asked for nominations for the position of Chair. Cllr DM was proposed s seconded. There were no further proposals. Cllr DM agreed to accept the post of Chair of the Parish Council RESOLVED that Cllr DM duly elected as Chair, all agreed.</p> <p>1.2 Cllr DM accepted the seat and signed a declaration of office, witnessed by the Parish Clerk.</p>	
2.	<p><b>Election of Vice-Chair</b>, to received nominations and vote. RESOLVED that Cllr Tim Small re-elected as Vice, all agreed.</p>	
3.	<p><b>Apologies for Absence</b> To receive apologies and approve reasons for absence. RESOLVED to accept apologies as follows: Cllr JC (family occasion), Cllr DH (business), Cllr GB (business)</p>	
4.	<p><b>Public Open Session</b> started at 19h20, ended 19h35 To hear questions from members of the public and representations about items on the agenda. Cllr DM (Chair) brought item 23 forward to update public.</p>	
5.	<p><b>Declaration of Interest:</b> Cllr JoB, who is a member of the Development Control Panel declared an interest in item 5-Planning. He will not express any opinion on planning applications however, is happy to comment on any planning processes.</p>	
6.	<p><b>Minutes</b> of the Annual Parish Council Meeting held on 15 May 2017 were adopted as a true record and signed by Cllr DM (Chair).</p>	
7.	<p><b>Standing Orders</b> Clerk presented the new NALC Model Standing Orders, inclusive of the Parish Council's specific standing orders. RESOLVED to defer to Jun 18 meeting for a decision as Council felt they needed more time to review and fully understand. Cllr TS to put forward a revised version for consideration.</p>	Cllr TS, ALL
8.	<p><b>Financial Regulations</b></p> <p>8.1 Clerk presented the new Model Financial Regulations, including Parish Council bespoke items. RESOLVED to adopt new financial regulations.</p> <p>8.2 Clerk presented list of standard payments being made by BACS and Direct Debit. RESOLVED to accept list presented.</p>	
9.	<p><b>External Representation</b></p> <p>9.1 <u>Parish Forum</u>, RESOLVED that Chair/Vice and or Clerk to represent the council.</p> <p>9.2 <u>MKALC</u>, RESOLVED to defer the decision to the next meeting in June 18 following initial attendance at the next MKALC meeting on 22 May 2018.</p> <p>9.3 <u>Development Control Committee</u> Cllr JoB gave an overview on the process of the committee and confirmed that Parish Councils have an automatic right to speak on planning applications. Cllr JS requested that there is representation at the next meeting due to be held on 6 June where the Phoenix Lodge planning application will be discussed. Cllr DM confirmed he could not attend that date and no other councillor, who was present, expressed an interest in representing the council.</p>	Clerk

	<p>RESOLVED that Clerk send an email to all councillors to see if anybody is available to represent the council.</p> <p>RESOLVED that Clerk send a copy of the response to Milton Keynes Council on Phoenix Lodge planning, to Ward Cllr Catriona Morris, who will be present at the next development control committee meeting.</p> <p>9.4 No other recommendations put forward for representation at external bodies.</p> <p>RESOLVED that if any highlighted throughout the year, they will be approved on a case by case basis.</p>	
10.	<p><b>Asset Register</b></p> <p>Clerk presented the council's inventory of land and assets including buildings and office and recommended that this is reviewed quarterly within the Property and Land Working Group.</p> <p>RESOLVED that Property &amp; Land Working Group review quarterly and present any recommendations to full council for approval. Next review with recommendations to be presented at the Jun 18 full council meeting.</p>	Property & Land WG
11.	<p><b>Insurance</b></p> <p>Clerk confirmed insurance policy up for renewal January 2019 and recommended that following review of asset register, obtain new quotes.</p> <p>REVOLVED that Clerk to go out and obtain three quotes for consideration in the October 2018 meeting.</p>	Clerk
12.	<p><b>Membership of Outside Bodies</b></p> <p>RESOLVED to approve subscriptions for Council Membership of the following outside bodies NALC/BALC and SLCC.</p>	Clerk
13.	<p><b>Review of Meeting Dates, Committees, Working Groups, Delegation Arrangements, Terms of Reference.</b></p> <p>13.1 The schedule of meeting dates was approved with the following amendment: Proposed precept planning date of 17/12/18 to be changed to Nov 2018, Clerk to present dates for approval.</p> <p>RESOLVED to continue with AGM, followed by monthly parish council meeting on the same day.</p> <p>13.2 RESOLVED to receive agendas and minutes by email.</p> <p>13.3 RESOLVED to accept the following working groups; Clerk to see if any new co-opted councillors, who were not present at the meeting, wish to join any of the working groups..</p> <p><u>Property and Land Working Group</u> Chair: Cllr Tim Small (Vice Chair of Council) Members: Cllr David Monk (Chair of Council), Vicky Mote (Clerk), Colin Bowker (Contractor), Cllr Jo Small 2.</p> <p><u>Technology Working Group</u> Chair: Cllr Mez Solanki Members: Vicky Mote (Clerk), Cllr's Liz Swinton, John Bint, Tim Small</p> <p>Strategy Working Group Chair: Cllr David Monk (Chair of Council) Members: Vicky Mote (Clerk), Full Council</p> <p><u>Human Resources Working Group</u> Members: Cllr David Monk (Chair of Council), Cllr Tim Small and Vicky Mote (Clerk)</p> <p>RESOVLED to dissolve the Ground Maintenance Working Group with immediate effect and incorporate landscaping within the Property &amp; Land Working Group. Clerk to notify all parties.</p> <p>13.4 RESOLVED to defer the review and approval of all working group terms of reference in the June 2018 meeting.</p> <p>13.5 To review the need for any new committees, sub-committees. Clerk recommended council consider if they wish to create any committee with delegated powers.</p>	Clerk

	<p>RESOLVED to set up a Planning &amp; Licensing Committee, which will include s106 funding. Clerk to send an email to all councillors for nominations, to be agree at the next meeting in June 18. Council to consider member numbers and terms of reference in the next meeting in June 8.</p> <p>13.6 RESOLVED to adopt the delegation arrangements to the Parish Clerk.</p> <p>AGM closed at 20h55 and council took a 10 minute break.</p>																																																																																																										
14.	<p>Monthly Parish Council meeting commenced at 21h05.</p> <p><b>Minutes</b> of the Parish Council Meeting held on 9 April 2018 were adopted as a true record and signed by Cllr DM (Chair).</p>	Clerk																																																																																																									
15.	<p><b>Finance</b>  <b>15.1 Appeal for Funding</b>, none received.  <b>4.1 Payments</b> Clerk presented Payments report  RESOLVED accept payment list presented, duly signed by Cllr DM and Cllr JS.</p> <p>Cllr JoB questioned if contractor's name was personal information under new GDPR regulations and should not be listed; Clerk confirmed her interpretation of the new regulation shows this is not classed as personal information.</p> <p><b>PAYMENTS 01/04/18 to 14/05/18</b></p> <table border="1" data-bbox="199 913 1334 2002"> <thead> <tr> <th>Paid</th> <th>Payee Name</th> <th>Ref</th> <th>Amount Paid</th> <th>Transaction Detail</th> </tr> </thead> <tbody> <tr> <td>05 Apr</td> <td>Connexin Internet Phone Co</td> <td>DD</td> <td>£60.00</td> <td>VOIP Phone(s)-Apr 18</td> </tr> <tr> <td>05 Apr</td> <td>Mr Brodie</td> <td>BACS</td> <td>£65.00</td> <td>KC08-Plot Deposit/Rent Refund</td> </tr> <tr> <td>06 Apr</td> <td>Colin Bowker</td> <td>BACS</td> <td>£404.50</td> <td>Contractor-March 2018</td> </tr> <tr> <td>06 Apr</td> <td>Virgin Mobile</td> <td>DD</td> <td>£6.00</td> <td>Mobile-Apr 18</td> </tr> <tr> <td>09 Apr</td> <td>Sure2Door</td> <td>BACS</td> <td>£673.20</td> <td>Spring Newsletter Distribution</td> </tr> <tr> <td>17 Apr</td> <td>Marcus Young Landscapes</td> <td>BACS</td> <td>£514.00</td> <td>Landscaping March 2018</td> </tr> <tr> <td>17 Apr</td> <td>Marcus Young Landscapes</td> <td>BACS</td> <td>£524.40</td> <td>Marcus Young Bin Servicing-Mar</td> </tr> <tr> <td>17 Apr</td> <td>RTM Landscapes</td> <td>BACS</td> <td>£621.96</td> <td>Allotment Repairs</td> </tr> <tr> <td>17 Apr</td> <td>Geoffrey Leaver Solicitor</td> <td>BACS</td> <td>£720.00</td> <td>Landscaping Contract</td> </tr> <tr> <td>17 Apr</td> <td>Crest Nicholson</td> <td>BACS</td> <td>£2,160.00</td> <td>Quarterly Rent-Oakgrove Office</td> </tr> <tr> <td>25 Apr</td> <td>BT Business</td> <td>BACS</td> <td>£160.92</td> <td>Pavilion Internet Services</td> </tr> <tr> <td>01 May</td> <td>EDF Energy</td> <td>BACS</td> <td>£202.90</td> <td>Office Electricity</td> </tr> <tr> <td>01 May</td> <td>Marcus Young Landscapes</td> <td>BACS</td> <td>£593.40</td> <td>Bin Servicing Apr 18</td> </tr> <tr> <td>01May</td> <td>Virgin Mobile</td> <td>DD</td> <td>£6.00</td> <td>Mobile-May 18</td> </tr> <tr> <td>01May</td> <td>Colin Bowker</td> <td>BACS</td> <td>£454.47</td> <td>Contractor-Apr 18</td> </tr> <tr> <td>01May</td> <td>HMRC</td> <td>BACS</td> <td>£860.93</td> <td>NI+TAX-Apr 18</td> </tr> <tr> <td>01May</td> <td>Mrs A McNaughton</td> <td>BACS</td> <td>£576.78</td> <td>Salary-Apr 18</td> </tr> <tr> <td>01May</td> <td>Vicky Mote</td> <td>BACS</td> <td>£1,946.98</td> <td>Salary-Apr 18</td> </tr> <tr> <td>01May</td> <td>Bucks County Council</td> <td>BACS</td> <td>£750.30</td> <td>Pension-Apr 18</td> </tr> <tr> <td colspan="3"><b>Total</b></td> <td><b>£11,301.74</b></td> <td></td> </tr> </tbody> </table>	Paid	Payee Name	Ref	Amount Paid	Transaction Detail	05 Apr	Connexin Internet Phone Co	DD	£60.00	VOIP Phone(s)-Apr 18	05 Apr	Mr Brodie	BACS	£65.00	KC08-Plot Deposit/Rent Refund	06 Apr	Colin Bowker	BACS	£404.50	Contractor-March 2018	06 Apr	Virgin Mobile	DD	£6.00	Mobile-Apr 18	09 Apr	Sure2Door	BACS	£673.20	Spring Newsletter Distribution	17 Apr	Marcus Young Landscapes	BACS	£514.00	Landscaping March 2018	17 Apr	Marcus Young Landscapes	BACS	£524.40	Marcus Young Bin Servicing-Mar	17 Apr	RTM Landscapes	BACS	£621.96	Allotment Repairs	17 Apr	Geoffrey Leaver Solicitor	BACS	£720.00	Landscaping Contract	17 Apr	Crest Nicholson	BACS	£2,160.00	Quarterly Rent-Oakgrove Office	25 Apr	BT Business	BACS	£160.92	Pavilion Internet Services	01 May	EDF Energy	BACS	£202.90	Office Electricity	01 May	Marcus Young Landscapes	BACS	£593.40	Bin Servicing Apr 18	01May	Virgin Mobile	DD	£6.00	Mobile-May 18	01May	Colin Bowker	BACS	£454.47	Contractor-Apr 18	01May	HMRC	BACS	£860.93	NI+TAX-Apr 18	01May	Mrs A McNaughton	BACS	£576.78	Salary-Apr 18	01May	Vicky Mote	BACS	£1,946.98	Salary-Apr 18	01May	Bucks County Council	BACS	£750.30	Pension-Apr 18	<b>Total</b>			<b>£11,301.74</b>		Clerk
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<b>Bank Balances as at 14/05/18</b>		<b>Amount</b>
Current Account		£95,360.33
30 Day Account		£31,599.89
Public Sector Deposit Fund		£25,000.00
<b>PAYMENTS DUE</b>		
May	Colin Bowker	Monthly Contractor-May
May	Vicky Mote	Salary May
May	Alison McNaughton	Salary May
May	HMRC	Tax + NI May
May	Bucks CC Pension	Pension Contributions-May
May	RTM Landscapes	Monthly Landscaping
May	EDF Energy	Monthly Electric Oakgrove Office
May	BT Business	Oakgrove Office
May	Marcus Young Landscape	Monthly Bin Servicing-May
May	Kemsley Allotment	Quarterly Water Charges
May	Cranmore Allotment	Quarterly Water Charges
May	Middleton Allotment	Quarterly Water Charges
May	Walton Rd Allotment	Quarterly Water Charges
May	Boughton Rd Allotment	Quarterly Water Charges
May	Paddock	Quarterly Water Charges
May	Clerk Expenses	Outstanding expenses claim
May	Connexin	Monthly Charge VOIP Phones (4)
May	Virgin Mobile	Monthly Mobile Phones charges
<p><b>15.2 CCLA Fund</b>, Clerk confirmed forms for change in signatories had been signed however, minutes need to specifically state signatory names for CCLA records. RESOLVED that Cllr DM and JS are the new signatories on this account.</p>		
16.	<p><b>Planning Applications</b> (fixed item). No comments made  <u>18/01038/FUL</u> - Middleton Primary School, Noon Layer Drive, MK10 9EN  <u>18/01106/ADV</u> - CarNext, Northfield Drive, Northfield, Milton Keynes, MK15 0EB</p>	Info
17.	<p><b>Licensing Applications:</b> (fixed item) There were no application to review.  Ward Cllr Catriona Morris gave council an update; she has put in a requested as Ward Councillor with regard to the Ice cream vans. They cannot park within 250 meters from schools; this will become a part of the new Borough-wide planning policy going forward and in line with Plan MK licensing policy.</p>	Info
18.	<p><b>Consultations Papers</b> (fixed item). None to report on.</p>	
19.	<p><b>General Data Protection Regulation (GDPR)-</b> (fixed item)  Clerk presented two new documents:  19.1 RESOLVED to adopt the Privacy Notice for allotment tenants.  19.2 RESOLVED to adopt the Privacy Notice for staff, councillors and contractors.</p>	Clerk
20.	<p><b>Devolution-Landscaping Update</b>  Clerk gave a brief overview. Finally received maps, nearly 18 months after asking for them and still no official figures until end of May as confirmed by Milton Keynes Council. Parish Councils are expected to commit to a decision by July as to whether they want to take on Landscaping from 2020. Clerk will circulate a report to councillors with details to date.  RESOLVED that Cllr DM (Chair) writes to Cllr Peter Marland (Leader of the Council) to log our concern on being expected to commit to something without fair and reasonable notice and facts.</p>	Cllr DM/ Clerk
21.	<p><b>NALC Annual Conference 30-31 October 2018.</b>  RESOLVED that the Clerk should attend the conference, cost at £195 + VAT (member rate).</p>	Clerk

22.	<p><b>MK Dons Set-Summer Play Sessions</b>, to consider. MK Dons SET works within the community to deliver inclusive physical activity in Milton Keynes and surrounding areas during the Summer Holiday. Offering inclusive of football, multisport, cricket and rugby sessions to a wide range of people at a cost of £50 for an hour, there will be 2 coaches at the session, and ideally allow anyone aged between 3-16 to participate in the session. RESOLVED to spend £500. Voted <u>FOR</u>: Cllr's TS, JoB, YO, LS, DH, RO; <u>AGAINST</u>: Cllr's DM, PS; <u>ABSTAINED</u>: Cllr JS</p>	Clerk
23.	<p><b>Ferry Meadows Community Centre Update</b> Ward Cllr Sam Crooks confirmed that the proposal for Atterbury site S106 money of £201K has been secured for access to the Ferry Meadows site and adjustments to the redway. The main planning application has been deferred until Jun 18 due to some technical issues on the application. However, they are pretty certain and have no reason to believe that the financials won't be approved.</p>	Info
24.	<p><b>Garages;</b> Cricket Field garages, pro rata rent 2017/18. Clerk confirmed had met with James Harley (Cricket Club) to discuss invoices. He intimated that he was not aware of the new arrangement where the rent of the double garages was outside the terms of the new Pavilion Lease Agreement. RESOLVED that the Property and Land Working Group get feedback from MK Pavilions as the new tenant with regard to any communication with the Cricket Club. RESOLVED that if there was no clear communication then the council will accept a 50% reduction in payment due for invoice BMKPC-G01 (£458) and full payment due on invoice BMKPC-G02 (£500)</p>	Property & Land WG / Clerk
25.	<p><b>301 Bus Service</b>, Cllr Ricky Oates gave an update on the service, smaller buses are being permanently used on this route by Ariva. The general feeling from residents is that it is a better service than when Red Rose was running it.  Chair notified 22h00, all happy to continue.</p>	Info
26.	<p><b>Potential Adverse Possession</b> RESOLVED to devolve decision to Cllr's DM (Chair), TS (Vice) and Clerk to spend up to £1,000 for legal advice if required.</p>	Cllr DM/ TS/ Clerk
27.	<p><b>WORKING PARTY UPDATES</b> (Fixed Item) Chair of working groups to give updates and Council to agree next steps on any actions.</p> <p>27.1 <u>Property &amp; Land</u> (TS, JS, DM, CB, Clerk) (a) MK Pavilion request to put external awning up (Neil Cressy) RESOLVED to allow as per the proposal put forward. MK Pavilion responsible for any insurance on the additional fixture to the building.</p> <p>27.2 <u>Technology</u> (Clerk, JoB, LS, TS, MS) (a) Fixed IP address for scanning docs. (£5.50/month) Clerk requested fixed IP, which is required to be able to scan documents into the system. REVOLVED to accept the monthly cost quoted.</p> <p>(b) Website Update Cllr's MS and TS gave an update on challenges currently facing. Our new website has been uploaded to the Cloud and is functional. Cllr TS confirmed there is a known problem with lack of response from Mobilise support team. Cllr MS recommended he could set the website up using WordPress, which is a lot more robust and can be done at little or no cost. Cllr TS recommended, could also move to another host company. RESOLVED to continue to try and find a resolution with Mobilise and bring back to June 18 meeting for a final decision.</p> <p>Cllr TS gave feedback on the great support from Cloudy IT and that they were very responsive.</p> <p>27.3 <u>Ground Maintenance</u> (JS, DH, JoB, Clerk, CB) (a) Walton Road Allotment, water supply. Colin Bowker gave an update on the broken water supply and 4 separate options were presented.</p>	Clerk

	<p>RESOLVED to go ahead with option 4 at £935 + VAT; install insulated stand pipe with push button tap (includes excavation to agreed mid-point on site where riding wide enough.</p> <p>27.4 <u>Strategy (All Councillors (All Councillors))</u>, nothing to report.</p> <p>27.5 <u>Human Resources (DM, TS, Clerk)</u>            (a) Administrator/Clerk salary/holiday approval for 2018/19.            RESOLVED to adopt the NALC National Salary Awards 2018-2019 effective 1 April 18.            Administrator salary band NJC-LC1(19) (pro rata), holiday entitlement 21 days + Bank Holiday + 2 Statutory (pro rata)            Clerk salary band NJC-LC2 (38), holiday entitlement 25 days.</p> <p>(b) Change in pension contribution.            NOTED employer pension increase in contribution from 1 April 18 to 17.8% for 2018/19 year for both Administrator and Clerk (1.5% increase from previous year).</p> <p>(c) Freedom of Information/Publication Scheme Policy.            RESOLVED to adopt the policy reviewed and circulated by the HR working group.</p> <p>(d) Parish Survey.            RESOLVED a spend up to £150 on Survey Monkey.            Cllr TS proposed Skype to hold working group meetings, Cllr RO proposed face to face for first meeting.            RESOLVED that Cllr TS circulate a proposal and arrange a meeting in June for all to agree the survey content and process.</p>	
28.	<p><b>Correspondence.</b>            Clerk notified Council that there had been a change in Directors within MK Pavilions however, no legal impact with regard to the Pavilion tenancy as it is still trading under MK Pavilions.</p>	
29.	<p><b>Councillor Reports and Items for Future Agenda</b>            Cllr JS requested a future agenda item to discuss meeting packs.</p>	
30.	<p><b>Next Meeting:</b> Monday 4 June 2018 Parish Council Meeting</p>	

Meeting finish 22h55