

PARISH COUNCIL MEETING

MINUTES OF THE PARISH COUNCIL MEETING

Held on 9 April 2018 at 19h15 at 27 Atlas Way, Oakgrove, MK10 9SG

Councillors Present: Cllr D Monk (DM)-Chair, Cllr T Small (TS)-Vice Chair, Cllr J Chambers (JC), Cllr J Bint (JoB), Cllr J Small (JS), Cllr Y Olayemi (YO), Cllr Liz Swinton (LS), Cllr Ricky Oates (RO), Cllr Patrick Stiles (PS), Cllr Mez Solanki (MS)

Officers Present: Vicky Mote (Clerk/RFO)

Also Present: Colin Bowker (Contractor), 9 members of the public

Chair opened the meeting with Public Open Session at 19h15

Ref	Item	Time																																																																	
1.	Apologies: Cllr Delroy Hudson (business), Cllr Gary Brighton (business/holiday).																																																																		
2.	Minutes of the Parish Council Meeting held on 5 March 2018 were adopted as a true copy 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 5-Planning. He will not express any opinion on planning applications however, is happy to comment on any planning processes. Cllr DM declared an interest in agenda item 13 - Village Green.																																																																		
4.	<p>Finance</p> <p>4.1 Appeal for Funding Hannah Hurling from Broughton and Brooklands Community Connectors (BBCC) presented their case for summer play sessions, supported by Steve Bryant from Milton Keynes Play Association (MKPA). RESOLVED to award full grant of £1,675 for MKPA sessions with the proviso that they cover all areas within our parish (Broughton, Brooklands, Oakgrove, Milton Keynes Village). Council encouraged the group to make promotion of these events much more visible and offered the Parish Newsletter as an additional communication channel.</p> <p>4.2 Payments Clerk presented both the Payments and Trial Balance finance report(s). RESOLVED that Council approved payments list presented, duly signed by Cllr DM and Cllr JS.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Broughton & Milton Keynes Parish Council V3</th> </tr> <tr> <th colspan="5" style="text-align: center;">Current Bank A/c</th> </tr> <tr> <th colspan="5" style="text-align: center;">List of Payments made between 28/02/2018 and 31/03/2018</th> </tr> <tr> <th>Date</th> <th>Payee Name</th> <th>Ref</th> <th>Paid</th> <th>Transaction Detail</th> </tr> </thead> <tbody> <tr> <td>01/03</td> <td>Connexin Internet Phone Co</td> <td>DD</td> <td>£62.80</td> <td>VOIP Phones-Mar 18</td> </tr> <tr> <td>06/03</td> <td>Virgin Mobile</td> <td>DD</td> <td>£6.00</td> <td>Mobile-Mar 18</td> </tr> <tr> <td>16/03</td> <td>Marcus Young Landscapes</td> <td>BACS</td> <td>£496.80</td> <td>Bin Servicing-Feb 18</td> </tr> <tr> <td>16/03</td> <td>Clayton Brothers Tree Surgery</td> <td>BACS</td> <td>£450.00</td> <td>Landscaping Clearance-Garages</td> </tr> <tr> <td>16/03</td> <td>Marcus Young Landscapes</td> <td>BACS</td> <td>£514.00</td> <td>Landscaping-Feb 18</td> </tr> <tr> <td>18/03</td> <td>Cloudy IT Ltd</td> <td>BACS</td> <td>£652.90</td> <td>IT Upgrade Final 10%</td> </tr> <tr> <td>18/03</td> <td>Cloudy IT Ltd</td> <td>BACS</td> <td>-£652.90</td> <td>IT Upgrade Final 10%</td> </tr> <tr> <td>29/03</td> <td>Vicky Mote</td> <td>BACS</td> <td>£1,938.34</td> <td>Salary-Mar 18</td> </tr> <tr> <td>29/03</td> <td>HMRC</td> <td>BACS</td> <td>£872.61</td> <td>Tax+NI-Mar 18</td> </tr> </tbody> </table>	Broughton & Milton Keynes Parish Council V3					Current Bank A/c					List of Payments made between 28/02/2018 and 31/03/2018					Date	Payee Name	Ref	Paid	Transaction Detail	01/03	Connexin Internet Phone Co	DD	£62.80	VOIP Phones-Mar 18	06/03	Virgin Mobile	DD	£6.00	Mobile-Mar 18	16/03	Marcus Young Landscapes	BACS	£496.80	Bin Servicing-Feb 18	16/03	Clayton Brothers Tree Surgery	BACS	£450.00	Landscaping Clearance-Garages	16/03	Marcus Young Landscapes	BACS	£514.00	Landscaping-Feb 18	18/03	Cloudy IT Ltd	BACS	£652.90	IT Upgrade Final 10%	18/03	Cloudy IT Ltd	BACS	-£652.90	IT Upgrade Final 10%	29/03	Vicky Mote	BACS	£1,938.34	Salary-Mar 18	29/03	HMRC	BACS	£872.61	Tax+NI-Mar 18	Clerk
Broughton & Milton Keynes Parish Council V3																																																																			
Current Bank A/c																																																																			
List of Payments made between 28/02/2018 and 31/03/2018																																																																			
Date	Payee Name	Ref	Paid	Transaction Detail																																																															
01/03	Connexin Internet Phone Co	DD	£62.80	VOIP Phones-Mar 18																																																															
06/03	Virgin Mobile	DD	£6.00	Mobile-Mar 18																																																															
16/03	Marcus Young Landscapes	BACS	£496.80	Bin Servicing-Feb 18																																																															
16/03	Clayton Brothers Tree Surgery	BACS	£450.00	Landscaping Clearance-Garages																																																															
16/03	Marcus Young Landscapes	BACS	£514.00	Landscaping-Feb 18																																																															
18/03	Cloudy IT Ltd	BACS	£652.90	IT Upgrade Final 10%																																																															
18/03	Cloudy IT Ltd	BACS	-£652.90	IT Upgrade Final 10%																																																															
29/03	Vicky Mote	BACS	£1,938.34	Salary-Mar 18																																																															
29/03	HMRC	BACS	£872.61	Tax+NI-Mar 18																																																															

	29/03	Fire & Electrical Safety	BACS	£96.00	Bi-Annual Fire Alarm Test									
	29/03	Coverguard Services Ltd	BACS	£477.60	Alarm-Response Key-Holding									
	29/03	Bucks County Council	BACS	£750.30	Pension-Mar 18									
	29/03	Bespoke Media	BACS	£385.45	Newsletter Print-Spring 18									
	29/03	Anglian Water	BACS	£44.04	Paddock-0229699601									
	29/03	Anglian Water	BACS	£176.35	Cranmore-0227420101									
	29/03	Anglian Water	BACS	£14.40	Walton Rd-0230253601									
	29/03	Anglian Water	BACS	£22.48	MKV Broughton Rd-0292650201									
	29/03	Anglian Water	BACS	£15.74	Paddock-0286982601									
	29/03	Anglian Water	BACS	£117.32	Cranmore-0227420101									
	29/03	Mrs A McNaughton	BAC	£576.78	AM Salary-Mar 18									
	Total Payments			£7,017.01										
	<table border="1"> <thead> <tr> <th colspan="2">Bank Account Balances as at 31/03/18</th> </tr> </thead> <tbody> <tr> <td>Current Bank A/C</td> <td>£50,142.03</td> </tr> <tr> <td>30 Day Account</td> <td>£31,584.02</td> </tr> <tr> <td>Public Sector Deposit Fund</td> <td>£25,000.00</td> </tr> </tbody> </table>						Bank Account Balances as at 31/03/18		Current Bank A/C	£50,142.03	30 Day Account	£31,584.02	Public Sector Deposit Fund	£25,000.00
Bank Account Balances as at 31/03/18														
Current Bank A/C	£50,142.03													
30 Day Account	£31,584.02													
Public Sector Deposit Fund	£25,000.00													
5.	<p>Planning Applications (fixed item). 18/00422/DISCON – Parcel M1, Countess Way, Broughton. 1800632/FUL – 24 Harmans Cross, Broughton, MK10 7BL 18/00627/FUL – 10 Dean Forest Way, Broughton, MK10 7AB 18/00615/FUL – 6 Blue Funnel Grange, Brooklands, MK10 7GD RESOLVED no comments to add.</p>					Info								
6.	<p>Licensing Applications: (fixed item) 6.1 Liz Big Bite, Northfield Drive 6.2 Mister Softee-Borough wide 6.3 MK Ices CX57 VFB ref 143306, Borough wide 6.4 MK Ices S99 WHP ref 143311, Borough wide 6.5 MK Ices DG10 HCV ref 143299 Borough wide 6.6 MK Ices CX57 XOA ref 143310 Borough wide RESOLVED no comments to add.</p>					Info								
7.	<p>Consultations Papers (fixed item). To agree Parish Council responses to current consultations.</p> <p>7.1 Draft Affordable Housing Supplementary Planning Document (SPD) between 19 March and 27 April. (Andrew Turner). RESOLVED to support the principal of affordable housing, ensuring there is a long term solution to aid the homelessness challenges within the Borough.</p> <p>7.2 DCLG - Statement regarding Unitary Authority (Bucks/Aylesbury), deadline 25/05/18. RESOLVED no comments to add.</p> <p>7.3 Deregulating City Square in Central Milton Keynes, deadline 26/04/18. RESOLVED that Clerk to write to Milton Keynes Council (MKC) on behalf of the Parish Council to get further clarity on what they (MKC) wish to achieve from the deregulation.</p>					Clerk								
8.	<p>General Data Protection Regulation (GDPR)-Fixed Item</p> <p>8.1 Clerk presented correspondence received from Karen Hill (KH) offering Data Protection Officer (DPO) services and explained that it is still not clear as to whether the Clerk can be the DPO or not; still being debated at BALC and NALC level. RESOLVED to keep with the current plan, with the Clerk taking on DPO responsibility until further clarity given. Clerk to write and thank KH, keep details on file.</p>					Clerk								

9.	<p>Adverse Possession 31 Broughton Rd, Agree next steps. Cllr DM gave a brief update and confirmed we have received confirmation from this resident that they intend applying for adverse possession of land. RESOLVED that Clerk should formally acknowledge the request and Council to get further advice and information before a final decision on our response can be made.</p> <p>RESOLVED that Cllr's DM and TS will continue to lead on this, working with the Clerk. It is noted that this will remain confidential until all the facts have been established, Clerk to add to next agenda for an update, which will be in a closed session.</p>	Clerk
10.	<p>Office Noticeboard, Clerk presented drawing of front elevation of building facing Atlas Way and gave details of dimension, location, colour. Clerk confirmed will approach Crest Nicholson for balance off funding to support the £500 grant given by Ward Councillor Catriona Morris. RESOLVED that Clerk to approach Crest, if no response then maximum budget agreed at £700. RESOLVED that Parish Council share drawings with residents within the block; Clerk to get relevant permission from landlord and planning if required.</p>	Clerk
11.	<p>Neighbourhood Action Group (NAG) recommendation to reintroduce, Council to agree who will drive forward. Cllr DM asked Council if they wish to re-instate this group as requested at a previous meeting. Majority consensus is that it is a good idea however, there is a need for community engagement to ensure it works successfully. It was suggested that a "Neighbourhood Watch" type setup would be more effective due to the size off our parish.</p> <p>Council also discussed making part of our community engagement bringing together law enforcement agencies and community groups to discuss community-based crime prevention initiatives. The Parish Council would act as the conduit/coordinator of getting parties/volunteers together rather than leading.</p> <p>RESOLVED that this is included in our parish survey discussion and future newsletter. All agreed that this should be brought back to the table as a future agenda item.</p>	Clerk/ Survey Group
12.	<p>Councillor Training Clerk confirmed that due to Induction Training not being frequent and a course running shortly after meeting on 5 March 2018, two places had been booked for newly co-opted Parish Councillors. RATIFIED the cost for both Cllr RO and Cllr GB, who attended Councillor Induction Training on Thurs 8 March 2018 (£37.06 each). Clerk asked Council to consider mandatory Councillor Induction Training as good practice. RESOLVED that Clerk add to revised Standing Orders due for approval in May meeting.</p>	Clerk
13.	<p>MK Village Green, approval requested for MK Village Hall to install an underground power line duct to the centre of the Village Green to avoid trailing cables when events such as the Fete are held on the green. Cllr DM gave an overview and confirmed that MK Village Hall will be paying for the installation and that the power will not be connected when not in used. Cllr DM left the room during discussion and Cllr TS chaired. RESOLVED that permission granted, subject to consultation with our new landscape contractor regarding depth and concealing cover for access. Clerk to check that any public liability is covered by MK Village Hall insurance.</p>	Clerk/ Cllr DM
14	<p>WORKING PARTY UPDATES (Fixed Item) Chair of working groups to give updates and council to agree next steps on any actions.</p> <p>14.1 <u>Property & Land (TS, JS, DM, CB, Clerk)</u> Cllr DM confirmed he had been approached by All Saints Church regarding the use of the meeting room to hold a clothing exchange day. RESOLVED that Clerk use the same approach as any other meeting room requests. Cllr DM to send Clerk contact details to All Saints.</p> <p>Cllr TS raised the point on Phone kiosk ownership notification. Clerk confirmed that once we have received formal notification of adoption then it will be brought back as a future agenda item to approve plaques for both kiosks located in Milton Keynes Village and Broughton Village.</p>	Cllr DM / Clerk Clerk

	<p>14.2 <u>Technology (Clerk, JoB, LS, TS, MS)</u> Cllr MS confirmed that Website development imminent Cllr TS and Clerk confirmed had challenges with access to LAP02 however, this will be resolved by end of this week. Cllr JoB requested that folders within the SHARED FOLDER be listed alphabetically. RESOLVED that Clerk make amendment.</p> <p>14.3 <u>Ground Maintenance (JS, DH, JoB, Clerk, CB)</u> Landscaping Tender, Cllr JS gave an update following the Working Group evaluation process. Having followed a very transparent and rigorous process there was very little between the two final Tender Applicants. Based on the end results of the evaluation process, the working group put forward their recommendation. RESOLVED to accept the working group recommendation to award the new 3-year landscaping contract to RTM Landscapes pending both party's agreement of final contract content. RESOLVED that should RTM not accept the offer then it would be awarded to the follow-up applicant. Cllr TS thanked the working group for their efforts, all agreed.</p> <p>Keeping Chickens on Allotment, Cllr JS confirmed this had been discussed and recommendation put forward to full Council. RESOLVED to adopt the new policy, to include the following criteria: 2-6 chickens, deposit of £150, 75% cultivation rule stands, chicken coop/run forms part of the 2 out of 4 structures allowed on any one plot.</p> <p>Cranmore Water trough repair(s), Clerk confirmed that Warden had sought two different quotes but only one successfully returned. Due to nature of water leak, Clerk RATIFIED decision taken under Standing Order F4 (d) at a cost of £253.30.</p> <p>Cllr JS confirmed that there would be one more meeting then proposed this working group is merged into the Property & Land working group. RESOLVED that that is a sensible proposal.</p> <p>14.4 <u>Strategy (All Councillors)</u> Cllr DM confirmed that Cllr JS had suggested that a working party be set up to look at the parish survey. RESOLVED that the following people would take part, Clerk, Cllr's TS, RO, YO, JoB. Clerk to add to next agenda for an update.</p> <p>14.5 <u>Human Resources (DM, TS, Clerk)</u> Administrator/Clerk salary/holiday approval for 2018/19. RESOLVED that this item be carried forward to the May agenda for agreement.</p>	<p>Cllr TS</p> <p>Clerk</p>
<p>15.</p>	<p>Correspondence. Cllr JoB gave an update regarding correspondence with Milton Keynes Council (MKC) on the potential rate rebate on the Pavilion when not in use. MKC has confirmed that they don't believe that the Parish Council is due any further reductions. RESOLVED that Clerk go back to company who approached us regarding a potential rebate that the Parish Council is due at agreed 35% commission. Council thanked JoB for effort.</p>	<p>Clerk</p>
<p>16.</p>	<p>Councillor Reports and Items for Future Agenda Cllr's JS and JC gave an update regarding the Phoenix Lodge planning. Clerk confirmed that she is due to write on behalf of the Parish Council following their meeting with Paul Van Geete from MKC Planning. The Parish Council stands by their original fundamental concerns and not happy that the Parish Council were not informed of the revised planning application.</p> <p>Cllr JS also confirmed that following the meeting with Paul Van Geete, she was made aware that the planning application for Atterbury had been signed off for 116 homes.</p>	<p>Clerk</p>

	<p>Cllr JS asked how we can tap into the S106 funding within in our Parish due to the significant amount of development taking place. Clerk to add to future agenda item.</p> <p>Cllr JS proposed that the S106 art projects be picked up by a new councillors following the resignation of Cllr Jenny Brighton. Cllr DM asked if Cllr JS would mind standing in, which was agreed.</p> <p>Cllr RO gave an update on the successful Oakgrove Spring Event held on Sat 7 April 2018 and funded by Crest Nicholson and many prizes offered by local companies. The event was supported by 300 local residents within the parish. The Oakgrove Community Group are now looking to see if they can join up with future Parish Council events. Council congratulated Cllr RO for his involvement in this event.</p> <p>Clerk proposed a future agenda item to discuss grants and community event funding.</p>	
17.	Next Meeting: Monday 14 May 2018 (Annual Parish Council Meeting)	

Meeting ended at 21h33

DRAFT