

MINUTES OF THE PARISH COUNCIL MEETING

Held on 4 September 2017 at 19h15 at 27 Atlas Way, Oakgrove, MK10 9SG

Public Open Session convened at 19h15

Ref	Item	Action					
1.	<p>Present: Cllr D Monk (DM)-Chair, Cllr J Brighton (JeB), Cllr J Bint (JoB), Cllr L Swinton (LS), Cllr J Small (JS), Cllr J Chambers (JC), Cllr Y Olayemi (YO), Cllr T Small (TS)-Vice Chair, Cllr G Stimson (GS).</p> <p>Apologies: Cllr C Craig (CC), Cllr M Solanki (MS), Cllr D Hudson (DH).</p> <p>In attendance: Vicky Mote (Clerk) and 10 members of public.</p>						
2.	Minutes of the Parish Council Meeting held on 3 July 2017 were confirmed as a true record and signed by Cllr DM (Chair).						
3.	<p>Declaration of Interest:</p> <p>Cllr DM, JS – Item 16-Use of MK Village Green.</p> <p>Cllr JoB – Item 5-Planning</p> <p>Cllr JC-Item 5- Planning, Noon Layer Drive</p>						
4.	<p>Finance</p> <p>Appeal for Funding</p> <p>4.1.1 <u>Middleton and MKV Community Village Group</u> (Suzanne Mumford) Requested a grant for the annual lantern event. RESOLUTION: Cllr DM proposed same level as last year at £900, council agreed as follows: FOR:Cllr's JoB, TS, JS, DM, GS, JeB, LS and AGAINST: Cllr's JC, YO</p> <p>4.2 Payments Clerk presented the payment list for August and September. RESOLUTION: Council approved payment list presented; duly signed by Cllr's DM and JS.</p>	Clerk					
STATEMENT BALANCES							
Treasurers Account		Balance 14 Aug 17	£60,875.53				
30 Day Bank Instant Account		Balance 14 Aug 17	£31,588.08				
Public Sector Deposit Fund		Balance 31 Jul 17	£25,000.00				
Total			£117,463.61				
RECEIPTS							
Date	Payee	Expense	Method	Rec			
4-Jul	Public Sector deposit fund	Interest	BACS	£4.19			
10-Jul	Interest - 30-Day A/C	Interest	BACS	£1.34			
2-Aug	Public Sector deposit fund	Interest	BACS	£4.05			
9-Aug	Interest - 30-Day A/C	Interest	BACS	£1.30			
Total				£10.88			
PAYMENTS							
Date	Payee	Expense		Net	VAT	Receipt	Payment
3-Jul	Mr C Bowker	Allotments/Pavilion	BACS	£31.60			£31.60
3-Jul	Mr C Bowker	Contractor-Jun 17	BACS	£537.19			£537.19
3-Jul	Broughton Scout Group	Grant	BACS	£461.68			£461.68
3-Jul	Bespoke Media	Bank Correction	BACS	£385.45		£385.45	
4-Jul	Gallagher Bassett	Kemsley Flood Compensation	BACS	£2,688.50		£2,688.50	
6-Jul	Kents Hill + Monkston PC	Salary/Tax/NI/Pension-May 17	BACS	£1,623.78			£1,623.78
6-Jul	BCC-Pensions	AM-May 17	BACS	£269.94			£269.94

6-Jul	Kents Hill + Monkston PC - Jun 17	Salary/Tax/Ni/Pension-Jun 17	BACS	£1,982.88			£1,982.88
6-Jul	Mr C Bowker	Oakgrove	BACS	£64.32			£64.32
17-Jul	BT Business	Pavilion-recharged	DD	£26.95	£5.39		£32.34
24-Jul	Crest Nicholson 24/06-28/09/17	Oakgrove Rent	BACS	£1,800.00	£360.00		£2,160.00
24-Jul	Crest Nicholson 25/03-23/06/17	Oakgrove Rent	BACS	£1,800.00	£360.00		£2,160.00
27-Jul	Crest Nicholson 25/12/16-24/06/17	Oakgrove Rent	BACS	£1,800.00	£360.00		£2,160.00
24-Jul	Anglian Water	Allotment-Walton Rd	BACS	£18.62			£18.62
24-Jul	Anglian Water	Allotment-Kemsley	BACS	£560.04			£560.04
24-Jul	Anglian Water	Allotment-Cranmore	BACS	£67.22			£67.22
24-Jul	EDF Energy	Oakgrove	BACS	£54.22	£2.71		£56.93
13-Jul	British Gas Business	Pavilion-final electric bill	BACS	£4.34	£0.21		£4.55
13-Jul	Marcus Young Landscaping	Ground Maintenance-Jun 17	BACS	£428.33	£85.67		£514.00
13-Jul	Marcus Young Landscaping	Bin Servicing-Jun 17	BACS	£418.05	£83.61		£501.66
13-Jul	British Gas Business	Pavilion-Final gas-recharged	BACS	£107.36	£21.47		£128.83
20-Jul	MK Pavilions (20/07-19/10)	Rent	BACS	£1,250.00		£1,250.00	
21-Jul	Virgin Mobile	Jun-17	DD	£6.00			£6.00
25-Jul	Mrs A McNaughton	Salary/Expenses-Jul 17	BACS	£590.22			£590.22
31-Jul	Mr C Bowker - Jul 17	Contractor-Jul 17	BACS	£781.30			£781.30
31-Jul	RTM Landscapes	Tree removal	BACS	£815.00	£163.00		£978.00
31-Jul	Mazars LLP	External Audit	BACS	£400.00	£80.00		£480.00
31-Jul	Kents Hill + Monkston PC - Jul 17	Salary/Tax/Ni/Pension-Jul 17	BACS	£1,835.44			£1,835.44
Total Jul 17				£20,808.43	£1,522.06	£4,323.95	£18,006.54
8-Aug	Oksana Saalg	K45 Plot/Key Deposit		£45.00		£45.00	
8-Aug	Vicky Mote	Expenses Apr-Jun 17	BACS	£470.72			£470.72
8-Aug	EDF Energy	Oakgrove	BACS	£8.91			£8.91
6-Aug	Virgin Mobile	Jul-17	DD	£6.00			£6.00
9-Aug	BCC-Pensions	AM-Jul 17	BACS	£133.06			£133.06
9-Aug	Steve Dear Tree Surgery	Tree removal	BACS	£370.00	£74.00		£444.00
15-Aug	BT Business	Pavilion Internet-recharged	BACS	£129.00	£25.80		£154.80
Total Aug 17				£1,162.69	£99.80	£45.00	£1,217.49
PAYMENTS TO BE AUTHORISED							
Date	Payee	Expense	Method	Net			
29-Aug	Mrs A McNaughton	Salary Aug 17	BACS	576.78			
Aug	Ms V Mote	Salary Aug 17	BACS	TBC			
Aug	Mr C Bowker	Contractor/Expenses Aug 17	BACS	TBC			

4.3	Sept	Marcus Young Landscaping	Ground Maintenance Jul 17	BACS	TBC	
	Sept	Marcus Young Landscaping	Bin Servicing Jul 17	BACS	TBC	
	Sept	Virgin Mobile	Aug-17	BACS	TBC	
	Sept	EDF Energy	Oakgrove	BACS	TBC	
	Sept	BCC Pensions	AM/VM Aug 17	BACS	TBC	
	Sept	BT Business	Oakgrove	BACS	TBC	
	Sept	Anglian Water	Allotments	BACS	TBC	
	Sept	Bespoke Media	Newsletter-Printing	BACS	TBC	
	Sept	Sure 2 Door	Newsletter Distribution	BACS	TBC	
	Sept	HMRC	NI + Tax Aug 17	BACS	TBC	
4.4	Sept	Middleton + MKV Community	Grant	BACS	TBC	
4.5	<p>Actual vs Budget YTD Clerk presented the report. RESOLUTION: Cllr DM confirmed that pre circulated papers show we are on track overall however, Council need to look at and review the budget allocation in each cost centre. Clerk confirmed can re-allocate funds within precept; Clerk to look at details of budget and present proposal in November meeting.</p>					
4.6	<p>Allotment Account Clerk confirmed it is good practice and more efficient to have a separate account for managing Allotment costs. RESOLUTION: Council agreed as follows: FOR: Cllr's TS, YO, JC, JS, DM, GS, LS, JeB and AGAINST: Cllr JoB</p> <p>Administrator Clerk requested that the Administrator has "view only" access to bank accounts, which is more efficient; Clerk currently has to provide copies of statements when requested by Administrator. RESOLUTION: All Agreed.</p> <p>Clerk/RFO Clerk requested Council consider a Debit card with monthly automated sweep of £500. Clerk currently uses personal card for Parish Council expenses. An automated monthly sweep means the Clerk does not have access to transfer funds into this account, protecting both the Clerk and the Parish funds. RESOLUTION: All agreed. Clerk to investigate if Lloyds offers this facility and get the mandate amended and approved.</p>					
5.	Planning Applications (fixed item).					Clerk/ DM
5.1	<p><u>Plan MK Housing Site: Noon Layer Drive</u> RESOLUTION: All agreed to respond to pre-planning consultation. Cllr JoB advised that Council articulate their concerns/preferences rather than just say no; e.g. Wild Life, road noise, narrow road congestion. Cllr DM to respond on behalf of the Parish Council; to circulate a draft for approval within next 7 days.</p>					
5.2	<p><u>11 Swayne Rise, Middleton</u> Cllr JS raised a concern about permission granted on two separate planning applications regarding the same dwelling. Under planning law, Cllr JoB confirmed that a resident has the right to request permission and that Milton Keynes Council do recognise previous permissions when looking at an application. Planning will not usually be passed, without significant reason, if the dwelling is proportionately different to existing dwellings. RESOLUTION: Clerk to respond with concerns regarding potential approval of both planning applications. All agreed apart from Cllr JoB who abstained.</p>					
6.	<p>Consultations Papers (fixed item). To agree Parish Council responses to current consultations. <u>MK New Town Heritage Register 24 Jul – 15 Sept.</u> RESOLUTION: Cllr JoB agreed to share his response as a Ward Councillor. Clerk to consolidate any further councillor responses by 10/09/17 and respond on behalf of the Parish Council.</p>					Clerk/ ALL
7.	<p>Hindu Temple Update Andy Camp from Residents Association commented that several residents are already complaining about small events which have taken place and specifically over poor parking management. Concern has spread to residents of neighbouring streets. This gives rise to heightened concerns about larger events in the future.</p>					DM

	<p>Ward Councillor Sam Crooks gave an update as follows: Access; there has been no progress as Milton Keynes Council don't own the land, it is under a private developer-Luminous.</p> <p>Everyone is aware of the problems with event control and parking availability. Currently working with the Hindu Association to agree a protocol to manage frequency of and numbers to events per year, as we have to find a way forward.</p> <p>With regard to the general planning for the whole site; the temporary hut which was originally extended for a further three year, has now expired. The planning department will not extend again and therefore it must be demolished by 31/12/17; notice has been served.</p> <p>Phase one was always about a Community Centre and phase two about a Temple. Clerk to change any future reference relating to Hindu Temple, to Community Centre/Temple.</p> <p>Cllr JoB suggested that we have a community problem to solve rather than a breach of planning.</p> <p>RESOLUTION: Cllr DM to facilitate a meeting with all stakeholders to discuss a way forward. Council members as follows: Cllr's DM, TS, JoB, GS and Ward Councillor Sam Crooks.</p>	
8. 8.1	<p>Oakgrove Office <u>Office open hours for public access.</u> Cllr TS said we need to consider "lone working" therefore office should only be open to the public when two employees on site. RESOLUTION: All agreed to advertise the office as open to the public on Thursdays from 08h30-13h30 otherwise by appointment only. To be reviewed in the future.</p>	Clerk
8.2	<p><u>Cleaning Services</u>, propose move to Property & Land Working Group to discuss. RESOLUTION: All agreed</p>	
8.3	<p><u>Meeting Room Facility</u>, propose move to Property & Land Working Group to discuss. RESOLUTION: All agreed</p>	
9.	<p>Colin Bowker Contract Extension Current contract ended 31 August 2017, Council to agree extension period. RESOLUTION: All agreed to extend and review contract in Jan '18 meeting, extension to contract to be signed and issued.</p>	Clerk
10.	<p>Newsletter, next edition. RESOLUTION: All agreed next edition to be distributed by end September.</p>	Clerk/JS /DM
11.	<p>Road Obstruction-Atlas Way, Oakgrove Cllr YO raised a concern about the parking issue on Oakgrove; Atlas Way corner opposite Costa Coffee Shop. Clerk confirmed road currently not been adopted by Milton Keynes Council (MKC). Clerk asked for clarity from Cllr JoB regarding road adoption. RESOLUTION: Clerk to write to both the Developer and MKC regarding implementation of yellow lines.</p>	Clerk
12.	<p>Training, GDPR Data Protection (effective May 2018). RESOLUTION: All agreed and ratified attendance on 14/03/18 by Cllr YO, Vicky Mote (Clerk/RFO), Alison McNaughton (Administrator).</p>	Info
13.	<p>Bin Servicing, Clerk presented a report May-Aug '17 with recommendation of twice weekly collection of consistently over used bins: 1, 11, 18, 21, 26, 28, 29, 30, 31, 34. If agreed, the collection of all bins would take place on Mondays and second collection of identified bins above on Thursdays @ £2.30/bin/collection. RESOLUTION: All agreed.</p>	Clerk
14.	<p>Parish Online Mapping Clerk requested approval for annual license subscription of £126, this application gives the parish council access to ordinance mapping and being able to enter and display assets across our parish. RESOLUTION: All agreed.</p>	Clerk
15.	<p>Land Ownership. Clerk confirmed had a request from a resident to purchase some land owned by the Parish Council, not aware of an existing policy. Cllr JeB confirmed that she believes that there is a policy that states the Parish Council does not offer the option of selling any land it owns. RESOLUTION: Clerk to investigate further, all agreed to move this topic to the Property & Land working group for discussion.</p>	Clerk/ Group

16.	Use of MK Village Green for outdoor classes , Clerk had a request to use the village green for outdoor fitness classes, do Council wish to consider this at a charge and they sign a disclaimer; this is something that other parishes do? RESOLUTION: All agreed to refer requests like this to The Pavilion; the Property and Land working group to look at creating a policy.	Clerk/ Group
17.	WORKING PARTY UPDATES (Fixed Item) Updates and agree next steps.	TS
17.1	Property & Land (TS, JS, DM, CB) Clarify working party group-correct as above, all agreed. Middleton Pavilion container for storage (football + cricket teams). RESOLUTION: Cllr TS to arrange and chair a meeting.	TS
17.2	Technology (GS, JoB, LS, TS, MS, Clerk) Clerk requested an upgraded printer, existing one very slow and ineffective. Clerk confirmed have approached 3 suppliers, which have been recommended (Cloudy IT, Mirus/Swift IT) to look at our IT upgrade requirements. RESOLUTION: All agreed to delegate the decision on a new printer to Technology Working Group up to a value of £250. RESOLUTION: Clerk to include Currys/PC World Business in IT upgrade requirements as requested by Cllr TS	Clerk/ Group
17.3	Ground Maintenance (JS, DH, JoB, Clerk, CB)	
17.3.1	<u>Allotment T & C</u> Working group presented its proposal to council which was debated. RESOLUTION: All agreed to accept the working group proposal.	Clerk
17.3.2	<u>Allotment Rent Increase Strategy</u> Working group presented its proposal to council. All 5 allotments sites are currently costing the Parish Council circa £8K over and above the income from tenants. RESOLUTION: All agreed to the proposed strategy and to break even on cost by end of year two.	Clerk
17.3.3	<u>Bernwood</u> – Ecology visit re Newts (Kemsley/Walton Rd Allotments) Clerk stated that we have been informed of great crested newts on both our Walton Road and Kemsley Allotments sites. As these are protected by law, we have an obligation to manage this situation responsibly. Clerk to invite qualified ecologist from Bernwood who carried out the recent survey on Kemsley, to discuss how we manage the sites affected. Clerk also confirmed that as the liability with regard to work carried out on site sits with our Landscaping contractor, they have halted all works as they are not qualified to deal with this. RESOLUTION: All agreed Clerk to go ahead and arrange the meeting with the relevant people, together with Bernwood (circa £250).	Clerk TS
17.4	<u>Strategy</u> (TS, JoB, CC) RESOLUTION: Cllr TS agreed to send out a meeting date.	
17.5	<u>Shared Services</u> (DM, JeB, JS, TS) Cllr DM proposed that as we have now resolved the situation with the recruitment of a full-time clerk, this working group is no longer required. RESOLUTION: All agreed to dissolve this working group.	
18.	Correspondence	Info
18.1	<u>Broughton Road complaint</u> (resident complaint). Clerk gave an update; have met resident together with Cllr JS and representative from Milton Keynes Council as the property owner. Resident was happy with the outcome. Clerk also confirmed that MK Citizen had been interested in this matter. RESOLUTION: All agreed to devolve responsibility to Proper Officer/Chair/Vice Chair to issue press statement if required.	
18.2	<u>Tongwell Street Road noise</u> (resident complaint). 21h00 Cllr DM (Chair) agreed to move this item forward as resident present and meeting running late.	

	<p>Resident presented his concerns and asked the Parish Council for further guidance or help with his complaint to Milton Keynes Council (MKC) as they are responsible for Highways.</p> <p>Cllr JoB advised that MKC would initially look to see if the original planning complies with legislation. JoB also proposed that the resident might want to look at the planning application for the MK Village Surgery site and suggest additional planting to act as a noise barrier.</p> <p>Resident agreed that the Clerk could forward on his details relating to this matter to Colin Bowker, who has further suggestions.</p>	
19.	<p>Councillor Reports and Items for Future Agenda</p> <p>Look at applying for status as "village green" for Milton Keynes Village green.</p>	
20.	<p>Next Meeting: Monday 2 October 2017</p>	

Meeting Ended at 21h56

Signature:	
Name/Position:	
Date:	