

**Broughton & Milton Keynes Parish Council**

**Monday 1<sup>st</sup> February 2016 at 7.15pm**

**Broughton Pavilion**

**Minutes**

**Present:**

Cllr P Bennett	Broughton & Atterbury Ward
Cllr J Brighton	Milton Keynes Village Ward
Cllr J Chambers	Milton Keynes Village Ward
Cllr C Craig	Broughton & Atterbury Ward
Cllr A Kidd	Milton Keynes Village Ward
Cllr P Santi-Jones (Chair)	Broughton & Atterbury Ward
Cllr T Tyler	Milton Keynes Village Ward

**In attendance:**

Mrs H Ward	Parish Clerk
Mr B Varney	MK Council project manager

6 members of the public

<b>1.</b>	<b>Apologies</b>
	None.
<b>2.</b>	<b>Co-option</b>
	It was noted that Mrs Germain has withdrawn her interest.
<b>3.</b>	<b>Declaration of Interests</b>
	None.
<b>4.</b>	<b>Minutes of previous meetings</b>
	The minutes were approved as a true record of the meeting held on 4 January and were signed by Cllr Santi-Jones.
<b>5.</b>	<b>Oakgrove Community Meeting Place</b>
	<p>Mr B Varney gave an overview of his business plan that had been circulated to members prior to the meeting. After discussion, Cllr Santi-Jones proposed to engage the services of Milton Keynes Council. There were no objections.</p> <p>Cllr Kidd asked to be involved with the project as he had met previously with the solicitor and was a member of the working group. Cllr Kidd also reported that a sum of £10,000 had been allocated to the working group for the project to be delivered.</p> <p><i>[Subsequent to the meeting the Clerk advised that £12,000 was allocated on 13 April 2015 to the working group with the financial remit to procure all necessary furniture and services].</i></p> <p>It was agreed that the project would be reviewed at the next meeting on 7 March.</p>
	<b>Item 12 Correspondence was brought forward by the Chair to be discussed at this point of the meeting. See notes below.</b>

<b>6.</b>	<p><b>Finance</b></p> <p><b>a. 2016-17 draft budget</b></p> <p>The draft budget had been circulated to members prior to the meeting. Cllr Santi-Jones asked members to note that a deficit budget had been proposed by the working group and to note specifically the allowance for project management services, newsletter, website and the Middleton pavilion.</p> <p>It was agreed to increase the Project management services figure to £12,000 to allow for warden duties.</p> <p>The £21,000 deficit budget was accepted using reserves to fund the deficit.</p> <p><b>b. 2016-17 precept</b></p> <p>Cllr Santi-Jones proposed that the precept is frozen at £20.98 per band D equivalent. There were no objections.</p> <p><b>c. Community, Charities and Local Authorities Funds</b></p> <p>Cllr Brighton proposed that £25,000 is invested in the CCLA Deposit Fund and £25,000 is invested in the CCLA Property Fund, this was seconded by Cllr Santi-Jones. There were no objections.</p> <p><b>d. Metro bank</b></p> <p>Cllr Kidd proposed that a current account with Metro bank is opened to help with banking cheques and cash (banking duties have been increased with use at the Pavilion) and this would also enable the council to spread its funds. The Lloyds banking arrangement would be maintained for cheque and BACS payments. Cllr Santi-Jones seconded the proposal. There were no objections.</p> <p>Cllr Chambers asked how much money would be transferred to Metro. It was agreed for the account to be opened and a review taken into how much should be transferred.</p> <p><b>e. Ranger service</b></p> <p>Cllr Kidd proposed that a ranger service is purchased from Great Linford Parish Council are at a rate of £19 per hour for 6 hours per week. This was seconded by Cllr Santi-Jones and there were no objections. It was agreed to enter into a three month agreement initially, start date as soon as practical with one month's notice for both parties. A progress report is to be provided at the meeting on 4 April.</p> <p><b>f. Report of income, expenditure, balances and reconciliation for January</b></p> <p>The report had been circulated to members prior to the meeting. There were no comments.</p> <p>Income received during January</p> <table border="1"> <tr> <td>£1.15</td> <td>Bank interest</td> </tr> <tr> <td>£75.00</td> <td>Paddock rent</td> </tr> <tr> <td>£11.25</td> <td>Allotment rent</td> </tr> <tr> <td>£80.00</td> <td>Allotment deposits</td> </tr> <tr> <td>£1,338.63</td> <td>Middleton pavilion</td> </tr> <tr> <td>£100.00</td> <td>Middleton pavilion deposit</td> </tr> </table> <p>Treasurer's Account</p> <table border="1"> <tr> <td>£85,864.10</td> <td>Bank statement, 19 January 2016</td> </tr> <tr> <td>£4,757.76</td> <td>Payments issued, not yet cleared</td> </tr> <tr> <td>£309.71</td> <td>Payments received, not yet on statement</td> </tr> <tr> <td>£81,416.05</td> <td>Balance after above</td> </tr> <tr> <td></td> <td></td> </tr> </table>	£1.15	Bank interest	£75.00	Paddock rent	£11.25	Allotment rent	£80.00	Allotment deposits	£1,338.63	Middleton pavilion	£100.00	Middleton pavilion deposit	£85,864.10	Bank statement, 19 January 2016	£4,757.76	Payments issued, not yet cleared	£309.71	Payments received, not yet on statement	£81,416.05	Balance after above		
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£122,366.77	Opening balance, 1 April 2015
£101,098.84	Cash book receipts, 1 April 2015 – 31 January 2016
£92,049.56	Cash book payments, 1 April 2015 – 31 January 2016
£50,000.00	Transfer to fixed term deposit

30 day Account

£31,563.69	Bank statement, 9 January 2016
£31,553.00	Opening balance, 1 April 2015
£10.69	Interest received, 1 April 2015 – 31 January 2016
£31,563.69	Balance, 31 January 2016

1 year fixed term deposit

£50,000.00	Transfer from Treasurer account, 21 December 2015
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**g. Schedule of payments**

Paid

Net	VAT	Total	Payee	Expense	Payment method	Payment date
£479.22		£479.22	Mr C Bowker	Centre Manager contract, December	Bank transfer	5 Jan 16
£438.41		£438.41	Bucks County Council	Staff pension contributions, December	Bank transfer	12 Jan 16
£14.99		£14.99	Mr C Bowker	Pool table lights	Bank transfer	12 Jan 16
£2,489.09		£2,489.09	Zurich	Insurance 15/1/16 – 14/1/17	Bank transfer	14 Jan 16
£701.13	£140.23	£841.36	Marcus Young Landscapes	Landscaping & bin contract, December	Bank transfer	14 Jan 16
£27.84	£5.56	£33.40	BT	Telephone, Middleton pavilion	Bank transfer	14 Jan 16
£307.50	£61.50	£369.00	Prokleen	Cleaning and consumables, Middleton pavilion	Bank transfer	14 Jan 16
£425.00		£425.00	MK Council	Rent, December	Bank transfer	14 Jan 16
£582.56	£116.51	£699.07	Martins Plant	Repair to Walton Road allotment fence and gate	Cheque	18 Jan 16
£108.73		£108.73	Anglian Water	Walton Rd allotments 10/5/14 – 13/11/15	Bank transfer	18 Jan 16
£1,275.22		£1,275.22	Anglian Water	Kemsley Cres allotments 30/10/14 – 3/12/15	Bank transfer	20 Jan 16
£5.00		£5.00	Virgin mobile	Telephone	DD	21 Jan 16
£818.53	£163.70	£977.97	British Gas	Gas 6/10/15 – 6/1/16,	Bank transfer	24 Jan 16

				Middleton pavilion		
£909.45	£181.89	£1,091.34	British Gas	Electricity 19/10/15 – 18/1/16, Middleton pavilion	Bank transfer	28 Jan 16
£1,800.50		£1,800.50	Employees	January salaries	Bank transfer	29 Jan 16

To be paid

£1.74		£1.74	Virgin mobile	Warden (note contract now ended)	DD	1 Feb 16
£70.00		£70.00	MK Village Hall	Rent 2015	Cheque	1 Feb 16
£45.00		£45.00	Mrs S Stewart	Allotment deposit refund	Cheque	1 Feb 16
£56.12		£56.12	Mrs H Ward	Expenses, December & January	Bank transfer	2 Feb 16
£496.21		£491.21	Mr C Bowker	Centre Manager contract, January	Bank transfer	2 Feb 16
£701.13	£140.23	£841.36	Marcus Young Landscapes	Landscaping & bin contract, January	Bank transfer	11 Feb 16
£438.41		£438.41	Bucks County Council	Staff pension contributions, January	Bank transfer	11 Feb 16
£425.00		£425.00	Milton Keynes Council	Office rent, January	Bank transfer	20 Feb 16
£185.00	£37.00	£222.00	SLCC	Training course	Bank transfer	22 Feb 16
£TBA		£TBA	Employees	February salaries	Bank transfer	29 Feb 16

#### h. Middleton Pavilion

- **Invoice Access Security**

CLlr Santi-Jones proposed that the invoice for £200 plus VAT is paid. There were no objections.

- **Car park signage quotation**

It was agreed to put the signs on hold pending further information whether there is a legal requirement to supply them.

- **Allocation of funds for basic pitch maintenance in budget**

The Clerk advised that this item has already been considered earlier in the meeting under item 6a.

- **Heating & plumbing maintenance**

It was agreed to put the radiators on hold pending further information.

It was agreed to accept the quotation to carry out repairs to the gents urinals.

<b>7.</b>	<b>Asset register annual review</b>
	<p>The draft register had been circulated by the Clerk prior to the meeting. There were no changes and the review is now complete.</p> <p>A list of items owned by the Parish Council at the Middleton Pavilion was also considered. It was agreed to dispose of any items that are damaged and not fit for purpose.</p>
<b>8.</b>	<b>Middleton Pavilion</b>
	<p><b>a. Mr &amp; Mrs M Schwartz – cost recovery</b></p> <p>A draft letter from the solicitor had been provided to members prior to the meeting. Cllr Santi-Jones proposed that the letter is sent. There were no objections.</p> <p><b>b. Long term agreements</b></p> <p>Cllr Santi-Jones and Cllr Chambers attended a meeting with City Colts FC on 25 January 2016. The club have asked for a 5 year lease. Cllr Santi-Jones proposed that a long term agreement is offered to City Colts FC, the lease to include a Service Level Agreement for pitch maintenance. There were no objections.</p>
<b>9.</b>	<b>Dog waste bins, Oakgrove</b>
	<p>Cllr Santi-Jones proposed that the quotation for 4 new dog waste bins on Oakgrove is accepted. Cllr Kidd seconded the proposal. There were no objections.</p>
<b>10.</b>	<b>Community Café, Broughton Gate</b>
	<p>It was noted that Cllr Kidd and the Clerk are meeting with Jardines and Milton Keynes Council on 4 February 2016.</p>
<b>11.</b>	<b>Planning</b>
	<p>The schedule on new applications received and decisions made was noted. There were no comments.</p>
<b>12.</b>	<b>Correspondence</b>
	<p>Cllr Santi-Jones advised that the Pavilion Centre Manager has resigned with effect from 30 April 2016. He proposed that the Parish Council accept the resignation, send a letter of thanks and that no further bookings should be accepted. There were no objections.</p> <p>Cllr Santi-Jones advised that Barworx have resigned their agreement to run the bar with effect from 1 March 2016. He proposed that the Parish Council accept the resignation and send a letter of thanks. There were no objections.</p> <p>The schedule on correspondence received was circulated prior to the meeting.</p> <p>Cllr Brighton suggested that a closer look is taken at potential community projects in conjunction with Ringway Infrastructure Services. Cllr Chambers forwarded the email to Cllr Brighton.</p> <p>Cllr Brighton highlighted the email regarding the Multi-Agency schools trust. It was agreed to take no further action.</p> <p>Cllr Brighton suggested that a closer look is taken at the Parks Trust Woodlands Management plan.</p> <p>Cllr Kidd noted the extension to the Site Allocations consultation.</p>
<b>13.</b>	<b>Councillors' reports and items for future agendas</b>
	<p>Cllr Santi-Jones advised that a councillor from Campbell Park PC will be writing to seek support for opposing the development of the Pineham waste transfer station.</p> <p>Cllr Brighton advised that the Arts meeting is taking place on 10 February.</p> <p>Cllr Craig enquired on the steering group for the Brooklands Pavilion. Cllr Santi-Jones advised that it is</p>

	<p>expected that the contract with 1Life will be signed on 1 March.</p> <p>Cllr Kidd advised that he had noted the public open space charge in MK Council's budget and he will take a look at the papers online.</p>
<b>14.</b>	<b>Next meeting</b>
	<p>The next meeting will be held on Monday 7 March 2016 in the Broughton Pavilion.</p> <p>Apologies were noted from Cllr Santi-Jones (holiday) and Cllr Craig (childcare).</p>

Signed..... 7 March 2016