

Broughton & Milton Keynes Parish Council
Monday 3rd October 2016 at 7.15pm
Middleton Pavilion

Minutes

Present:

Cllr J Brighton (Chair)	Milton Keynes Village Ward
Cllr D Monk	Milton Keynes Village Ward
Cllr J Small	Milton Keynes Village Ward
Cllr T Small (Minute taker)	Broughton & Atterbury Ward
Cllr M Solanki	Broughton & Atterbury Ward
Cllr G Stimson	Broughton & Atterbury Ward

In attendance:

Five members of the public

1.	Apologies						
	Members consented to the absence of Cllr Chambers, Cllr Craig and Cllr Kidd as notified in advance and Cllr Tyler absent on the evening. <i>(Belated apologies were received from Cllr Tyler).</i>						
2.	Declaration of Interests						
	Cllr Monk and Cllr J Small in relation to Item 6 b)						
3.	Minutes of previous meetings						
	The minutes were approved as a true record of the meeting held on 5 September, and were signed by Cllr Brighton.						
4.	Finance						
	<p>a. Second quarter receipts and payments versus budget</p> <p>The report was circulated prior to the meeting. The report was accepted and approved unanimously.</p> <p>b. Report of income, expenditure, balances and reconciliation for September</p> <p>The report was circulated prior to the meeting. The report was accepted and approved unanimously.</p> <p>It was agreed that an itemised running total of S106 funding would be included in future reports showing what had been draw down and the expiry date of the funding.</p> <p>It was agreed that for the benefit of new Councillors there should be a detailed introduction to the finance structure of the Parish Council.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="2" style="text-align: center;">Income received during September</td> </tr> <tr> <td style="text-align: center;">£1.34</td> <td>30 day bank account interest</td> </tr> <tr> <td style="text-align: center;">£8.05</td> <td>Public sector deposit fund interest</td> </tr> </table>	Income received during September		£1.34	30 day bank account interest	£8.05	Public sector deposit fund interest
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£1.34	30 day bank account interest						
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£75.00	Paddock rent
£45.00	Allotment deposits
£44,994.40	Milton Keynes Council, precept & LCTS

Treasurer Account

£102,058.63	Bank statement, 13 September 2016
£11,053.20	Payments issued, not yet cleared
£44,994.40	Payments received, not yet on statement
£135,999.83	Balance after above
£69,686.51	Opening balance, 1 April 2016
£143,717.22	Cash book receipts, 1 April 2016 – 30 September 2016
£52,403.90	Cash book payments, 1 April 2016 – 30 September 2016
£25,000.00	Transfer to CCLA 31 May 2016
£135,999.83	Balance, 30 September 2016

30 day Account

£31,573.64	Bank statement, 9 September 2016
£31,565.69	Opening balance, 1 April 2016
£7.95	Interest received, 1 April 2016 – 30 September 2016
£31,573.64	Balance, 30 September 2016

1 year fixed term deposit

£50,000.00	Transfer from Treasurer account, 21 December 2015
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CCLA public sector deposit fund

£25,000.00	Transfer from Treasurer account, 31 May 2016
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c. Schedule of payments

The report was circulated prior to the meeting. The report was accepted and approved unanimously. The following payments were noted:

Net	VAT	Total	Payee	Expense	Payment method	Payment date
£99.38		£99.38	Anglian Water	Middleton allotments	BT	2 Sep 16
£10.00		£10.00	Ms E Zhang	Allotment key deposit refund	Chq	5 Sep 16
£5.00		£5.00	Mr L Chilvers	Allotment key deposit refund	Chq	5 Sep 16
£45.00		£45.00	Mrs J Charman	Allotment deposit refund	Chq	5 Sep 16
£25.56		£25.56	Mrs H Ward	Expenses, Jun - Aug	BT	6 Sep 16
£449.71		£449.71	Bucks County Council	Staff pension contributions	BT	8 Sep 16
£20.26		£20.26	EE	Office broadband monthly contract	BT	16 Sep 16
£1,327.83	£265.57	£1,593.40	Marcus Young	Landscaping & bin contract, August plus Middleton pavilion	BT	16 Sep 16
£24.55	£4.91	£29.46	BT	Telephone, Middleton pavilion	DD	16 Sep 16
£88.00		£88.00	Mrs H Ward	Office and allotment expenses	BT	20 Sep 16
£5.23		£5.23	Virgin mobile	Monthly contract	DD	21 Sep 16
£260.00	£52.00	£312.00	Royal Mail	PO Box address	BT	26 Sep 16
£360.91		£360.91	Anglian Water	Kemsley Crescent allotments	BT	28 Sep 16
£114.00		£114.00	Great Linford PC	Ranger services	BT	30 Sep 16
£900.00		£900.00	Middleton & MKV CG	Grant	BT	30 Sep 16
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	30 Sep 16
£75.00		£75.00	Communicorp	Local Councils Update annual	BT	30 Sep 16

				subs		
£286.00	£57.20	£343.20	ProKleen	Cleaning, Middleton pavilion, August	BT	30 Sep 16
£1,835.54		£1,835.54	Employees	September salaries	BT	30 Sep 16

The following forthcoming payments were noted:

£1,076.87		£1,076.87	HM Revenue & Customs	PAYE/NI	Chq	3 Oct 16
£TBA		£TBA	Mr C Bowker	Centre Manager contract fee, September	BT	10 Oct 16
£449.71		£449.71	Bucks County Council	Staff pension contributions	BT	12 Oct 16
£TBA	£TBA	£TBA	Marcus Young	Landscaping & bin contract, September plus Middleton pavilion	BT	14 Oct 16
£20.26		£20.26	EE	Office broadband monthly contract	BT	16 Oct 16
£20.99 plus	TBA	TBA	BT	Telephone, Middleton pavilion	DD	16 Oct 16
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Oct 16
£286.00	£57.20	£343.20	ProKleen	Cleaning, Middleton pavilion, September	BT	31 Oct 16
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	31 Oct 16
£TBA		£TBA	Employees	October salaries	BT	31 Oct 16

d. Oakgrove project management funds

The proposal was circulated prior to the meeting and approved unanimously.

The expectation is that any outstanding issues will be satisfactorily resolved and completed by the project manager by the proposed end date of w/c 14 November.

Specific attention is requested to stress test the broadband at the Oakgrove Office.

e. Kemsley Crescent allotments clearance work

The quotation was circulated prior to the meeting and approved unanimously.

It was noted that this would be claimed back as part of the settlement with Anglian Water.

It was noted that with the need to move at pace to rectify this issue the expenditure could have been approved under F4e of the Parish Council's Standing Orders.

It was noted that as the contractor is an approved supplier and due to the urgency of the work there is no need to obtain three quotes in this instance.

f. Skip hire

The proposal was circulated prior to the meeting and approved unanimously for £187 (inc VAT). This is on the understanding that the Parish Council are providing the skip and the Cricket Club have volunteered their 'labour' to clear out the garages and grounds.

Colin to liaise with Bernie and co-ordinate with Cllr Brighton who volunteered to view what is in the Forge that may have belonged to the Parish Council.

Disposals to be recorded and reconciled against the Asset Register.

5.	Proposal from Cllr J Small

	<p>The proposal was circulated prior to the meeting. Cllr J Small also presented the proposal on the evening.</p> <p>It was noted that the proposed equipment had been reviewed by a representative of Milton Keynes Council.</p> <p>It was noted that the cost is to be re-claimed from S106 Funding.</p> <p>The proposal was approved unanimously.</p>
6.	Middleton Pavilion
	<p>a. Working group update</p> <p>It was noted that invitation to tender and advert had not been posted as per the original timeline.</p> <p>It was noted that the Parish Clerk has raised points in relation to the documentation; however, at the time of the meeting the materiality of these is unknown.</p> <p>Subject to verifying the materiality of these points, the issuing of the invitation to tender and placing of the advert is to be expedited with urgency to mitigate any further unnecessary delay.</p> <p>Works relating to the fire door and the boiler were raised. The Parish Council recognised these to be Health & safety issues which in future should be actioned in accordance with sections F4 c) or e) of the Parish Council's Standing Orders. These were approved unanimously.</p> <p>It was noted that boiler repair would be carried out by the existing contractor due their knowledge of the system.</p> <p>It was agreed that the issue of the Premises Licence would be on the agenda for the next Parish Council meeting with a proposal for its transfer to the Parish Council and the re-imburement of the payment made by Cllr Monk who acted urgently to prevent it lapsing. The meeting made known it's appreciation of this.</p> <p>b. Proposal for Pavilion to be open for fireworks</p> <p>It was noted that this is for one 'wing' of toilets only.</p> <p>The proposal was approved unanimously.</p> <p>c. Proposal for Pavilion to be used by the Middleton & MKV Community Group</p> <p>It was noted with appreciation that two representatives of Middleton & MKV Community Group were present at the Parish Council meeting.</p> <p>The proposal was approved unanimously on the basis that Middleton &MKV Community Group assume full responsibility for the Pavilion being returned to exactly the condition as it was prior to their use.</p>
7.	Human Resources
	<p>a. Working group terms of reference review</p> <p>The proposal to modify the terms of reference to add a third Cllr, in this case Cllr T Small, to the working group. This was approved unanimously.</p> <p>b. Proposal for recruitment of a deputy clerk</p> <p>As there was no proposal circulated prior to the meeting it was agreed to carry this forward to the next meeting by which time the HR Working Group will have reviewed the job description and hours.</p> <p>c. Proposal to increase the Clerk's contractual hours</p>

	As there was no proposal circulated prior to the meeting it was agreed to carry this forward to the next meeting by which time the HR Working Group will have reviewed the requirement.
8.	Planning
	The Parish Council considered the proposed objection to application 16/02308/FUL 7 Poyning Lane, Middleton. Having considered the impact on parking the meeting agreed unanimously to the objection.
9.	Correspondence
	There were no items to consider.
10.	Councillors' reports and items for future agendas
	There were no additional reports from councillors. The following items were agreed to discuss on future agendas: <ul style="list-style-type: none"> • Middleton Pavilion Premises License. As noted in 6) above. Cllr Monk to bring forward this proposal. • Tree Survey. Cllr J Small to bring forward this proposal. • Approval of letter of notice for the Cricket Club. Cllr Monk to bring forward this proposal. • Brooklands Dog Bins. Cllr Solanki to bring forward this proposal. • Community Café Update. Cllr Craig and Cllr Stimson to provide this. • Broughton Pavilion & 1 Life meeting update. Cllr Kidd to provide this. It was agreed that the Middleton Pavilion Working Group update would be a standing item on future agendas until agreed otherwise. It was noted that file notes should be recorded for all working group and specific community group meetings and circulated to all Parish Councillors to keep them informed.
11.	Next meeting
	The next meeting will be held on Monday 7 November 2016 in the Middleton Pavilion.

Signed..... 7 November 2016