

**Broughton & Milton Keynes Parish Council**

**Monday 4<sup>th</sup> April 2016 at 7.15pm**

**Broughton Pavilion**

**Minutes**

**Present:**

Cllr J Brighton	Milton Keynes Village Ward
Cllr J Chambers	Milton Keynes Village Ward
Cllr A Kidd	Milton Keynes Village Ward
Cllr T Tyler	Milton Keynes Village Ward

**In attendance:**

Mrs H Ward	Parish Clerk
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18 members of the public

In the absence of a Chair, Cllr Brighton offered to Chair the meeting and welcomed everyone.

<b>1.</b>	<b>Apologies</b>				
	Members consented to the absence of Cllr Craig for Childcare reasons, and Cllr Bennett for personal reasons.				
<b>2.</b>	<b>Declaration of Interests</b>				
	None.				
<b>3.</b>	<b>Minutes of previous meetings</b>				
	The minutes were approved as a true record of the meeting held on 7 March and were signed by Cllr Brighton.				
<b>4.</b>	<b>MKV &amp; Middleton residents group, Mr P Thompson and Mr P Keech</b>				
	Mr Keech thanked the Parish Council for their grant to support the Christmas lantern parade and Christmas carols event. The event was a success and over 400 people attended. Mr Thompson advised that the next event would be a summer picnic and bake off on Saturday 3 September and then the 2016 lantern parade will be on Saturday 10 December. Mr Thompson added that the residents group would be willing to act as a link between local residents and the Parish Council.				
<b>5.</b>	<b>Co-option, Mrs J Small</b>				
	Mrs Small spoke and said she was willing to serve the local community. Cllr Brighton proposed that Mrs Small is co-opted to the Council, Cllr Tyler seconded the proposal. There were no objections.  Cllr Brighton advised that Mr T Small has also submitted an application and proposed that this will be considered at the next meeting on 9 May.				
<b>6.</b>	<b>Finance</b>				
	<b>a. Report of income, expenditure, balances and reconciliation for March</b>				
	The report had been circulated to members prior to the meeting. There were no comments.				
	Income received during March				
	<table border="1"> <tr> <td>£1.00</td> <td>Bank interest</td> </tr> <tr> <td>£75.00</td> <td>Paddock rent</td> </tr> </table>	£1.00	Bank interest	£75.00	Paddock rent
£1.00	Bank interest				
£75.00	Paddock rent				

£10.00	Allotment deposits
£975.01	Middleton pavilion
£293.65	BT, refund broadband charges
£291.83	The Parks Trust, water charges refund

#### Treasurer's Account

£72,621.32	Bank statement, 15 March 2016
£3,077.54	Payments issued, not yet cleared
£40.80	Payments received, not yet on statement
£69,584.58	Balance after above
£122,366.77	Opening balance, 1 April 2015
£104,441.13	Cash book receipts, 1 April 2015 – 31 March 2016
£107,223.32	Cash book payments, 1 April 2015 – 31 March 2016
£50,000.00	Transfer to fixed term deposit
£69,584.58	Balance, 31 March 2016

#### 30 day Account

£31,565.69	Bank statement, 9 March 2016
£31,553.00	Opening balance, 1 April 2015
£12.69	Interest received, 1 April 2015 – 31 March 2016
£31,565.69	Balance, 31 March 2016

#### 1 year fixed term deposit

£50,000.00	Transfer from Treasurer account, 21 December 2015
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### b. Schedule of payments

The following payments were noted:

Net	VAT	Total	Payee	Expense	Payment method	Payment date
£100.00		£100.00	City Belles FC	Middleton pavilion deposit refund	Chq 1797	7 Mar 16
£18.52	£3.70	£22.22	BT	Broadband, Middleton pavilion	Bank transfer	7 Mar 16
£94.58		£94.58	Mrs H Ward	Expenses, February	Bank transfer	8 Mar 16
£416.98		£416.98	Mr C Bowker	Centre Manager contract, February	Bank transfer	8 Mar 16
£615.00	£123.00	£738.00	MK City Plumbing & Heating	Repair to gents urinal, Middleton pavilion	Bank transfer	8 Mar 16
£438.41		£438.41	Bucks County Council	Staff pension contributions, February	Bank transfer	10 Mar 16
£165.00	£33.00	£198.00	Montrose Glass	Boarding up broken window, Middleton pavilion	Bank transfer	11 Mar 16
£359.00	£71.80	£430.80	Montrose Glass	Replacement window, Middleton pavilion	Bank transfer	11 Mar 16
£1,481.33	£296.27	£1,777.60	Marcus Young Landscapes	Landscaping & bin contract, February, supply and installation 4 dog waste bins	Bank transfer	14 Mar 16
£296.80	£59.36	£356.16	ProKleen UK	Cleaning and consumables, Middleton pavilion	Bank transfer	14 Mar 16

£20.00		£20.00	EE	Office broadband monthly contract	Bank transfer	14 Mar 16
£47.23		£47.23	Anglian Water	Cranmore Circle allotments	Bank transfer	15 Mar 16
£23.82	£4.76	£28.58	BT	Telephone, Middleton pavilion	Direct Debit	15 Mar 16
£5.00		£5.00	Virgin mobile	Monthly contract	Direct Debit	21 Mar 16
£12.38		£12.38	Mr S Bates	Allotment repairs	Bank transfer	24 Mar 16
£425.00		£425.00	Milton Keynes Council	Office rent, February	Bank transfer	31 Mar 16
£2,035.16		£2,035.16	Employees	March salaries	Bank transfer	31 Mar 16
£500.00		£500.00	Broughton Brownies	Grant	Bank transfer	31 Mar 16

The following payments were authorised:

£1,129.23		£1,129.23	HM Revenue & Customs	Quarterly PAYE/NI	Cheque	4 Apr 16
£12.06		£12.06	Mrs H Ward	Expenses, March	Bank transfer	5 Apr 16
£521.23		£521.23	Mr C Bowker	Centre Manager contract, March	Bank transfer	5 Apr 16
£323.40		£323.40	Milton Keynes Council	Business rates, April, Middleton pavilion	Bank transfer	5 Apr 16
£438.41		£438.41	Bucks County Council	Staff pension contributions, March	Bank transfer	7 Apr 16
£20.00		£20.00	EE	Office broadband monthly contract	Bank transfer	TBA
£701.13	£140.23	£841.36	Marcus Young Landscapes	Landscaping & bin contract, March	Bank transfer	14 Apr 16
£TBA	£TBA	£TBA	ProKleen UK	Cleaning and consumables, Middleton pavilion, March	Bank transfer	14 Apr 16
£21.80	£4.36	£26.16	BT	Telephone, Middleton pavilion	Direct Debit	16 Apr 16
£210.00	£42.00	£252.00	Sterling Installations Ltd	Boiler service, Middleton pavilion	TBA	TBA
£5.00		£5.00	Virgin mobile	Monthly contract	Direct Debit	TBA
£425.00		£425.00	Milton Keynes Council	Office rent, March	Bank transfer	TBA
£TBA		£TBA	Employees	April salaries	Bank transfer	30 Apr 16

Cllr Kidd raised a query on the payment of business rates and whether they need to be paid when the building is empty.

**c. Notice board, Brooklands**

Cllr Brighton proposed that the quotation from Greenbarnes is accepted. There were no objections.

**7. Middleton Pavilion**

**a. City Colts FC agreement & MK Cricket Club agreement**

Draft agreements had been circulated to members prior to the meeting. Cllr Kidd thanked Mr Bowker for the work he had done on producing the draft agreements. Cllr Brighton advised that a clause on rubbish clearance after matches to be conducted by the clubs is added to the draft. With

	<p>this amendment Cllr Kidd proposed that the draft agreements are approved. There were no objections.</p> <p>Mr B Berry, Chairman of the Cricket Club, asked the Parish Council to consider paying for a skip for rubbish to be removed. The Cricket Club would provide the labour. Mr Berry also asked that renting The Old Forge is included in the agreement. Mr Bowker confirmed this was already included.</p> <p><b>b. Research study</b></p> <p>Cllr Brighton referred to the proposal from Cllr Kidd and herself that had been circulated to members prior to the meeting to commission a research study on community buildings, their usage and management arrangements.</p> <p>Cllr Chambers commented that the Middleton Pavilion is unique and there is no direct comparison in Milton Keynes.</p> <p>Cllr Tyler commented that there should be community engagement with groups already operating in the Parish as part of the study.</p> <p>Cllr Kidd commented that due to the Parish Council being thin on resources the service should be bought in with Councillor involvement.</p> <p>It was agreed to limit the study to a cost of £1,000 and Cllr Kidd would draft the brief for approval.</p>
<b>7.</b>	<b>Oakgrove Community Meeting Place</b>
	The Clerk advised that the solicitor is ready to complete but the building fit out is not yet complete. A lease for signing had been received however the Clerk felt there are a number of issues that require addressing prior to signing. It was agreed that Cllr Kidd would review the draft lease.
<b>9.</b>	<b>Human Resources</b>
	<p><b>a. New staffing post</b></p> <p>Cllr Brighton referred to the proposal from Cllr Kidd and herself that had been circulated to members prior to the meeting for the recruitment of a Facilities Manager. This was agreed in principle. It was agreed that Cllr Brighton and Cllr Kidd would prepare a recruitment pack for approval.</p> <p><b>b. Ranger service</b></p> <p>The report from the ranger had been circulated to members prior to the meeting. Cllr Brighton thanked Mr Bates for the report and recommended that a further update is presented to the Parish Council meeting in June.</p>
<b>10.</b>	<b>Planning</b>
	The schedule on new applications received and decisions made was noted.
<b>11.</b>	<b>Correspondence</b>
	<p>Three items were considered as unable to wait until the next meeting.</p> <p>a. Cha Char Chimps usage of the Middleton pavilion. It was agreed to accept a 12 month booking, minimum booking time 2 hours. It was agreed for the Clerk and Centre Manager to sort out the detail with regard to hire costs and keys.</p> <p>b. Anglian Water. The email from Anglian Water had been noted with the offer of a face to face meeting following the recent flooding at the allotments. Cllr Kidd offered to attend a meeting. The Clerk will follow up.</p> <p>c. Waste transfer station. Correspondence from a councillor in Woolstone Ward was noted. It was agreed that the Clerk should monitor the planning conditions.</p>
<b>12.</b>	<b>Councillors' reports and items for future agendas</b>
	<p>a. Cllr Brighton advised that she has attempted to contact the solicitor with regard to the previous Pavilion tenants and is pending a response.</p> <p>b. Cllr Brighton advised that she is waiting for the gallery and Ms Izod from Milton Keynes Council to respond on the public art proposals.</p> <p>c. Cllr Brighton advised that a strategy is required for the Claridge Park S106 funds. Cllr Chambers will</p>

	pursue her trim trail idea. It was agreed for all members to submit their proposals for consideration at the next meeting.
<b>13.</b>	<b>Next meeting</b>
	<p>The next meeting will be held on Monday 9 May 2016 in the Broughton Pavilion. Cllr Brighton &amp; Cllr Tyler offered their apologies.</p> <p>It was noted that this meeting will be the Annual General Meeting preceded by the Annual Assembly. With the absence of a Chair, Cllr Kidd will call and run the Annual Assembly.</p> <p>Cllr Brighton asked for nominations for Chair and Vice-Chair to be forwarded to the Clerk prior to the meeting.</p>

Signed..... 6 June 2016