

Broughton & Milton Keynes Parish Council
Monday 4th July 2016 at 7.15pm
Middleton Pavilion

Minutes

Present:

Cllr J Brighton	Milton Keynes Village Ward
Cllr J Chambers	Milton Keynes Village Ward
Cllr C Craig	Broughton & Atterbury Ward
Cllr A Kidd (Chair)	Milton Keynes Village Ward
Cllr D Monk	Milton Keynes Village Ward
Cllr J Small	Milton Keynes Village Ward
Cllr T Small	Broughton & Atterbury Ward
Cllr T Tyler	Milton Keynes Village Ward

In attendance:

Mrs H Ward	Parish Clerk
8 members of the public	

1.	Apologies						
	There were no apologies. It was noted that Cllr Brighton will be arriving late.						
2.	Declaration of Interests						
	Cllr Monk declared an interest in item 5f ii as the applicant. Cllr Small declared an interest in item 5f ii as a trustee of the village hall.						
3.	Minutes of previous meeting						
	The minutes were approved as a true record of the meeting held on 6 June and were signed by Cllr Kidd.						
4.	Councillor co-options						
	Cllr Craig proposed that for six months the Council only consider applicants who live in Broughton, Broughton Gate and Brooklands. There were no objections. Mr G Stimson & Mr M Solanki made presentations to the Council. All members were in favour of their co-option to the Council. Cllr Kidd thanked Mr Bint, Mr Brown and Mr Crooks for their interest in the vacancies. Mr Stimson and Mr Solanki were co-opted to the Council.						
5.	Finance						
	<p>a. 2016-17 first quarter receipts and payments versus budget</p> <p>The report had been distributed to members prior to the meeting. There was no comment.</p> <p>b. Report of income, expenditure, balances and reconciliation for June</p> <p>The report had been circulated to members prior to the meeting. Cllr Craig enquired what action was being taken for overdue payments. It was agreed for Cllr Monk to talk to Cha Char Chimps and the Clerk to liaise with the Cricket Club.</p> <p style="margin-left: 40px;">Income received during June</p> <table border="1" style="margin-left: 80px;"> <tr> <td style="text-align: right;">£1.34</td> <td>30 day bank account interest</td> </tr> <tr> <td style="text-align: right;">£0.33</td> <td>Public sector deposit fund interest</td> </tr> <tr> <td style="text-align: right;">£75.00</td> <td>Paddock rent</td> </tr> </table>	£1.34	30 day bank account interest	£0.33	Public sector deposit fund interest	£75.00	Paddock rent
£1.34	30 day bank account interest						
£0.33	Public sector deposit fund interest						
£75.00	Paddock rent						

£360.00	The Old Forge rent
£35.00	Allotment deposits
£1,698.00	Middleton pavilion
£150.00	Middleton pavilion key deposits

Overdue payments

£380.00	MK Cricket Club, Middleton pavilion hire
£210.00	Cha Char Chimps, Middleton pavilion hire

Treasurer Account

£118,786.84	Bank statement, 21 June 2016
£2,800.80	Payments issued, not yet cleared
£0	Payments received, not yet on statement
£115,986.04	Balance after above
£69,686.51	Opening balance, 1 April 2016
£96,851.15	Cash book receipts, 1 April 2016 – 30 June 2016
£25,551.62	Cash book payments, 1 April 2016 – 30 June 2016
£25,000.00	Transfer to CCLA 31 May 2016
£115,986.04	Balance, 30 June 2016

30 day Account

£31,569.67	Bank statement, 10 June 2016
£31,565.69	Opening balance, 1 April 2016
£3.98	Interest received, 1 April 2016 – 30 June 2016
£31,569.67	Balance, 30 June 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 following payments were noted:

Net	VAT	Total	Payee	Expense	Payment method	Payment date
£150.00		£150.00	Cash	Petty cash	Cheque	6 Jun 16
£35.00		£35.00	Mrs S Rai	Allotment plot deposit refund	Cheque	6 Jun 16
£10.00		£10.00	Mrs S Yallop	Allotment key deposit refund	Cheque	6 Jun 16
£35.00		£35.00	Mr & Mrs C Gondora	Allotment plot deposit refund	Cheque	6 Jun 16
£100.00		£100.00	City Colts FC	Pavilion key deposit refund	Bank transfer	7 Jun 16
£196.68		£196.68	Mrs H Ward	Expenses, May	Bank transfer	7 Jun 16
£400.30		£400.30	Mr C Bowker	Centre Manager contract, May	Bank transfer	7 Jun 16
£40.67		£40.67	Anglian Water	Allotments	Bank transfer	7 Jun 16
£295.00	£59.00	£354.00	MK Council	Annual waste bin hire,	Bank	9 Jun 16

				Middleton pavilion	transfer	
£449.71		£449.71	Bucks County Council	Staff pension contributions, May	Bank transfer	10 Jun 16
£791.33	£158.27	£949.60	Marcus Young Landscapes	Landscaping & bin contract, May	Bank transfer	10 Jun 16
£22.30	£4.46	£26.76	BT	Telephone, Middleton pavilion	Direct Debit	16 Jun 16
£20.26		£20.26	EE	Office broadband monthly contract	Bank transfer	16 Jun 16
£296.70	£59.34	£356.04	ProKleen UK	Cleaning, Middleton pavilion, May	Bank transfer	16 Jun 16
£342.00		£342.00	Great Linford PC	Ranger services	Bank transfer	17 Jun 16
£5.00		£5.00	Virgin mobile	Monthly contract	Direct Debit	21 Jun 16
£601.26		£601.26	Anglian Water	Kemsley Crescent allotments	Bank transfer	24 Jun 16
£319.00		£319.00	MK Council	Business rates, Middleton Pavilion	Bank transfer	30 Jun 16
£1,835.54		£1,835.54	Employees	June salaries	Bank transfer	30 Jun 16

The following forthcoming payments were noted:

£1,076.67		£1,076.67	HMRC	Quarterly NI/PAYE	Cheque	4 Jul 16
£5.00		£5.00	Mr R Pitt	Allotment key deposit refund	Cheque	4 Jul 16
£35.00		£35.00	Mr J Lukauskaite	Allotment deposit refund	Cheque	4 Jul 16
£5.00		£5.00	Mr J Meazza	Allotment key deposit refund	Cheque	4 Jul 16
TBA		TBA	Mr C Bowker	Centre Manager contract, June	Bank transfer	5 Jul 16
£449.71		£449.71	Bucks County Council	Staff pension contributions, June	Bank transfer	11 Jul 16
TBA	TBA	TBA	Marcus Young Landscapes	Landscaping & bin contract, June	Bank transfer	14 Jul 16
£286.00	£57.20	£343.20	ProKleen UK	Cleaning, Middleton pavilion, June	Bank transfer	14 Jul 16
£20.99 plus calls	TBA	TBA	BT	Telephone, Middleton pavilion	Direct Debit	TBA
£20.26		£20.26	EE	Office broadband monthly contract	Bank transfer	TBA
£1,605.00	£321.00	£1,926.00	MK Council	Project management services	Bank transfer	15 Jul 16
£TBA		£TBA	Virgin mobile	Monthly contract	Direct Debit	TBA
£319.00		£319.00	MK Council	Business rates, Middleton Pavilion	Bank transfer	31 Jul 16
£TBA		£TBA	Employees	July salaries	Bank transfer	31 Jul 16

d. Cllr J Small proposal, All Saints Church

It was agreed to award £729.60 to All Saints Church for a new gravestone.

	<p>e. Compensation to allotment tenants</p> <p>It was agreed to award full and final settlement compensation to four allotment tenants following the recent flooding.</p> <p>f. Funding requests</p> <p>i. It was agreed to award £500.00 for Group set up costs to Broughton & Brooklands Community Connectors.</p> <p>ii. It was agreed to award £4,507.20 to the MK Village Hall towards the cost of replacement windows.</p>
6.	Middleton Pavilion
	<p>a. Request for tenders Cllr Craig proposed that there is a proper debate outside of this meeting and that all members are involved in the decision process to go out to tender as the facility is important to the whole Parish. Cllr D Monk suggested that Cllr Craig join the working group. Cllr T Small thanked the working group and supported the proposal to seek tenders. Cllr Brighton commented that the working group had formed a conclusion which she will support and asked the working group to ensure that a service level agreement for the sports pitches is part of the lease and that the tenancy is managed effectively. After discussion, it was agreed to proceed with the working group's proposal to request tenders to lease the Pavilion.</p> <p>b. To award delegated power to the working group This item was deferred as the revised working group's terms of reference had not been circulated prior to the meeting. Cllr Kidd asked the working group to provide a copy of the revised terms of reference and a project plan. The revised terms of reference would need to be presented and agreed at a future meeting.</p> <p>c. Centre Manager contract extension All members were in support of withdrawing this item due to details of the contract not being available.</p>
7.	Oakgrove office
	<p>Cllr Kidd proposed the lease with Crest Nicholson is signed for the unit at 27 Atlas Way, Oakgrove. Cllr Monk and Cllr Brighton asked whether the lease met concerns previously raised by members. The Clerk advised that there had been some compromises. It was agreed for Cllr Kidd and Cllr Brighton to sign the lease on behalf of the Parish Council. The Clerk was instructed not to exchange contracts until the fit out has been completed to the specification detailed in the lease.</p>
8.	Staff recruitment
	<p>Cllr Kidd proposed that a Warden/Allotments Officer is employed for 18 hours per week. Cllr Monk acknowledged that the task was needed but questioned whether the work could be carried out by a contractor. Cllr Craig welcomed the proposal as there was evidence that the position is required. It was agreed for the Human Resources working group to proceed with recruitment.</p>
9.	Parishes Forum
	<p>Cllr Kidd and Cllr Brighton will attend the meeting on 14 July.</p>
10.	Planning
	<p>The schedule on new applications received and decisions made was distributed to members prior to the meeting. It was agreed to object to application 16/00208/FUL 261 Fen Street, Brooklands for change of use from residential to a House in Multiple Occupation on the grounds of insufficient parking provision.</p>
11.	Correspondence
	<p>a. Cllr Kidd advised members of the recent correspondence from the consultants acting for Anglian Water at the Kemsley Crescent allotments. Cllr Brighton said the response was unacceptable and that 1) a meeting should take place with Anglian Water and 2) quotes should be obtained for clearing the affected area. It was agreed that Cllr Kidd would meet with Anglian Water.</p>

	<p>b. Ward Cllr S Crooks spoke to advise that a member of the Parish Council could attend the regular Cotton Valley Liaison Group meetings. The next one is in September.</p> <p>c. Cllr Kidd advised members of the recent correspondence from a tenant at the Cranmore Circle allotments. It was agreed that Cllr Craig would meet with the complainant.</p>
12.	Councillors' reports and items for future agendas
	Cllr J Small asked that review of the Landscape Contract is an item on the September meeting agenda.
13.	Next meeting
	The next meeting will be held on Monday 5 September 2016 in the Middleton Pavilion.

Signed..... 5 September 2016