

Broughton & Milton Keynes Parish Council
Monday 6th June 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	Milton Keynes Village Ward
Cllr J Small	Milton Keynes Village Ward
Cllr T Tyler	Milton Keynes Village Ward

In attendance:

Mrs H Ward	Parish Clerk
Mrs A McNaughton	Parish Council Administrator
11 members of the public	

The Clerk welcomed everyone to the meeting.

1.	Election of Chair
	Cllr Brighton nominated Cllr Kidd for the position of Chair, and Cllr Tyler seconded this. As there were no other nominations Cllr Kidd was elected as Chair to the Council.
2.	Apologies
	There were no apologies. It was noted that Cllr Bennett resigned on 5 May 2016.
3.	Election of Vice-Chair
	Cllr Kidd nominated Cllr Brighton for the position of Vice-Chair, and Cllr Craig seconded this. As there were no other nominations Cllr Brighton was elected as Vice-Chair to the Council.
4.	Declaration of Interests
	Cllr Small declared an interest in item 6 as the applicant's spouse.
5.	Minutes of previous meetings
	The minutes were approved as a true record of the meeting held on 4 April and were signed by Cllr Kidd.
6.	Councillor co-options
	Mr T Small & Mr D Monk made presentations to the Council which was followed by questions and answers. Cllr Tyler proposed that Mr Small be co-opted to the Broughton & Atterbury Ward and Mr Monk to the Milton Keynes Village Ward. There were no objections.
7.	Standing orders annual review
	The draft document had been distributed to members prior to the meeting. It was agreed that there were no changes required.
8.	Financial regulations annual review
	It was agreed that Cllr Small is added as a cheque signatory.
9.	Parishes Forum representatives
	Cllr Kidd and Cllr Brighton were nominated representatives for the 2016-17 Parishes Forum.

10. Office relocation																					
	It was noted that the Parish Office has relocated to the Middleton Pavilion on a temporary basis until the Oakgrove facility is ready.																				
11. Finance																					
a. 2015-16 draft accounts	The accounts had been distributed to members prior to the meeting. There was no comment.																				
b. Internal audit report	The report had been distributed to members prior to the meeting. It was noted that there was one recommendation that the format of the asset register should be reviewed to ensure that it meets the current requirements of the Parish Council and that the total of the assets reflects the values entered onto the Annual Return.																				
c. Annual return	Cllr Kidd signed the 2015-16 annual governance statement and accounting statements.																				
d. Report of income, expenditure, balances and reconciliation for April & May	The report had been circulated to members prior to the meeting. There were no comments.																				
	Income received during April & May																				
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e. Schedule of payments																					

The following payments were noted:

Net	VAT	Total	Payee	Expense	Payment method	Payment date
£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	MK Council	Business rates, Middleton Pavilion	Bank transfer	5 Apr 16
£438.41		£438.41	Bucks County Council	Staff pension contributions, March	Bank transfer	7 Apr 16
£20.26		£20.26	EE	Office broadband monthly contract	Bank transfer	12 Apr 16
£286.00	£57.20	£343.20	ProKleen UK	Cleaning, Middleton pavilion, March	Bank transfer	12 Apr 16
£701.13	£140.23	£841.36	Marcus Young Landscapes	Landscaping & bin contract, March	Bank transfer	14 Apr 16
£21.80	£4.36	£26.16	BT	Telephone, Middleton pavilion	Direct Debit	18 Apr 16
£5.00		£5.00	Virgin mobile	Monthly contract	Direct Debit	21 Apr 16
£968.72	£193.74	£1,162.46	British Gas	Gas, Middleton Pavilion	Bank transfer	21 Apr 16
£171.43	£11.60	£183.03	Anglian Water	Water, Middleton Pavilion	Bank transfer	21 Apr 16
£576.47	£115.29	£691.76	British Gas	Electricity, Middleton Pavilion	Bank transfer	28 Apr 16
£1,846.71		£1,846.71	Employees	April salaries	Bank transfer	29 Apr 16
£319.00		£319.00	MK Council	Business rates, Middleton Pavilion	Bank transfer	29 Apr 16
£120.00	£24.00	£144.00	BT business	Broadband, Middleton Pavilion	Bank transfer	5 May 16
£85.40		£85.40	Mrs H Ward	Expenses, April	Bank transfer	10 May 16
£425.32		£425.32	Mr C Bowker	Centre Manager contract, April	Bank transfer	10 May 16
£449.71		£449.71	Bucks County Council	Staff pension contributions, April	Bank transfer	10 May 16
£701.13	£140.23	£841.36	Marcus Young Landscapes	Landscaping & bin contract, April	Bank transfer	10 May 16
£40.00	£8.00	£48.00	Borland Property Maintenance	Emergency electrical repair, Middleton Pavilion	Bank transfer	10 May 16
£45.00		£45.00	Mr N Mistry	Allotment deposit refund	Cheque	10 May 16
£55.00		£55.00	Mr N Welch	Allotment deposit refund	Cheque	10 May 16
£43.25	£8.65	£51.90	Timpson Ltd	Additional keys, Middleton Pavilion	Cheque	10 May 16
£858.50		£858.50	C-Salt Ltd	Office rent, March & April	Cheque	10 May 16
£996.84	£199.37	£1,196.21	Sterling Installations Ltd	Boiler service and repairs, Middleton pavilion	Cheque	16 May 16
£25.12	£5.02	£30.14	BT	Telephone, Middleton pavilion	Direct Debit	16 May 16
£167.00		£167.00	SLCC	Annual membership	Bank	16 May 16

					transfer	
£286.00	£57.20	£343.20	ProKleen UK	Cleaning, Middleton pavilion, April	Bank transfer	16 May 16
£20.26		£20.26	EE	Office broadband monthly contract	Bank transfer	16 May 16
£1,140.00		£1,140.00	Great Linford PC	Ranger services	Bank transfer	17 May 16
£450.00	£90.00	£540.00	Geoffrey Leaver Solicitors	Legal costs, Mr & Mrs M Schwartz	Bank transfer	19 May 16
£310.00	£62.00	£372.00	Office Furniture Requirements	Office furniture, Middleton pavilion	Bank transfer	19 May 16
£5.00		£5.00	Virgin mobile	Monthly contract	Direct Debit	23 May 16
£1,370.00	£274.00	£1,644.00	Editquest Electrical	Door entry system, Oakgrove	Bank transfer	23 May 16
£600.00		£600.00	MK Cricket Club	Repair to cricket outfield	Bank transfer	27 May 16
£215.87		£215.87	Anglian Water	Paddock	Bank transfer	31 May 16
£12.00		£12.00	Communicorp	Clerks & Councils direct annual subscription	Bank transfer	31 May 16
£319.00		£319.00	MK Council	Business rates, Middleton Pavilion	Bank transfer	31 May 16
£1,846.71		£1,846.71	Employees	May salaries	Bank transfer	31 May 16

The following forthcoming payments were noted:

£150.00		£150.00	Cash	Petty cash	Cheque	6 Jun 16
£35.00		£35.00	Mrs S Rai	Allotment 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 Gondora	Allotment deposit refund	Cheque	6 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	Walton Road allotments Nov 15 – May 16	Bank transfer	7 Jun 16
£295.00	£59.00	£354.00	MK Council	Annual waste bin hire, Middleton pavilion	Bank transfer	9 Jun 16
£449.71		£449.71	Bucks County Council	Staff pension contributions, May	Bank transfer	10 Jun 16
£701.13	£140.23	£841.36	Marcus Young Landscapes	Landscaping & bin contract, May	Bank transfer	10 Jun 16
£296.70	£59.34	£356.04	ProKleen UK	Cleaning, Middleton pavilion, May & toilet roll	Bank transfer	13 Jun 16
£433.50		£433.50	C-Salt Ltd	Office rent, May	Cheque	TBA
£5.00		£5.00	Virgin mobile	Monthly contract	Direct Debit	TBA
£20.26		£20.26	EE	Office broadband monthly contract	Bank transfer	TBA
£22.30	£4.46	£26.76	BT	Telephone, Middleton pavilion	Direct Debit	TBA
£342.00		£342.00	Great Linford PC	Ranger service, May	Bank	17 Jun 16

					transfer	
	£319.00		£319.00	MK Council	Business rates, Middleton Pavilion	Bank transfer 30 Jun 16
	£TBA		£TBA	Employees	June salaries	Bank transfer 30 Jun 16
<p>f. Spending the S106 contribution</p> <p>Cllr Kidd thanked Cllr Small for her report distributed to members prior to the meeting however there were no firm proposals for consideration. Cllr Small added that her report covers a variety of projects that the money could be spent on.</p> <p>Cllr Brighton made reference to the suggestion from Mr Monk for some property maintenance at the village hall.</p> <p>After discussion, it was agreed in principle that the money is to be spent on the village hall, a new piece of play equipment and some benches. Cllr Small will follow up the play area with Mr P Snell at MK Council.</p>						
12.	Policy reviews					
	<p>a. Middleton Pavilion working group - it was agreed that this item would be considered as part of agenda item 14.</p> <p>b. Time off in lieu - it was agreed to refer this to the HR working group after the Clerk advised that the policy was insufficient to meet current workload demands.</p>					
13.	Kemsley Crescent allotments					
	Cllr Kidd thanked the administrator for the report distributed to members prior to the meeting. It was agreed to write to Anglian Water seeking £10,000 in compensation.					
14.	Middleton Pavilion Centre Manager					
	<p>The Centre Manager role and the working group terms of reference were discussed. Following discussion it was agreed that Cllr Chambers, Cllr Small and Mr Monk would be the members of the working group, the group would review the terms of reference. The working group were tasked with finding a solution for the management of the facility from 1 July to be ratified by the full council on 4 July.</p>					
15.	Ranger service					
	The Ranger's report had been distributed to members prior to the meeting. Cllr Kidd suggested that a decision is taken later in the year to determine the role's future so that it meets the Council's requirements.					
16.	Oakgrove Community Meeting Place					
	Cllr Kidd asked the Clerk to provide an update. The Clerk advised that the lease has been drafted and is currently with the solicitor, and the fit-out has not yet been completed to the specification that will form part of the lease.					
17.	Broughton Gate community cafe					
	Cllr Craig's proposal had been distributed to members prior to the meeting. Following discussion Cllr Kidd proposed that formal negotiations are opened with Jardines with respect to taking a lease on the unit at Broughton Gate, which was seconded by Cllr Craig. There were no objections.					
18.	Emergency access, keep clear sign					
	Cllr Small proposed that a sign is erected at the Pavilion. Cllr Tyler seconded the proposal. It was agreed that Cllr Small would liaise with Mr Bowker, the Centre Manager.					
19.	Mr & Mrs Schwartz, legal action					
	Cllr Brighton advised that she had met with the solicitor and believes there is a case for a claim against Mr & Mrs Schwartz. Members consented to the Solicitor's terms of engagement and for Cllr Brighton to take forward.					
20.	Planning					
	The schedule on new applications received and decisions made was distributed to members prior to the meeting. Cllr Kidd advised that there had been no comments raised prior to the meeting.					

21. Correspondence	
	Cllr Kidd advised that there was nothing needing attention that could not wait until the next meeting.
22. Councillors' reports and items for future agendas	
	Cllr Brighton advised that she has received feedback from the MK gallery about the Claridge Park S106 project. The gallery are working with MK Council and are hoping to engage with local young artists to put forward proposals for consideration. A proposal for the Fox Milne roundabout project will also be available for comment in due course.
23. Next meeting	
	The next meeting will be held on Monday 4 July 2016 in the Middleton Pavilion.

Signed..... 4 July 2016