

Broughton & Milton Keynes Parish Council
Monday 7th March 2016 at 7.15pm
Broughton Pavilion

Minutes

Present:

Cllr P Bennett	Broughton & Atterbury Ward
Cllr J Brighton	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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12 members of the public

Cllr Brighton welcomed everyone to the meeting.

1.	Apologies																								
	Members consented to the absence of Cllr Craig for childcare reasons, and Cllr Chambers who is away. It was noted that Cllr Santi-Jones resigned on 22 February 2016. Cllr Brighton advised that she will Chair the next two meetings (March & April) until the AGM in May.																								
2.	Declaration of Interests																								
	None.																								
3.	Minutes of previous meetings																								
	The minutes were approved as a true record of the meeting held on 1 February and were signed by Cllr Brighton.																								
4.	Finance																								
	<p>a. Report of income, expenditure, balances and reconciliation for February</p> <p>The report had been circulated to members prior to the meeting. There were no comments.</p> <p>Income received during February</p> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: right;">£1.00</td><td>Bank interest</td></tr> <tr><td style="text-align: right;">£150.00</td><td>Ward Cllr S Crooks, second instalment Jubilee Oak Tree</td></tr> <tr><td style="text-align: right;">£350.00</td><td>Ward Cllr J Bint, contribution towards local events in 2016</td></tr> <tr><td style="text-align: right;">£75.00</td><td>Paddock rent</td></tr> <tr><td style="text-align: right;">£140.00</td><td>Allotment deposits</td></tr> <tr><td style="text-align: right;">£971.80</td><td>Middleton pavilion</td></tr> </table> <p>Treasurer's Account</p> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: right;">£78,203.10</td><td>Bank statement, 23 February 2016</td></tr> <tr><td style="text-align: right;">£2,078.91</td><td>Payments issued, not yet cleared</td></tr> <tr><td style="text-align: right;">£0.00</td><td>Payments received, not yet on statement</td></tr> <tr><td style="text-align: right;">£76,124.19</td><td>Balance after above</td></tr> <tr><td style="text-align: right;">£122,366.77</td><td>Opening balance, 1 April 2015</td></tr> <tr><td style="text-align: right;">£102,795.64</td><td>Cash book receipts, 1 April 2015 – 29 February 2016</td></tr> </table>	£1.00	Bank interest	£150.00	Ward Cllr S Crooks, second instalment Jubilee Oak Tree	£350.00	Ward Cllr J Bint, contribution towards local events in 2016	£75.00	Paddock rent	£140.00	Allotment deposits	£971.80	Middleton pavilion	£78,203.10	Bank statement, 23 February 2016	£2,078.91	Payments issued, not yet cleared	£0.00	Payments received, not yet on statement	£76,124.19	Balance after above	£122,366.77	Opening balance, 1 April 2015	£102,795.64	Cash book receipts, 1 April 2015 – 29 February 2016
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£99,038.22	Cash book payments, 1 April 2015 – 29 February 2016
£50,000.00	Transfer to fixed term deposit
£76,124.19	Balance, 29 February 2016

30 day Account

£31,564.69	Bank statement, 9 February 2016
£31,553.00	Opening balance, 1 April 2015
£11.69	Interest received, 1 April 2015 – 29 February 2016
£31,564.69	Balance, 29 February 2016

1 year fixed term deposit

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

Paid

Net	VAT	Total	Payee	Expense	Payment method	Payment date
£1.74		£1.74	Virgin mobile	Warden (note contract now ended)	DD	1 Feb 16
£70.00		£70.00	MK Village Hall	Rent 2015	Chq 1795	1 Feb 16
£45.00		£45.00	Mrs S Stewart	Allotment deposit refund	Chq 1796	1 Feb 16
£200.00	£40.00	£240.00	Access Security	Middleton pavilion extra labour charge	BACS	2 Feb 16
£100.00		£100.00	B Payne	Middleton pavilion deposit refund	BACS	2 Feb 16
£56.12		£56.12	Mrs H Ward	Expenses, December & January	BACS	2 Feb 16
£496.21		£496.21	Mr C Bowker	Centre Manager contract, January	BACS	2 Feb 16
£438.41		£438.41	Bucks County Council	Staff pension contributions, January	BACS	11 Feb 16
£737.06	£147.42	£884.48	Anglian Water	Middleton allotments	BACS	11 Feb 16
£30.09	£6.01	£36.10	BT	Telephone, Middleton pavilion	BACS	12 Feb 16
£112.50	£22.50	£135.00	Geoffrey Leaver Solicitors	Mr & Mrs M Schwartz, legal action	BACS	12 Feb 16
£701.13	£140.23	£841.36	Marcus Young Landscapes	Landscaping & bin contract, January	BACS	15 Feb 16
£75.00	£15.00	£90.00	SLCC	Training course, November	BACS	15 Feb 16
£304.21	£60.84	£365.05	ProKleen UK	Cleaning and consumables, Middleton pavilion	BACS	15 Feb 16
£13.94		£13.94	Anglian Water	Paddock	BACS	16 Feb 16
£5.00		£5.00	Virgin mobile	Mobile monthly contract	DD	22 Feb 16
£56.21		£56.21	Anglian Water	Village allotments	BACS	24 Feb 16
£185.00	£37.00	£222.00	SLCC	Training course, January	BACS	24 Feb 16
£1,800.70		£1,800.70	Employees	February salaries	BACS	29 Feb 16
£425.00		£425.00	MK Council	Office rent, January	BACS	4 Mar 16
£95.00	£19.00	£114.00	SLCC	Training course, February	BACS	4 Mar 16

To be paid

£100.00		£100.00	City Belles FC	Middleton pavilion deposit refund	Chq 1797	7 Mar 16
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£94.58		£94.58	Mrs H Ward	Expenses, February	BACS	8 Mar 16
£416.98		£416.98	Mr C Bowker	Centre Manager contract, February	BACS	8 Mar 16
£615.00	£123.00	£738.00	MK City Plumbing & Heating	Repair to gents urinal, Middleton pavilion	BACS	8 Mar 16
£524.00	£104.80	£628.80	Montrose Glass	Boarding up and replacement window, Middleton pavilion	TBA	TBA
£438.41		£438.41	Bucks County Council	Staff pension contributions, February	BACS	10 Mar 16
£1,481.33	£296.27	£1,777.60	Marcus Young Landscapes	Landscaping & bin contract, February, supply and installation 4 dog waste bins	BACS	14 Mar 16
£296.80	£59.36	£356.16	ProKleen UK	Cleaning and consumables, Middleton pavilion	BACS	14 Mar 16
£23.82	£4.76	£28.58	BT	Telephone, Middleton pavilion	DD	15 Mar 16
£47.23		£47.23	Anglian Water	Cranmore Circle allotments	BACS	15 Mar 16
£425.00		£425.00	MK Council	Office rent, February	BACS	15 Mar 16
£TBA		£TBA	Employees	March salaries	BACS	31 Mar 16

c. Annual review staff salaries

Clr Brighton proposed that one scale point is awarded to all staff from 1 April 2016. There were no objections.

Clr Brighton asked that consideration is given to employee annual leave that remains untaken this financial year. It was agreed to offer payment of unpaid leave to employees. Clr Tyler expressed concerns about complying with the working time directive and that the council needs to look at policy regarding this.

d. Dog & Waste bin contract

It was agreed to renew the contract with Marcus Young Landscapes at a cost of £2.30 + VAT per bin per empty from 1 April 2016 – 31 March 2017.

e. Funding request : Broughton Brownies

Clr Kidd proposed that £500 is granted. There were no objections.

f. Notice board, Brooklands

The quotation from Greenbarnes was considered. It was felt that the quote was rather expensive and that a second quotation should be sought and considered at a future meeting.

5. Oakgrove Community Meeting Place

It was noted that the fit out by Crest is running to schedule, however there are significant legal delays. It was agreed to ask the project manager to seek options for occupancy prior to the lease being finalised.

6. Middleton Pavilion

a. City Colts FC agreement & ..

b. MK Cricket Club agreement

Clr Brighton proposed that the Centre Manager is asked to negotiate an agreement with both the football and cricket club and bring back a proposal to the next meeting.

(Mr Bowker, who was in attendance as a member of the public, agreed to this proposal and would endeavour to have draft agreements available by 21 March).

c. Centre Manager

	<p>It was noted that the Centre Manager leaves on 30 April. It was agreed that Cllr Brighton & Cllr Kidd will bring a proposal to a future meeting.</p> <p>d. Future management feasibility study</p> <p>Cllr Brighton proposed that the council engage the services of a project manager to review the options for the facility's future. It was agreed that Cllr Brighton & Cllr Kidd will write a remit and bring back to the next meeting for consideration.</p> <p>e. Football pitch reparation work</p> <ul style="list-style-type: none"> Cricket outfield - it was agreed for the Centre Manager to liaise with the cricket club about what work is require and to obtain quotations. Football field - It was agreed for the Centre Manager to liaise with the football club as part of agreement discussions.
7.	Coffee shop, Broughton Gate
	Cllr Kidd proposed that the item is deferred, pending a formal proposal. Cllr Bennett offered to engage with the community via facebook. The Clerk advised that the website and notice boards could also be used.
8.	Co-option policy
	Cllr Brighton proposed that the draft policy circulated prior to the meeting is adopted. There were no objections.
9.	Plan MK : Consultation
	Cllr Bennett suggested that a response is required as per his notes circulated to councillors in advance of the meeting. It was agreed that Cllr Kidd will draft a response. The Clerk advised that the consultation deadline is 6 April.
10.	Planning
	The schedule on new applications received and decisions made was noted. 16/00118/FUL, 33 Far Holme. Cllr Brighton proposed that planning permission should be refused due to the loss of off-road parking. There were no objections. The Clerk will send a letter to the planning officer.
11.	Progress reports
	<p>a. Parish ranger</p> <p>It was noted that the ranger started on 23 February and will work 6 hours on a Tuesday. A progress report was requested for the next meeting.</p> <p>b. Dog waste bins, Oakgrove</p> <p>It was noted that two of the four bins have been installed. The two remaining ones are being held by Marcus Young Landscapes and will be installed once the sites have been developed.</p> <p>c. Transfer of funds</p> <p>It was noted that the application forms are in the office and will be completed as soon as possible.</p>
12.	Correspondence
	<p>a. Response to solicitor</p> <p>Cllr Brighton suggested she meets with the solicitor to see what is possible. There were no objections.</p> <p>b. Co-option applicant Mrs J Small</p> <p>Mrs Small enquired in the public session why her application was not a specific item on the agenda. Cllr Brighton advised that there had not been a proposal and suggested a meeting with Mrs Small to discuss.</p>

13.	Parishes Forum
	No one was available to attend the meeting on 24 March. The Clerk will send apologies.
14.	Councillors' reports and items for future agendas
	Cllr Brighton advised that she is waiting for MK Gallery to respond with ideas for public art and a proposal will be submitted to a future meeting.
15.	Next meeting
	The next meeting will be held on Monday 4 April 2016 in the Broughton Pavilion. The Annual Assembly will be held on Monday 9 May 2016.

Signed..... 4 April 2016