

# **SHENLEY BROOK END & TATTENHOE PARISH COUNCIL**

1 Wimborne Crescent  
Westcroft District Centre  
Milton Keynes  
MK4 4DB



Minutes of a meeting of the Parish Council held at the Parish Office  
1 Wimborne Crescent, Westcroft, on Monday 29<sup>th</sup> January 2018

No	ITEM	Action
1	<p><b>Present:</b></p> <p>Cllr. J Nicholas – Chairman Cllr. D Nicholas Cllr. P Humphrey Cllr. M Chapman Cllr. M Dynes Cllr. M Cato Cllr. M Verma Cllr. D Edmonds Cllr. C Williams Cllr. R Verman Cllr. D Morgan</p> <p>Ward Cllr. P Cannon</p> <p>Sharon Kerr – Minute Taker</p>	
2	<p><b>Apologies:</b></p> <p>Apologies were received from:-</p> <p>Cllr. M Geaney Cllr. K Geaney Cllr. C Osler Cllr. S Raja</p> <p>Members agreed unanimously to accept the apologies.</p>	

3	<p><b>Declaration of Personal and Prejudicial interest:</b></p> <p>All councillors present acknowledge that they may have an interest in all policies discussed, but none felt it should prevent them from voting.</p>	
4	<p><b>Public Time:</b></p> <p>No members of the public were present.</p>	
5	<p><b>Minutes of the meeting on Monday 18<sup>th</sup> December 2017:</b></p> <p>The minutes of the meeting held on the 18<sup>th</sup> December having already been circulated, were approved as a correct record and signed by the chairman.</p> <p><b>Matters Arising:</b></p> <p>There were no matters arising.</p>	
6	<p><b>Reports:</b></p> <p><b>Chairman:</b></p> <p>The Chairman circulated a report to all members prior to the meeting.</p> <p><b>Ward Councillors:</b></p> <p><b>Ward Cllr. Williams</b> reported the following:</p> <ul style="list-style-type: none"> <li>• Following the opening of the new play area on Shenley Brook End, Phil Snell from Milton Keynes Council, in consultation with the Parish Council, is now in the process of compiling an application for the area to have Green Flag Status.</li> <li>• Councillors have been reviewing the draft budget for 2018-19, where funding cuts have been made of £22,000,000 from central government.</li> </ul> <p><b>Ward Cllr. Cannon</b> reported the following:</p> <ul style="list-style-type: none"> <li>• Cllr. Cannon also commented on the budget review and reported that councillors are doing their best to ensure that cuts do not impact on maintaining the local environment.</li> </ul>	

6	<p><b>Reports:</b></p> <p><b>Planning &amp; Environment Committee:</b></p> <p>Minutes of the meeting held on the 8<sup>th</sup> January 2018, had previously been circulated to all Members.</p> <p>The Chairman asked if there were any questions, there were none.</p> <p><b>Community Committee:</b></p> <p>Minutes of the meeting held on the 15th January 2018, had previously been circulated to all Members.</p> <p>The Chairman asked if there were any questions, there were none.</p> <p><b>Policy &amp; Finance Committee:</b></p> <p>Minutes of the meeting held on the 22rd January 2018, had previously been circulated to all Members.</p> <p>The Chairman asked if there were any questions, there were none.</p>	
7	<p><b>Meeting Updates:</b></p> <p><b>Shenley Lodge &amp; Furzton Neighbourhood Action Group:</b></p> <p>Members were informed that a meeting was held in January, but there was nothing to report.</p> <p><b>Parishes Forum:</b></p> <p>Cllr. Dynes &amp; Cllr. Morgan attended the last meeting where there was a presentation by Serco. Nothing further to report.</p> <p><b>SWMK:</b></p> <p>No further meetings</p> <p>Cllr Edmonds also informed members that he had attended a meeting updating on the East-West rail line, details were reported in the chairman's report.</p>	
8.	<p><b>Finance</b></p> <p>Payments to be authorised including retrospectives were approved.</p> <p>Members were updated on all expenditure to December 2017 and year end prediction.</p>	

<p><b>9</b></p>	<p><b>To agree Budget and Precept for 2018-19</b></p> <p>Members discussed the proposal and agreed, the band 'D' precept is raised to £73.50</p> <p>The council agreed unanimously to qualify the precept for 2018-19.</p> <p>The band 'D' precept was increased by £3.50 to £73.50</p> <p>The total precept for the financial year 2018-19 is £ 628,822</p> <p>With an added Local Council Tax Scheme (LCTS) grant of £15,373</p>	
<p><b>10</b></p>	<p><b>Council Policies</b></p> <p>Members agreed unanimously to ratify the following policies as recommended by the Policy &amp; Finance committee for 12 months.</p> <ul style="list-style-type: none"> <li>• Governance and Management of Risk register</li> <li>• Emergency Plan</li> <li>• Business Continuity Plan</li> <li>• The Planning Process</li> <li>• Internal Financial Control Policy</li> <li>• Press and Social Media Policy</li> <li>• Telephone Recording Policy</li> <li>• Equality &amp; Diversity Policy</li> <li>• Investment Policy</li>   <li>• Centre based Youth Work</li> <li>• Child Protection</li> <li>• Detached Youth work</li> </ul>	
<p><b>11</b></p>	<p><b>Allotment Terms &amp; Conditions.</b></p> <p>Members agreed unanimously to the changes to the Allotment Terms &amp; Conditions as proposed by the planning &amp; Environment committee.</p> <p>The amended Terms &amp; Conditions will replace the current document in September 2018</p>	

12	<p><b>Garthwaite Crescent Pavilion</b></p> <p>Members were updated on the progress of the project in the chairman's report, they were also asked to agree to release some funds from the ear-marked account to cover the initial fees for the architects.</p> <p>Members agreed unanimously to transfer £50,000 to cover these costs.</p>	
13	<p><b>General Data Protection Regulations.</b></p> <p>All members were sent a report showing what the expectations were for the new regulations in May 2018.</p> <p>All policies are to be prepared for the Policy &amp; Finance committee approval in April, and then will be presented to council for approval at the meeting held 30<sup>th</sup> April 2018</p>	
14	<p><b>Meeting Dates</b></p> <p>Members were asked to consider the table showing dates of all scheduled meetings to May 2019.</p> <p>Members agreed unanimously to the proposed dates.</p>	
15	<p><b>Future Meeting dates:</b></p> <p><b>Planning &amp; Environment Committee – Monday 5<sup>th</sup> February 2018</b></p> <p><b>Community Committee – Monday 12<sup>th</sup> February 2018</b></p> <p><b>Policy &amp; Finance Committee – Monday 23<sup>rd</sup> April 2018</b></p> <p><b>Parish Council – Monday 26<sup>th</sup> February 2018</b></p>	
16	<p><b>Date of next Meeting</b></p> <p><b>Monday 26<sup>th</sup> February 2018</b></p>	

The meeting concluded at 20:00 pm

Signed.....Chairman

## December Payments

2 R Systems	Copier Costs	156.14
Anglian Water	Allotment rates	270.48
B & Q	Materials for repairs	24.16
Battery Clerk	Battery for SID	79.52
Brinnicks	Padlock	121.99
Came & Company	Van Insurance	1564.24
Cloud Above	Web hosting monthly costs	5.39
Crispin Rhodes	HR Consultancy Monthly Costs	102.00
CSKCC	Hall hire costs	72.00
DBS	Checks	52.00
e.on	Electricity costs	391.69
EE	Mobile phone costs	179.69
EVCC	MKC Grant	1141.30
Fuel Genie	Van Fuel Costs	257.92
GE Capital	Telephone lease costs	434.52
Halfords	Battery Charger	43.00
Marks & Spencer	Sundries	109.30
MKC	Business Rates	825.00
MKCAB	Grant	1100.00
O Levathian	Strimmer Cord	76.18
Oaktree Centre	Hall hire costs	60.00
Payroll	Monthly Payroll	22614.71
Pericom	Laptop /Support/software	957.24
PHAS	Trees Windmill Hill - Maintenance	2832.00
Pure	Air con service contract	1152.00
Raymar	Business Cards	60.00
Rosca	Office cleaning costs	399.36
RTM	Landscape costs	3147.00
RWMA	Newsletter printing costs	1322.50
SBE School	DBS Checks	335.00
Screwfix	Materials	227.26
SLCC	Deposit for Training	150.00
Tecserv	Costs to retrieve CCTV footage (burglary)	298.25
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