

SHENLEY BROOK END & TATTENHOE PARISH COUNCIL

6 Wimborne Crescent
Westcroft District Centre
Milton Keynes
MK4 4DE



Minutes of a meeting of the Parish Council meeting held at the Parish Office
6 Wimborne Crescent, Westcroft, on Monday 25th January 2016

No	ITEM	Action
1	<p>Present:</p> <p>Cllr. J Nicholas – Chairman Cllr. M Cato – Vice Chairman Cllr. D Edmonds Cllr. K Geaney Cllr. D Nicholas Cllr. M Verma Cllr. M Chapman Cllr. S Raja Cllr. D Livingstone Cllr. D Sanders Cllr. C Sanders</p> <p>Rebecca Zimmerman – Minute Taker</p>	
2	<p>Apologies:</p> <p>Cllr. C Williams Cllr. C Osler Cllr. M Geaney Cllr. R Verman</p> <p>Council agreed unanimously to accept the apologies.</p>	
3	<p>Declaration of Personal and Prejudicial interest:</p> <p>There were no declarations of interest.</p>	
4	<p>Public Time:</p> <p>There was no members of the public present.</p>	

5	<p>Minutes of the meeting on Monday 14th December 2015:</p> <p>The minutes of the meeting held on the 14th December, having already been circulated and the “In Camera” minutes which had been tabled, were approved as a correct record and signed by the Chairman.</p> <p>Cllr. Livingstone commented, they were a fine and accurate set.</p> <p>Matters Arising:</p> <p>There were no matters arising.</p>	
6	<p>Reports:</p> <p>Police:</p> <p>PC Jones had previously circulated a report to Council but was unable to attend the meeting.</p> <p>Cllr. Livingstone commented that it had been quite some months since Council had seen a representative of the Police.</p> <p>Cllr. Chapman explained that the Police are being pulled from pillar to post and attending Parish Council meetings is not a priority.</p> <p>The Chairman informed Members that other Parish Councils have to gain all Police information from the website, which is very difficult to read. Cllr Verma offered his assistance if this becomes the same for our Council, in producing a readable document.</p> <p>Chairman:</p> <p>The Chairman circulated a report to all members prior to the meeting and each item was dealt with under the appropriate agenda item.</p> <p>The Chairman updated Members further on the Plan MK Strategic Development Directions Consultation. Unfortunately there had been some specific detailed information which should not have been in the report, this may lead to the whole report being withdrawn and re written.</p> <p>The Chairman informed Members that the findings from this consultation will then feed into MK Futures 2050 Commission. This has already been set up to look at what is going to happen in MK in the future. The Chairman will be attending a meeting and will then update Members further.</p> <p>The Chairman updated Members on the position with one of the Warden team who has been off on long term sick. All options are being investigated with a view to where we go from here. She will report back to Council at the end of February with some firm suggestions.</p>	

Ward Councillors:

The Chairman had received a report from Ward Cllr. Bald, who was unable to attend the meeting and gave her apologies. The report further updated Members on MKC budget proposals.

Ward Cllr. Williams had already given his apologies. The Chairman informed Members that Cllr. Williams has recently been using some of his budget to supply seating at bus stops to aid the elderly, in Shenley Lodge. These are working well.

Planning & Environment Committee:

Minutes of the meeting held on the 4th January 2016 had previously been circulated to all Members.

The Chairman asked if there were any questions, there were none.

Community Committee:

Minutes of the meeting held on the 11th January 2016 had previously been circulated to all Members.

The Chairman asked if there were any questions, there were none.

Cllr. D Sanders informed Members he had attended the Diamond Club last week to inform the members that the new sub-committee would visit them on Wednesday 3rd February, to ask their thoughts on the way forward with the club.

Policy & Finance Committee:

Minutes of the meeting held on the 18th January 2016 had previously been circulated to all Members.

The Chairman asked if there were any questions, there were none.

7	<p>Meeting Updates: The Parks Trust: Cllr. J Nicholas included the report in the chairman's report.</p> <p>Shenley Lodge & Furzton Neighbourhood Action Group: Cllr. K Geaney reported that at the last meeting the police had made a visit. Questions had been asked as to the lack of road markings around the Parish. The police had also noticed this and had made a complaint to MKC. Cllr. K Geaney also mentioned that there has been a problem with the speed bumps near Caroline Haslett school. They are not in the right place and need to be moved.</p> <p>Valley Steering Committee: No further meetings</p> <p>STARS: No further meetings.</p> <p>The Chairman informed the new Council members, that STARS stands for, Sustainable Transport and Road Users Group and that Cllr. Edmonds is the Parish Council representative.</p> <p>Parishes Forum: There had been no further meetings. The next meeting is on 24th March.</p> <p>Cllr. Livingstone informed Members he had issued an invitation to a police superintendent who had accepted and would be attending the meeting. Cllr. Livingstone had given him 4 questions to bring answers to. Cllr. Livingstone will be writing to all Parish Clerks to give advance notice of there being a speaker and requested as many Members as possible attend from this Parish Council. Our 2 delegates are Cllr. Cato and Cllr. K Geaney and they will be able to take questions to the meeting on the Parish Councils behalf.</p> <p>Cllr. Edmonds requested the email also be forwarded onto Members.</p> <p>WEASG: There had been no further meetings and the information from the last meeting had been on the Chairman's report.</p> <p>SWMK: There had been no further meetings. The Chairman informed Members that this has been put on the back burner for now.</p> <p>The Chairman also updated Members that she will be attending a meeting with MKC to discuss the Tattenhoe Park and Kingsmead South Development and will inform Members of the outcome.</p>	
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<p>8</p>	<p>Finance: Payments to be authorised including retrospectives were approved.</p> <p>Cllr. Livingstone queried the £825 used by the Diamond Club. The Chairman informed this was for a coach outing and that the Diamond Club have their own budget and the members also make a contribution.</p> <p>Cllr. Sanders queried the cost of the van insurance. The Chairman informed this was for both vans.</p> <p>Cllr. Raja queried a payment to Anglian Water. The Chairman informed it was for the water at the allotments.</p> <p>Council were also concerned as to the amount that was paid for a post code for the new building. The Chairman informed this was standard procedure for land which had not been previously developed and a commercial building has to have its own postcode. The Chairman had spent a considerable amount of time filling out the necessary paperwork.</p> <p>The Chairman informed Members that any queries could be made to herself or Sharon.</p>	
<p>9</p>	<p>Budget: Update on expected outturn for 2015/16 – This information had been previously tabled. The Chairman asked Council for permission to vire another £35,000 from the Financial Reserves to the new build fund.</p> <p>Members agreed unanimously.</p> <p>The Chairman informed Members that any queries could be made to herself or Sharon.</p> <p>Final Budget for 2016/17 – This information had been previously tabled. The Chairman informed Members they had already agreed to increase the Band D precept by £2 and that the report was just to give Members an idea going forward.</p> <p>Cllr. Livingstone gave thanks to Sharon Kerr and Jean Nicholas for getting the Parish Council to this stage, it is a significant achievement.</p> <p>The Chairman informed Members that any queries could be made to herself or Sharon.</p>	

<p>10</p>	<p>Policies</p> <p>All policies had previously been circulated to Members. The Chairman informed Members that any issues with punctuation are to be directed to Rebecca who will make the changes.</p> <p>Council were asked to adopt the policies below, most of which had been previously agreed by Policy & Finance committee, with others requiring further alterations.</p> <ul style="list-style-type: none"> • Equality & Diversity Policy • Internal financial Control Policy • Press & Social Media Policy – Changed since P&F committee meeting. Cllr. Livingstone questioned if we already had a facebook page. The Chairman informed that the existing page does not work and will be deleted and a new one set up. • Planning process. • Governance & Management of Risk Register. • Telephone recording Policy – The Chairman informed Members that the fact that no call recording advisory information is given when outgoing calls are made, Officers will give this information when making any calls they feel may require them to do so. A reference to call recording will also be made on the website. • Financial Regulations – The Chairman advised that the new Legal Topic Notes had now been attached to the back. • Standing Orders – The Chairman asked Members to accept them as they are for now, with the new Legal Topic Notes attached to the back. These will then be brought back to Council in February with suggestions of further changes. • Emergency Plan – The Chairman advised Members that changes had been made since P&F committee meeting but that it was still not ready for adoption. The Chairman asked for Members to let her know if they can think of any skilled people they could recommend within our Parish, who could be called in the event of an emergency. Cllr. Verma has a couple of people he has already spoken to who are happy to be included. The Chairman further informed that this document is confidential and there will only be 7 copies given out, one to each P&F committee Member. Each one will be numbered and Rebecca will keep a record of who has which number and Members will collect them along with their grab bag to be used in case of any emergencies. If a Member leaves the committee, the items will be returned to the office and distributed to the next new Member of the committee. The Emergency Plan will be brought to each P&F committee meeting for noting. The Chairman asked if Members could get back to her with any ideas. • Business Interruption – The Chairman asked Members to accept it as it is for now and she will bring it back to Council at a later date, when more work has been done on it. • Centre based Youth Work - Changed since P&F committee meeting. • Child Protection • Detached Youth Work <p>Members agreed unanimously to adopt all policies, changes and proposals.</p>	<p>RZ</p> <p>JN</p> <p>JN RZ</p> <p>JN</p>
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11	<p>Emerson Valley Community Centre:</p> <p>Cllr. Cato informed Members that the heating system is now working efficiently and the hall is now too warm. The temperature has been reduced and will continue to be monitored. Hopefully we will see signs of a reduction in heating costs going forward.</p> <p>The hall is now full on most days with very little space for more users.</p> <p>Cllr. Cato is to meet with Ducklings next week to discuss a few issues.</p> <p>The decorating of the external fascia's will be carried out at a later date.</p> <p>Cllr. Verma enquired about the way the expenses worked for the centre. The Chairman explained that as the hall is now in profit it covers all its own expenses, except the structure of the building, which is covered by an amount of money that came with the building when it was first acquired from Milton Keynes Council.</p>	
12	<p>New Parish Office:</p> <p>The chairman informed Members that the last of the legal paperwork had now been received and the land now belongs to the Parish Council. The Chairman is meeting with the architect and builders on Thursday this week to discuss progress. It appears that the building work is currently approximately 3 weeks behind schedule, which they will hopefully be able to bring back in line during the summer months.</p>	
13	<p>MK50: Celebrating the 50th Anniversary of Milton Keynes in 2017:</p> <p>The Chairman informed Members that no suggestions had been received but that the event was still a year away. The Chairman informed Members of her idea to re publish the very first edition of the Community News, alongside our usual quarterly edition, as it will be 21 years since this was first distributed and this could fall under the banner of MK50. Cllr. D Sanders and Cllr. K Geaney informed Members they may jointly have some ideas for their committees.</p>	
14	<p>MKC Youth Service</p> <p>The Chairman informed Members that at a meeting she had attended, it was suggested that all Parish Councils make a monetary contribution towards the cost of a consultant to look at MKC Youth Service. The closure of the service will not affect the Parish Council, therefore the Chairman suggested she reply on their behalf to say, they wish not to be involved at this stage.</p> <p>Council agreed unanimously with the Chairman's proposal.</p>	

15	<p>MKC Budget Consultation 2016-17</p> <p>The Chairman informed Members that the main issue concerning this Parish will be the removal of the bus subsidy on route number 24 and 25 bus services which could lead to a reduced service. This would affect the elderly residents of the Parish quite considerably. The Chairman suggested she reply to MKC to say, they strongly object to the removal of this subsidy in the sections that affect our Parish. The Chairman also asked Members to go online themselves and individually respond to the consultation, which ends on 30th January.</p> <p>Members agreed unanimously with the Chairman's proposal.</p> <p>Cllr. Williams had sent an email which had been tabled at the meeting. It updated Members on the trial of the reusable bag, which is suggested as a replacement for pink sacks. Members were concerned that as only 2 per household were to be issued, if households have more recycling than can fit into the bags, this could lead to fly tipping.</p>	
16	<p>Future Meeting dates:</p> <p>Planning & Environment Committee – Monday 1st February 2016</p> <p>Community Committee – Monday 8th February 2016</p> <p>Policy & Finance Committee – Monday 18th April 2016</p> <p>Parish Council – Monday 29th February 2016</p>	
17	<p>Date of next meeting:</p> <p>Monday 29th February 2016</p>	

The meeting concluded at 8.30 pm

Signed.....Chairman

Payment summary January 2016

Amazon	Signs - EVCC	14.02
EV Brownies	Grant	1750.00
Community Action MK	Grant	350.00
Crispin Rhodes	HR Consultancy costs	102.00
Fuel Genie	Van fuel Costs	48.00
MKC	Rates 2015	1257.00
Cloud Above	Website	5.39
Siemans	Photo Copier Lease	209.40
Payroll	Payroll Costs	16451.29
E.ON	Gas -	193.00
E.ON	Electric -	717.00
EE	Mobile phone contract	147.30
Borras	New Building costs	107393.95
MKC	Application for postcode (new Build)	182.00
2 R Systems	Copier Costs Dec	64.12
AH Contracts	Service Contract Dec 15	1925.03
A Ridgway	Youth session costs	45.33
Anglian Water	Water rates	753.20
Balc	Course costs	195.08
Blue Flame Ltd	Replacement Cylinder EVCC	1045.80
B & Q	Materials for repair EVCC	18.47
BT	Office Phone Jan 15	204.61
ESPO	Light Bulbs	35.64
Fire & Electrical	PAT Testing	115.20
Pericom	IT Support	2319.60
PHAS	Hedge trimming & Survey	702.00
Prokleen	Office Cleaning Dec 15	267.40
Stannah	Lift Service Contract Jan - Apr 2016	109.82
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