

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

6 Wimborne Crescent  
Westcroft District Centre  
Milton Keynes  
MK4 4DE



## **Minutes of a meeting of the Parish Council held at the Parish Office, 6 Wimborne Crescent, Westcroft, on Monday 25<sup>th</sup> February 2013.**

### **1. Present:**

Cllr. D. Livingstone – Chairman  
Cllr. M Chapman  
Cllr. M Cato  
Cllr. D. Edmonds  
Cllr. M Geaney  
Cllr K Geaney  
Cllr M Mitchell-Doyle  
Cllr. C Osler  
Cllr. K Thomas  
Cllr. R Verman  
Cllr. C. Williams

Mrs C McMillan – Clerk to Council  
PCSO David Webb  
Ward Cllr Stuart Burke  
Stuart Moore – Prospective Councillor  
Derek Day – President Bletchley Rotary Club  
Derek Mynard – Bletchley Rotary Club

### **2. Apologies:**

Cllr. J Nicholas – Vice Chair  
Cllr. D Sanders  
Cllr. N Vidamour

### **3. Declarations of interest**

Cllr M Cato declared an interest in The Valley, MK Rugby Club.

### **4. Public Time**

A resident raised the issue about traffic on Blackmoor Gate as this is a residential area and stated he counted 43 vehicles passing through in a half hour period. Cllr Williams offered to meet with the resident to discuss the issues further.

The Chairman asked members for permission to receive the report from the Police before the next agenda item.

**Police Report** – PCSO David Webb tabled the police report giving an update on crimes reported in the parish confirming that there is still a reduction in crime in comparison to the previous year. Members discussed the format of the report received from TVP and it was agreed that the Clerk would ask Inspector Iain McIlwain if members could have the report in the same format as presented to

Cllrs D Livingstone and D. Edmonds. Members also requested, if possible, to receive clear up figures to enable members to review trends on a quarterly basis.

**5. Minutes of the meeting on Monday 28<sup>th</sup> January 2013**

The minutes of the meeting held on Monday 28<sup>th</sup> January having already been circulated, were approved and signed by the Chairman.

**Matters arising:**

There were no matters arising.

**6. Presentation from Bletchley Rotary Club**

Council received a presentation from the Bletchley Rotary Club about the projects achieved in the community. The Rotary Club informed members they would like to raise awareness of the charities they help and asked Council if they could advertise this through our Newsletter. It was agreed that an article could be put in the next edition.

The Chairman thanked Derek Day and Derek Mynard for the time taken to present to members.

**7. Reports**

**Clerk:**

The Clerks' report was noted and the items will be dealt with in the order of agenda items.

**Ward Councillors**

Members received a report from Ward Cllr Chris Williams which included an update on:

- Road safety at Dulverton Drive, there is a review of safety figures, which has improved but still has a poor record. Cllr Williams will provide information to the Chairman and Clerk.
- Badminton England have submitted two planning applications, including house builds in Loughton to fund the National Bowl.
- Favell Drive, South Furzton – Cllr Williams and Cllr Jenni Ferrans are looking at possible funding to repair pavements.

Members received a report from Ward Cllr Stuart Burke which included an update on:

- Emerson Valley ward is relatively quiet at present. Positive feedback has been given regarding the grit bin in Salden Link, residents agree it has made an enormous difference.
- The Electricity Sub-Station is still at planning stage. Members informed Cllr Burke that correspondence had been received confirming that the applicant is prepared to encase the transformers into an acoustic box and it has been confirmed that Environmental Health have no further issues with this.
- Bus subsidy cuts which take effect in April. Residents have concerns that this will hinder residents particularly in Tattenhoe due to reduction in services on Sundays.

Cllr Chapman asked Cllr Burke if he was aware of the issues relating to the flooded footpath at St Giles Church. Cllr Burke had not been aware of this but would investigate further with MKC.

Cllr Thomas asked if there was any further update regarding the Tattenhoe Public House. Cllr Burke had not received further information.

Cllr Mitchell-Doyle enquired as to when Windmill Hill Golf Course was to re-open, it was confirmed for Monday 4<sup>th</sup> March 2013.

### **Planning & Environment Committee**

#### **Cllr K Thomas:**

- Informed members that we have not received much interest following an article put on the Parish Council's website inviting people to enter a competition in regard to creating a parish calendar.

### **Community Committee**

#### **Cllr M Geaney:**

- Informed members that no grant applications were received this month.
- Updated members that the wardens and youth team are in the process of starting up a Junior Neighbourhood Action Group. Cllr Geaney stated that Tony Jeffs had successfully managed this in his previous employment.
- Asked if any members would volunteer to help weed and remove rubbish from the planters around Westcroft.
- Members agreed to look at Parish Partnership Funding for two play areas, one in Shenley Brook End near the village hall and the other in Furzton. Cllr Burke confirmed he may have some ward budget funding to assist with this project.
- Updated members on the bulb planting and confirmed the Clerk is checking preferred locations.
- No interest was shown in joining in the Carnival to be held by West Bletchley Council

### **Policy and Finance Committee:**

#### **Cllr D Livingstone:**

- Informed members that the Standing Orders had been approved and fit for purpose following the work carried out by Cllr J Nicholas and the Clerk. Cllr Livingstone confirmed that the Standing Orders will be revisited in May and proposed approval from Council. It was agreed unanimously to approve the final version.
- Informed members that the Staff Handbook was reaching a conclusion following recommendations from the Working Group, there was one modification that the Chairman asked for clarification with regard to computer safety. It was agreed that the Clerk needs to have access to all areas of the systems and an administrator password needs to be set up to ensure the Clerk has the access required. Cllr Thomas stated the Council need to have IT procedures put in place the Clerk was tasked to action this.

Cllr Chapman asked for clarification to the changes in the handbook and highlighted that she, along with one or two members have not seen the minutes of the Policy & Finance meeting. Cllr Chapman asked if minutes from all meetings, could in future, be circulated to all members.

It was agreed unanimously to agree the changes for the handbook. The Chairman confirmed that he will, with Cllr Thomas and the Clerk produce a

précis of the handbook for all staff with the main Handbook being kept in the parish office.

**The Parks Trust:**

**Cllr J Nicholas:**

There was no report this month as Cllr Nicholas was not present.

**Shenley Lodge & Furzton Neighbourhood Action Group**

**Cllr M Geaney:**

- Cllr M Geaney confirmed that the NAG's resident survey had been forwarded to Cllr Jenni Ferrans.
- Informed members that the NAG fridge magnets are now available and that Anthony Edmonds did the artwork for a small fee.
- Updated members that the NAG have discussed parking issues with PC Steve Jones and reported that only the DVLA now deal with untaxed vehicles.
- Confirmed that David Livermore will be attending the next NAG meeting to be held on Wednesday 6<sup>th</sup> March.

**Howe Park Neighbourhood Action Group**

**Cllr J Nicholas:**

There was no report this month as Cllr Nicholas was not present.

**The Valley Steering Group:**

**Cllr M Chapman:**

- The last meeting was postponed.

**The Local Council Support Associates:**

**Cllrs M & K Geaney:**

- There had been no further meetings.

**STARS:**

**Cllr N Vidamour:**

- There was no report this month as Cllr Vidamour was not present.

**8. Finance**

Payments to be authorised including retrospectives were approved.

The Chairman informed members that Council will have a significant underspend at year end and asked members for any creative ideas as to what the funds could be used for in the next year. It was agreed to have an agenda item to discuss further at the next full council meeting.

**9. Electronic Banking for Payroll**

Members received the report from the Clerk of the options available with regard electronic banking for payroll and it was **agreed** unanimously that Option 1 where the Clerk/RFO be authorised as the delegate who would check the payments prior to being electronically send after the Finance Officer has entered them. Members were shown a sample of a full summary sheet which would be signed by two members prior to payroll being finalised.

**10. Capital Programme Scheme Funding 2013/2014 – Road Safety**

The Chairman updated members that he with Cllrs Jenni Ferrans and Chris Williams have discussed the serious traffic issues regarding the junction at Livesey Hill and Childs Way, Shenley Lodge. Cllr Livingstone asked for members

approval for the Parish Council together with the two ward Councillors to make a formal submission to MKC and confirmed to members that this would not involve any financial commitment from this Parish Council.

Cllr Chris Williams did not participate in the discussion or vote regarding this agenda item.

Members **agreed** that an application form for Capital Programme Scheme Funding should be submitted to MKC. Cllr D Livingstone confirmed that the Clerk would circulate a copy of this to all members and to Cllr M Geaney as Chairman of the Shenley Lodge & Furzton Neighbourhood Action Group.

**11. Community Asset Transfer**

The Chairman updated members that six members and the Clerk attended the recent meeting held at Shenley Brook End Community Centre. Members discussed this in some detail and concerns were raised about the financial implications of structural surveys that would need to be carried out. Members discussed reasons as to why the parish council would wish to take on these assets and foremost members felt that it would ensure that residents within the parish would not be deprived of the community facility.

It was agreed unanimously to register an interest and make the formal submission for this community centre. The Chairman requested that if any members have any spare time to assist the Clerk in this project to please volunteer their services. The Chairman reminded members that the next CAT asset under consideration within the parish is Shenley Lodge Meeting Place, the meeting is to be held on 26<sup>th</sup> March.

**12. Ward Boundary Review**

Cllrs Chris Williams, Maggie & Kevin Geaney did not participate in the discussion or vote regarding this agenda item.

The Chairman informed members that the review does not affect the parish council boundaries only the ward boundaries. Members discussed the draft recommendations for the Ward Boundary Review and agreed to comment that Furzton and Emerson Valley are natural neighbourhoods and members would not wish to see them split. Members also agreed that there was no issue with Oxley Park going into Tattenhoe Ward. It was **agreed** that the Chairman, Cllr Thomas and the Clerk would put together a letter with members' comments to the Boundary Commission.

**13. IT - Webhosting**

Cllr Thomas tabled a report regarding webhosting informing members that Council have two options, outsourcing or in-house and that the preferred option would be in-house since it was felt that this would give us much greater flexibility and control.

Cllr Thomas informed members that the software preferred was Webplus from Serif, which at a cost of £30 to Council allowed a 4 user licence.

As webhosting is an area where expertise is essential, Cllr Thomas discussed the requirements with Cllr Dave Edmonds who was confident that this was the route that Council should take. After further discussions with our IT provider, who have spoken to SW Broadband they are satisfied that the company would meet our needs.

It was proposed and agreed that we keep the website in-house and move to SW Broadband for webhosting, leaving Mirus to facilitate the changeover, this was unanimously agreed. Cllr D Edmonds recommended that we look at Office 365 and offered any assistance which may be required. The Chairman thanked Cllr

Thomas for the hard work put into providing the details and appreciation was also given to Cllr Edmonds for the advice given.

**14. Landscape Contract**

Members discussed that quotations received and the Chairman confirmed that the Clerk is still currently working on this project and would hopefully be in a position to invite the preferred choices to the March full council meeting. Cllr Edmonds asked the Clerk if Barnett Landscapes had been invited to quote for this contract. It was agreed the Clerk would action this bringing the total quotations to seven for this contract.

**16. Future meeting dates:**

**The following dates and times were noted:-**

**Planning & Environment Committee – Monday 4<sup>th</sup> March 2013**

**Community Committee – Monday 11<sup>th</sup> March 2013**

**Policy & Finance – Monday 22<sup>nd</sup> April 2013**

**Parish Council – Monday 25<sup>th</sup> March 2013**

**17. Date of next meeting - Monday 25<sup>th</sup> March 2013**

Meeting closed: 22:37 hours

Signed.....Chairman