

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

6 Wimborne Crescent  
Westcroft District Centre  
Milton Keynes  
MK4 4DE



## **Minutes of the Annual Meeting of the Parish Council held at the Parish Office, 6 Wimborne Crescent, Westcroft, on Tuesday 26th May 2015.**

### **1. Election of Chairman**

Cllr Jean Nicholas was unanimously elected as Chairman for the year 2015/16. She thanked Council and signed the Declaration of Acceptance of Office.

### **2. Election of Vice Chairman**

Cllr Michael Cato was unanimously elected as Vice Chairman for the year 2015/16. He thanked Council and signed the Declaration of Acceptance of Office.

### **3. Members Present:**

Cllr. M Chapman  
Cllr. M Cato  
Cllr. D. Edmonds  
Cllr. K Geaney  
Cllr. M. Geaney  
Cllr. D. Livingstone  
Cllr. J Nicholas  
Cllr. D Sanders  
Cllr. K Thomas  
Cllr. R Verman  
Cllr. C Williams

Ward Cllr. G Small  
Ward Cllr. P Cannon

Mrs S Kerr – Minute Taker

#### **Also present:**

Mrs R Zimmerman, Administration Officer  
2 members of the public.

### **4. Apologies**

Apologies were received from:  
Cllr. S. Moore  
Cllr. C Osler

The apologies were accepted unanimously.

**5. Minutes of the Annual Meeting on Tuesday 19th May 2014**

The minutes of the Annual Meeting held on Tuesday, 19th May 2014, having been presented previously to the Council meeting on 30<sup>th</sup> June 2014, were received and signed by the Chairman. There were no matters arising from these minutes.

**6. Annual Report of the Parish Council for 2014/15**

The Annual Report on the year 2014/15 having been delivered to the Annual Meeting of the Parish, was noted and approved.

**7. Standing Committees**

**It was resolved to:-**

Elect the Chairman and Vice Chairman of each committee at its first meeting.

To confirm members as follows:

**Appointed to Community Committee**

Cllr. M Chapman  
Cllr. M Cato  
Cllr. K Geaney  
Cllr. K Thomas  
Cllr. J Nicholas – Ex Officio  
Cllr. D Sanders

Cllr. M Geaney asked to be excused for now until she is aware of her duties as a Ward Councillor.

**Appointed to Planning & Environment Committee**

Cllr. M Chapman  
Cllr. M Cato  
Cllr. K Geaney  
Cllr. S. Moore  
Cllr. J Nicholas – Ex Officio  
Cllr. D Sanders  
Cllr. R Verman  
Cllr. D Livingstone.

**Policy & Finance Committee**

Members for this Committee will be agreed at full Council meeting in June once the committees had appointed their Chairs and Vice Chairs.

**8. Appointment of Internal Auditor**

The council agreed unanimously to re-affirm the appointment of Auditing Solutions for 2015/16.

## 9. Statutory Documents

The Chairman informed members that it is normal practice to re-affirm the statutory documents annually but confirmed that they can be revisited throughout the year at the request of any member.

**Financial Regulations** – Council agreed unanimously to re-affirm the current document.

**Standing Orders** – Cllr. Osler had previously put in a written proposal as he was unable to attend the meeting that an amendment was made to Item 2 – sub section Order of Business that the maximum length of service that a Chairman or Vice Chair could stand be increased from three one year terms of office to five one year terms of office. Cllr. Edmonds proposed and this was seconded by Cllr. Livingstone that it is increased to four one year terms of office. This was agreed with one vote against. Council also agreed unanimously that the clause of a further year been served subject to succession planning remain.

**Policies & Procedures Document Control.** – Council agreed unanimously to re-affirm the current document.

## 10. Memberships of other bodies.

To continue the membership of:-

The Society of Local Clerks -  
Council agreed unanimously

The Institute of Local Council Management  
This is of no cost to the council so no vote was taken.

Bucks Association of Local Councils/National Association of Local Councils  
Council agreed unanimously.

Milton Keynes Association of Local Councils  
Council agreed unanimously.

## 11. External Representation

**It was resolved that** the following Members would be the Parish Council's representatives on the external bodies shown:-

MK Association of Local Councils – Open to all members

MK Parishes Forum – Cllr. K Geaney and Cllr. M Cato

Cllr Williams proposed that council were informed of upcoming meetings and added to the agenda so it could be decided on any issues that were to be raised at the forum.

Cllr. Livingstone is to pass a list of meeting dates to Rebecca so she can add to the agenda when necessary.

STARS Forum – Cllr. D Edmonds

The Valley Steering Group – Cllr. Williams and Cllr. Verman

Cllr. K Geaney is happy to also attend if needed.

Emerson Valley Community Centre – Cllr. K Geaney, Cllr. Sanders and Cllr. Cato.

Thomas Stafford Trust – Cllr. Chapman

**12. Inventory of Assets**

Council agreed unanimously to re-affirm the current document.

**13. Date of next meeting:**

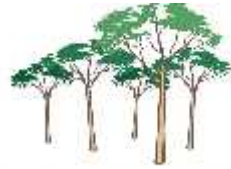
It was proposed that the date of the next Annual Meeting of the Council shall be on Tuesday 31st May 2016 at approximately, 7.30p.m. at the Parish Office. This was agreed unanimously.

Meeting closed: 20:30

SIGNED.....Chairman

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

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Milton Keynes  
MK4 4DE



## **Minutes of a meeting of the Parish Council held at the Parish Office, 6 Wimborne Crescent, Westcroft, on Tuesday 26th May 2015.**

### **1. Present:**

Cllr. J Nicholas - Chairman  
Cllr. M Cato – Vice Chairman  
Cllr. M Chapman  
Cllr. D. Edmonds  
Cllr. K Geaney  
Cllr. M. Geaney  
Cllr. D. Livingstone  
Cllr. D Sanders  
Cllr. K Thomas  
Cllr. R Verman  
Cllr. C Williams

Ward Cllr. Cannon

Mrs S Kerr – Minute Taker  
Mrs R Zimmerman  
2 members of the public.

### **2. Apologies:**

Cllr. S. Moore  
Cllr. C Olser

The apologies were accepted unanimously.

### **3. Declarations of Personal and Prejudicial interest**

There were no declarations of interest.

### **4. Public Time**

There were no issues raised.

### **5. Minutes of the meeting on Monday 27<sup>th</sup> April 2015**

The minutes of the meeting held on Monday 27<sup>th</sup> April having already been circulated, were approved and signed by the Chairman.

**Matters arising:**

Ward Cllr. Cannon informed members that the Electric Points on Furzton were now fine, the points on Emerson Valley still need to be adjusted and signage and longer cables need to be added.

**6. Reports**

**Police:**

PC Steve Jones sent a report to the council showing May crime figures as PC Jones was unable to attend the meeting, Cllr. Nicholas advised members that if they had any questions to email the office who would pass on their enquiry.

**Chairman:**

The chairman distributed the report to all members prior to the meeting and each items would be dealt with under the appropriate agenda item.

**Ward Councillors:**

Ward Councillors had given a report to the Annual Parish Meeting prior to this meeting.

**Planning & Environment Committee**

Minutes of the meeting held on 5<sup>th</sup> May had previously been circulated to all Members.

Cllr. Verman requested that an item concerning an appeal for application number 14/02665/FUL, that was discussed but not minuted be added to the minutes before they were ratified at the next meeting.

**Community Committee**

Cllr. Nicholas confirmed there had been no further meetings.

**Policy and Finance Committee:**

Cllr J Nicholas confirmed there have been no further meetings.

**The Parks Trust:**

Cllr J Nicholas confirmed there have been no further meetings.

**Shenley Lodge & Furzton Neighbourhood Action Group**

Cllr. M Geaney informed Council that as only three members attended, the meeting was abandoned till next month.

**Howe Park Neighbourhood Action Group**

No further meetings – Next meeting 4<sup>th</sup> June 2015

**The Valley Steering Group:**

Cllr. M Geaney confirmed there had been no further meetings.

**STARS:**

Cllr M Chapman confirmed there had been no further meetings.

**WEASG (Western Expansion Area Stakeholder Group)**

No further meetings.

**SWMK (Salden Chase)**

Minutes from the last meeting have been distributed to all members.

No further meetings.

**7. Finance**

Members received the report on the year end balances for the financial year 2014/15.

Payments to be authorised including retrospectives were approved.

**8. Emerson Valley Community Centre**

Cllr. Nicholas informed members that the newly formed trust had agreed to the terms of the management agreement and the Council agreed unanimously that the Chairman sign the document on behalf of the parish Council.

Cllr. Cato informed member's bookings were increasing and the hall was almost fully booked till November.

Rebecca was in the process of obtaining quotations for both the external and internal decorating and a new heating system, for works to be carried out later in the year.

Cllr. Cato also confirmed that they were hoping to be able to add some funds to reserves this year for any future repairs.

**9. New Parish Office**

Cllr. Nicholas informed members that the planning application written approval had still not come through due to staff shortages at MKC. Cllr. Nicholas informed council that once the written permission was received the next step was to apply to the Secretary of State for permission to borrow the funds from the Public works Board to fund the build. Cllr. Nicholas asked all members to vote that they were in agreement to the council applying for permission. Cllr. Livingstone proposed and Cllr. M Geaney seconded that the council accept Cllr. Nicholas proposal. The council agreed unanimously for the application to proceed.

**10. To agree and note events/meeting dates:**

**Planning & Environment Committee – Monday 1st June 2015**

**Community Committee – Monday 8th June 2015**

**Policy and Finance Committee – Monday 20<sup>st</sup> July 2015**

**Parish Council – Monday 29<sup>th</sup> June 2015**

**11. Date of next meeting – Monday 29<sup>th</sup> June 2015**

Meeting closed: 21:05 hours

Signed.....Chairman