

Shenley Brook End & Tattenhoe Parish Council  
Minutes of Council Meeting  
Monday 28th June 2010

**Present:** Cllrs D Livingstone, J Nicholas, D Edmonds, G Small, M Walton, C De Myers Robinson.

**In Attendance:** LCarter (Acting Proper Officer), C McMillan (Deputy Parish Clerk)  
2 Members of the Public

1 **Apologies**

Apologies were received and accepted from Cllrs C Osler, I Stewart, K Thomas, N Warden, C Williams and T Wylie

2 **Declarations of Interest**

No declarations were made

3 **Questions from the Public**

No questions were raised

4 **Repairs to Emerson Valley Community Centre**

At the previous Council meeting held on 24 May, it was agreed that Cllr Edmonds be authorised to seek quotations for emergency repairs to the lights in the main hall at the centre and, following circulation of those quotations to members, that works could proceed up to a cost of £3,000.

The works had been completed at a cost of £2,210+VAT and further investigations into the faulty heating system had been carried out. Mr Goodship, whose company had completed the works to the lighting and the investigation into the heating system attended the meeting to appraise member of his findings. Members were happy to accept his findings and to approve his, previously circulated, quotation for the repairs to the heating system in the sum of £865.00 +VAT

**AGREED: Retrospective approval for the costs of £2,210.00 for the emergency repairs to the lighting and approval of the quotation in the sum of £865.00 for the repairs to the heating system, both carried out by R Goodship.**

At the previous meeting a request from the playgroup had been considered for the replacement of the vertical blinds with roller blinds. The playgroup had offered to pay 50% towards the costs. Three quotations had been obtained and, after due consideration, it was

**AGREED to accept the quotation from Sunshine Blinds in the sum of £1526.00 and to invoice the playgroup for its contribution.**

5 **Minutes**

The minutes of the Annual Meeting of Council and the Ordinary meeting both held on 24<sup>th</sup> May 2010 were received.

Thanks were offered to Cllr Chris Williams for his prompt action regarding the road signs on Bilbrook Lane

**AGREED: To accept the minutes as a true record of the meetings held on 24<sup>th</sup> May 2010**

6 **Reports**

Police Parish Liaison Group

Cllr Livingstone reported that Insp. Nichols would be leaving in July and would be replaced by an existing inspector. Home Office cost efficiencies had been met without reducing headcount. The Crime statistics showed that those for the parish were 5/1000 below the average figure for MK despite a spate of burglaries which had resulted in one offender being detained. Incidents of Anti Social Behaviour were down, and the local police office at Westcroft was to be open to the public for two hours per week as a trial. (Fridays 10.00-12.00am)

**Report noted**

Safer Communities Cllr Small had patrolled with the warden as there was a particular issue with dog fouling at Westcroft. He reported that there was a problem with foxes at the Killerton Play area but that recent graffiti had been cleaned off and the area

was well used. He had also asked people to let him know of any potholes that still needed repairing as he was reporting these directly to MKC.

### **Report noted**

#### Planning & Environment Committee

Cllr Edmonds reported that the Licensing hearing for Emerson Valley Rugby Club Pavilion had achieved well controlled licensing conditions and he was pleased with the outcome but would need to wait and see when the facility was opened. He felt that Milton Keynes Council had risen to the challenges presented by the Parish Council.

Oxley Park Allotments – The Chairman had met with the Clerk of Shenley Church End PC to put forward the view previously agreed by the Council. The response from SCE Parish Council had not been supportive. Following advice to the Chairman from the Acting Proper Officer, the Planning and Environment Committee had reconsidered the matter and were **recommending** to Council that ownership of the allotments should be given to Shenley Church End on the understanding that they are properly managed. Members were unanimous in supporting the proposal.

**AGREED: That Shenley Church End Parish Council should be granted ownership of Oxley Park Allotments on the understanding that they are properly managed.**

### **Report noted**

#### Community Committee

The minutes had been circulated but Cllr De Myers Robinson brought the grants to Members' attention.

Watling Valley Ecumenical Partnership had asked for funding for a holiday club. The location was not within parish and the application would be followed up with a phone call.

MK City Orchestra had given a presentation to the committee and been awarded £1,040.00

MK Basketball Association had asked for funding for a Family Day. After discussion with the Parish Youth Leader it had been agreed to award £494.00

Mr Cooper from Brookfield Rangers FC (Ospreys) had asked for kit for the team at a cost of £387.82, in return he expected to look for ways that the children could help in the parish. It was agreed that the Parish Council would order the shirts from the usual supplier.

Tattenhoe Tots had folded and an enquiry had been made by them regarding the remainder of the grant from the Parish. It was agreed that this should be returned to the parish.

The Parish Wardens' contribution, while the Deputy had been absent recently, was noted as was that of the Youth Leader and Councillors.

### **Report noted**

#### 7 **Play Areas Report**

Councillor Jenni Ferrans (MK) had submitted a comprehensive report regarding play facilities within the parish.

Members noted the report and asked that Cllr Ferrans be advised of the process for Parish Council Funding for these areas.

### **Report noted**

#### 8 **Kilkenny House**

Cllr Small reported that the Parish Council had previously agreed to fund a sensory garden at Kilkenny House. The notification had failed to reach them and so the work had not been carried out. Cllr Small asked that Kilkenny House be notified that the grant was still available so that the work could proceed

**AGREED: To notify Kilkenny House that the previously approved grant for the sensory garden was still available.**

9. **Twinning with Biot**

Cllr Livingstone reported that what was proposed was a casual agreement; that there was a concrete funding proposal associated with the event next year which was related to the Knights Templar and that a Twinning website could be jointly sponsored. It was suggested that Cllr Livingstone, and anyone who wished to join him, would visit Biot (at no expense to the Parish Council) and report back to a future meeting. Cllr Small expressed an interest in joining Cllr Livingstone on the trip.

**Report noted**

10. **Allotment Terms & Conditions**

Copies had been circulated of two versions of the Terms & Conditions. One was a 'user friendly' pamphlet style based on that used by Wisbech Town Council, while the other had been produced by the Allotment Working Group. Members acknowledged the effort put into the document by Cllr Wylie and agreed that there were merits in both styles. The Working Group was asked to look at the contents and presentation of both documents and bring its recommended version to the next meeting of the Parish Council.

**AGREED To ask the Allotments Working Group to bring forward a recommended version of the Allotment Terms & Conditions to the next meeting of the Parish Council.**

11. **Windmill Hill Allotments**

*(The Acting Proper Officer indicated that it was advisable for the Press & Public to be excluded from the discussion of this item)*

Members discussed the possibility of court proceedings for eviction of the two tenants and, after discussion agreed that, if the solicitors advice indicated that the correct procedures had been followed and that eviction was the proper course of action then Council should proceed.

Cllr Edmonds proposed that, if the solicitor's advice was supportive of that course of action then the Chair & Vice Chair, with the Deputy Clerk, be authorised to proceed with the eviction. The proposal was seconded by Cllr Small and agreed unanimously.

**AGREED: that, should the solicitor's advice be favourable, Cllr Livingstone & Nicholas with the Deputy Clerk be authorised to proceed with eviction notices.**

12. **Maintenance work at Windmill Hill Allotments**

The ongoing difficulties in relation to two tenants at Windmill Hill allotments were discussed. A quotation had been received from the ground works contractor for the plots to be vacated by two tenants to be returned to a lettable condition. The quotation was in the sum of £3,600 largely due to the necessary removal of concrete footings for fencing posts. In view of the discussion regarding possible evictions no further action was agreed at this time.

An anonymous letter had been received from a tenant at Windmill regarding a large number of chickens which had escaped and eaten her produce and that the tenant was selling eggs. The Council had no powers to act based on an anonymous letter but asked the Parish Warden to investigate and, if necessary, to speak to the tenant concerned.

**AGREED: that the Parish warden will investigate the site and the pen security and, if necessary, to speak to the tenant concerned**

13. **General Maintenance Work at All sites**

The Deputy Clerk indicated that the number of complaints regarding the strimming at the allotment sites had increased and the Parish Warden was suggesting that the frequency be increased to four times per year rather than the current three times. The Deputy Clerk was asked to get a written quotation from the contractor and, if the additional cost was under £1,000 she was authorised to proceed. Concern was expressed regarding the current contract and it was suggested that the contract be reviewed once the new Clerk was in post.

**AGREED: that the Deputy Clerk be asked to get a written quotation from the contractor and, if the additional cost was under £1,000 be authorised to proceed.**

- 14 **Annual Report of the Parish Council**  
Members were in agreement that, subject to the inclusion of the Committee Reports, the Annual Report be approved. It was agreed that it should be added to the web site and featured in the next edition of the Community News.

**AGREED: to approve the Annual Report with the addition of the Committee Reports.**

- 15 **Accounts for 2009/10**  
Members received and approved the Statement of Accounts for 2009/10 and agreed to the signing them for the Annual Return. In considering the Annual Governance Statement it was agreed to review the Effectiveness of Internal Audit and Internal Controls at a special meeting of the Policy & Finance Committee to be held on Thursday 1<sup>st</sup> July 2010.

**AGREED: to authorise the Chair to sign the Statement of Accounts on the Annual return and, subject to the conclusion of the review of the Effectiveness of Internal Control by the Policy & Finance Committee, to authorise the signing of the Annual Governance Statement.**

- 16 **Staff Matter**  
*(The Acting Proper Officer indicated that it was advisable for the Press & Public to be excluded from the discussion of this item)*

Members discussed making the assistant parish warden post full-time now that he had satisfactorily completed a three month probation period. One member questioned the budget provision and was assured by the Cllr Nicholas that the budget projection showed a surplus in excess of this requirement. It was suggested that the change be made effective from the 1<sup>st</sup> August and that the present incumbent be advised that the change was dependant on a satisfactory CRB clearance.

**AGREED: to make the post of Assistant Parish Warden a fulltime post with effect from 1<sup>st</sup> August 2010.**

- 17 **Finance**  
Members received a monthly report and list of payments for approval. Cllr Nicholas advised that the statement of account prepared by the Accountant had repeated last year's error in respect of the end of year balances due to the timing of the bank statements. She also advised that the Council's bankers had indicated that they were to impose bank charges which would amount to £60 per month but that she was intending to contest that decision.

**Report noted**

- 18 **Correspondence**  
A list had been circulated to members and there were no further comments or questions.

- 19 **Meeting Dates**  
Members agreed and noted the meeting dates for committees:

Planning & Environment Committee	5 <sup>th</sup> July 2010
Community Committee	12 <sup>th</sup> July 2010
Parish Council	26 <sup>th</sup> July 2010

The meeting closed at 9.28pm