

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 24th June 2013.

1. Present:

Cllr. J Nicholas - Chairman
Cllr. M Cato - Vice Chairman
Cllr. M Chapman
Cllr. D. Edmonds
Cllr. M Geaney
Cllr. K Geaney
Cllr. D Livingstone
Cllr. M Mitchell-Doyle
Cllr. S Moore
Cllr. C Osler
Cllr. D Sanders
Cllr. R Verman
Cllr. N Vidamour

Mrs C McMillan – Clerk to Council
PCSO Matt Wareham – Thames Valley Police
Ward Cllr Stuart Burke
One member of public

2. Apologies:

Apologies were received from:

Cllr. K Thomas
Cllr. C Williams

3. Declarations of interest

Cllr Michael Cato declared an interest in Milton Keynes Rugby Club.

4. Public Time

Mr D White asked for clarification on how litter picks around the parish are advertised as he had not been aware about the Westcroft litter pick which recently took place. The Chairman confirmed that Ward Cllr Gerald Small had arranged this in conjunction with McDonalds and the Westcroft Residents Association. The Chairman also confirmed that if the Parish Council were arranging an event, it would be advertised on our notice boards and website and suggested if he would like to arrange a litter pick to contact the Clerk.

Mr White also mentioned that the Shenley Brook End Ponds need attention. The Chairman clarified that this was an agenda item to be discussed this evening.

The Chairman asked members for approval to change the order of the meeting and have the Police report next to enable the officer to continue with his duties.

Police Report: PCSO Matt Wareham tabled the police report giving an update on crimes reported in the parish but apologised that as he had only just moved back to Westcroft police office was not fully up to speed on crime in the parish.

It was agreed that PCSO Wareham would update members through the Clerk on any special operations planned for the summer.

Members also received a report showing the clear up data and confirmed this will be presented at each full Council meeting.

The Chairman again asked members for approval to change the order of the meeting and bring Agenda Item 15 – Shenley Brook End Ponds forward whilst the member of public was still present and wished to be involved in the discussion.

15. Shenley Brook End Ponds

The Chairman confirmed that she has spoken to Eric Cooper and The Parks Trust with regards what work needs to be done at the ponds. The Parks Trust have kindly offered to let us have a brief meeting with a specialist who can offer advice. The Chairman also confirmed that we may possibly be able to meet with a specialist from Cranfield and proposed this be a special project to enable the parish council to determine who owns which ponds, precisely what needs to be done and future planned maintenance.

It was unanimously agreed to have this as a project and hold the quotes in reserve until we are in a position to have work carried out.

Mr White confirmed that the Parish Council own two of the ponds and the other owned by The Parks Trust and stated that the plans/documents should be in the parish council archives as when he retired as Clerk all documents were in the office.

5. Minutes of the meeting held on Monday 28th May 2013

The minutes of the meeting held on Monday 28th May and the Annual Meeting of the Parish Council also held on the 28th May, having already been circulated, were approved and signed by the Chairman.

Matters arising:

There were no matters arising for the Annual Meeting of the Parish Council, but for the minutes of the full Council meeting, Cllr Livingstone asked for an update regarding the parish council taking over the administration of the Thomas Stafford Trust. The Clerk confirmed that the Clerk from the Trust would contact us shortly to arrange a handover.

6. Reports

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

Chairman: The Chairmans' report is covered in agenda items.

Ward Councillors:

Ward Cllr Stuart Burke updated members on issues he has been dealing with including:

- Bus cuts and how it is affecting residents and the difficulties getting to work.
- Subsidence at Langerstone Lane roundabout – still chasing MK Council.
- Residents issues
- MK Council's new system – work is being actioned quickly due to the new system but some of the older jobs have still not been actioned.

Ward Cllr Gerald Small sent his apologies for the meeting but sent in a report to update members on issues he has been dealing with including:

- Parking issue in Emerson Valley. The firm is a rental vehicle company parking in the park area. We are trying to stop this by signage or height barrier.
- Dealing with disappointed residents in Tattenhoe with the approval of the electrical substation in Portishead Drive.
- Met with Savills regarding the upkeep of the Westcroft district centre.

Planning & Environment Committee

- **Cllr R Verman** updated members that some residents of Rhoscolyn Drive, Tattenhoe had attended the meeting as they were unhappy that the Committee did not object to their neighbours' planning application. Ward Cllr Edith Bald also attended in support of the residents and stated she will take the case to the Development Control Committee. The Chairman confirmed we have no further updates.
- A new dog bin has been ordered for Exbury Lane, Westcroft and is due to be installed shortly.
- The allotment report had shown there have been break-ins at the allotments and that the Police had caught the culprits.
- The wardens have been busy around the parish including carrying out work with the Junior NAGs.

Community Committee

Cllr M Geaney informed members that she had been elected as Chairman and Cllr Michele Chapman as Vice Chairman.

- There had been three grant applications received at the last meeting and that the Committee are mindful that any grant awarded must benefit the parish:

Milton Keynes Islamic Arts Heritage - It had been resolved not to award a grant on this occasion.

Sunshine Childrens' Centre - Members were informed that funding was required to purchase Teddy Bears as a gift to each child at a special 2nd Birthday event to be held on 26th June. It had been agreed to award a

grant, giving the Clerk Council's authority to spend up to £500 when ordering these gifts.

Milton Keynes Community Mediation Service - Members were informed that funding was required to help fund 'Train the Trainer' courses for volunteers and it was agreed to award a grant of £250.

- Informed members that the Committee had been reviewing the work of the Youth Team Leader and that some of the commitments had veered away from the role of the Youth Leader. These commitments were reviewed and the Youth Leader is now working in line with the job description.

Policy and Finance Committee:

Cllr J Nicholas: There have been no further meetings.

The Parks Trust:

Cllr J Nicholas:

- Informed members that the building of the Study Centre should be starting shortly.
- There had been planning issues with the old cottage by the Eco House. Our Planning Committee did not see any reason to object but The Parks Trust asked the committee to support their concerns regarding the trees. The Clerk wrote to the Planning Department in support of this on behalf of the committee.

Howe Park Neighbourhood Action Group

Cllr D Edmonds: There have been no further meetings but confirmed that two litter bins have been purchased by the NAG for Westcroft District Centre. Cllr Edmonds confirmed that Morrisons are aware these bins have been purchased and that Morrisons will arrange to empty them.

Shenley Lodge & Furzton Neighbourhood Action Group

Cllr M Geaney:

- Informed members that complaints have been received about the bins being full around Furzton Lake.
- There have been numerous thefts from cars due to people leaving vehicles unlocked.
- Concerns when BBQ's are held at the Lake or Parks where people are tipping them out once finished. It raises awareness of the possibility of fires.

The Valley Steering Group:

Cllr M Geaney: There have been no further meetings.

The Local Council Support Associates:

Cllrs M Cato & D Sanders: There have been no further meetings.

STARS:

Cllr M Chapman: There have been no further meetings.

7. Meeting Updates

The Chairman informed members that a meeting assessment form is to be completed for all external meetings and be emailed to the Clerk who would bring the forms to the relevant meeting to ensure all members are updated with all matters.

Parishes Forum:

Cllr N Vidamour gave members an update on various items discussed at the meeting including:

- **Dog Control Orders**
- **MK Wardens**
- **Welfare Reform Changes**
- **Central Government Grant with Respect to Local Council Tax Support**

The Clerk confirmed she would distribute Cllr Vidamour's meeting assessment form to all members.

Emerson Valley Community Centre:

Cllr M Geaney: updated members regarding the possibility of the Parish Council taking over the finances and day to day ordering of goods for the Community Centre. The discussions included the possibility of disbanding the Limited Company and this would be discussed at the next AGM in October. The assessment form has been completed and will be circulated to all members.

8. Finance

Payments to be authorised including retrospectives were approved.

9. External Audit for 2012/13

It was proposed, seconded and unanimously agreed to authorise the Chairman and the Clerk to sign the Annual Return and submit to Mazaars.

10. Parish Precept – Council Tax Support System

The Chairman had prepared a briefing note which was tabled at the meeting. Members discussed the methodology and it was agreed that the Clerk contact MK Council stating that Council would like to approve the same methodology as this year which calculates the Band D equivalent.

11. Standing Orders

Members discussed the recommendation of adding a clause in the Standing Orders with a maximum length of service for the Chairman and Vice Chairman. Cllr Livingstone raised concerns that after the three years of service if there were not a member competent to take over as Chairman. Cllr Osler stated that Council may suspend a standing order if necessary.

Cllr Osler also stated it would be good practice to put proposals on the agenda in future with the name of the member who requested an agenda item.

After a lengthy debate, it was agreed 8 for, 3 against and 1 abstention to add the following clause to our Standing Orders:

Maximum Length of Service for Chairman and Vice Chairman

3 (1 year terms) of service

After three years service if no other nominations are received then one further year may be served by the current incumbents subject to succession planning in place.

Confirmation of appointments to other committees:

For clarification, where a member chooses to change or join a different committee, it has been normal practice for full council to agree this, although on occasions this had not always been followed.

The Chairman confirmed that our Standing Orders do not clearly state this and requested that we bring standing orders in line with normal practice. It was unanimously agreed to add this to the standing orders.

12. Community Asset Transfer

Members had received the Clerks' report showing the current status of the community asset transfer programme. The Chairman and Clerk updated members with regards to the meetings they had attended:

Shenley Lodge Meeting Place – The Chairman and Clerk had attended an informal meeting with MKC and the Management Committee (prior to MKC arranging a panel meeting).

Members heard the options which were discussed including the management committee confirming they wanted to take over this asset, managing it for the community and in their opinion, could afford to run it without intervention from the parish council. After a detailed discussion it was proposed, seconded and **unanimously agreed** to withdraw the bid from this asset and the Clerk was tasked to contact MK Council.

Shenley Brook End Community Centre - The Chairman and the Clerk had attended the Panel Meeting (Stage One).

Members heard that MK Council did not have information on the current lease with the Management Committee or user group information, therefore did not feel MK Council had the necessary documentation which should have been available at this panel meeting.

The Clerk had outlined the problems with trying to contact Management Committee and user groups and clearly informed the panel that the Management Committee had requested that the Parish Council have no further contact with them.

The Chairman at the meeting had circulated to the panel, copies of names of Management Committee members and accounts obtained from Companies House.

The Chairman reminded members that the public meeting for Tattenhoe Pavilion is to be held on Tuesday 9th July at 6pm. It was felt that the facility has not previously been used as a community asset mainly as a sports facility. The Chairman also updated members that she and Cllr M Cato had met with Tattenhoe Football Club as they would like to make it their home base.

13. Premises Lease

Members were given a copy of the tenants break clause giving 6 months notice. Cllr M Cato had reviewed the revised document and recommended we now instruct the solicitors to prepare the document for signing. It was proposed, seconded and **unanimously agreed** to agree the Lease in its revised form.

14. Tenants Lease

Members discussed a new Lease Agreement for Thames Valley Police. Members previously received a copy of the total building costs and the proportion that TVP contribute.

Cllr Livingstone stated we need to calculate exactly what space TVP use and Cllr M Cato confirmed he would calculate the sq footage. Cllr Livingstone asked for clarification that if the tenant moved out would the offices be reverted back to the original condition, the Chairman confirmed this was part of the original agreement.

Cllr Osler put forward a formal proposal to authorise the Chairman and Vice Chairman to have the discretion to propose the increase rent to be between £15k to £20k. This proposal was seconded and agreed, with 1 abstention. The Clerk confirmed she would arrange the meeting as soon as possible.

16. Members to be appointed to Policy & Finance Committee

It had been agreed at full Council that the Policy & Finance Committee be made up of Chairman/Vice Chairman, the Chairs of all committees and three members.

In addition to the Chairman, Vice Chairman and Committee Chairman's, the members appointed to Policy and Finance Committee were:

Cllr Charlie Osler
Cllr Michele Chapman
Cllr Dave Sanders

17. Shared Services – Wardens

Members had already received the information in the Clerks report and an update from Cllr Vidamour in his meeting assessment report which included estimated costs of the scheme. It was therefore agreed that as we have an established warden team in place, there would be no requirement for this shared service therefore the council will decline this offer.

18. Future meeting dates:

The following dates and times were noted:-

Planning & Environment Committee – Monday 1st July 2013

Community Committee – Monday 8th July 2013

Policy & Finance – Monday 22nd July 2013

Parish Council – Monday 29th July 2013

19. Date of next meeting – Monday 29th July 2013

Meeting closed: 21:50 hours

Signed.....Chairman