

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 2nd September 2013.**

- 1. Present:**
Cllr. J Nicholas - Chairman
Cllr. M Cato - Vice Chairman
Cllr. M Chapman (Present until 9pm)
Cllr. M Geaney
Cllr. K Geaney
Cllr. D Livingstone
Cllr. M Mitchell-Doyle
Cllr. S Moore
Cllr. K Thomas
Cllr. R Verman
Cllr. C Williams

Mrs C McMillan – Clerk to Council
Ward Cllr S. Burke
Andy Hudson – MK Council
John Price – MK Council
PCSO Chelsea Boxell

- 2. Apologies:**
Apologies were received from:

Cllr. N Vidamour
Cllr. C Osler
Cllr. D. Edmonds
Cllr. D Sanders
Ward Cllr. E Bald

- 3. Declarations of interest**
There were no declarations of interest.

- 4. Public Time**
There were no issues raised.

The Chairman proposed that Council took the Police report and agenda item 7 – Landscape Contract before agenda item 5.

Police Report:

PCSO C. Boxell attended the meeting. Members received the crime figures for August which showed overall that crime has reduced in comparison with 2012. Members also received mop up figures for the previous month. The Chairman thanked PCSO Boxell for attending and stated the information had been very informative.

7. Landscape Maintenance:

Members received an update from MK Council with regards to a review of the landscape service, which includes grass cutting, shrub, hedge and tree maintenance and weed control. There are three options for Council to consider.

1. Council requests Milton Keynes Council continues to provide the service and includes this within the forthcoming tender process
2. Council requests that the service is devolved and we make our own arrangements to provide the service – either by our own workforce or through its own contractor(s)
3. Council requests that the service is devolved but asks Milton Keynes Council to include this within its tender and the contract could then be managed by us or the contract could be transferred to the parish council.

The Chairman asked for clarification as to when the money allocated would be fixed, Andy Hudson stated it would be once Council confirmed an interest.

Questions were raised by members including basic tree work and ownership of wildlife corridors.

Cllr C Williams raised and members agreed his request that MKC should send new updated maps which would include detailed land ownership of all land in our parish as the maps provided did not state who owned what land.

The Chairman asked members to look at their grid squares when the new maps were received and distributed to ensure all land ownership is clearly identified.

The Chairman thanked Andy and John for attending the meeting.

5. Minutes of the meeting held on Monday 29th July 2013

The minutes of the meeting held on Monday 29th July having already been circulated, were approved and signed by the Chairman.

Matters arising:

There were no matters arising.

6. Reports:

Clerk: The Clerks' report was noted and the items will be dealt with in the order of agenda items. The Chairman informed members that the telephone recording system with the automated message is now working.

Chairman: The Chairman's report having been previously circulated was noted and dealt with under Policy & Finance Committee report..

Ward Councillors:

Ward Cllr Chris Williams updated members:

Bowl consultation will be presented to Cabinet on Tuesday but all of the options given will be left on the table at present.

A meeting attended by Cllr Williams with Cllr Roy Verman and MKC Highways regarding the reconfiguration of Dulverton Drive/Fulmer Street. This would be discussed under agenda item 13.

Ward Cllr Stuart Burke updated members with some of the issues he has been involved in including issues with dead Horse Chestnut trees. He commented he is looking into whether there is any funding available to address this issue.

He had also been involved in discussions with MKC with regard to issues relating to travellers in the parish.

Planning & Environment Committee:

Cllr R Verman updated members:

Recent planning applications received, including one application where residents attended the planning meeting to object, although the Committee could not see any reason to object on planning grounds.

The warden team have been clearing allotment plots, repairing benches and cleaning graffiti.

The Committee agreed to authorise Officers that maintenance work at the allotments could be carried out.

The Committee agreed the Terms of Reference on all points with the exception of providing administrative support for the South West Milton Keynes Development (Salden Chase).

The Chairman asked for an update regarding the oversized shed at Windmill Hill allotments. Cllr Verman confirmed he and Cllr K Geaney had visited the tenant but mentioned there are issues with overgrown trees and flooding which prevent the plots from being worked. He also confirmed the Committee are looking at options as to what can be done in this area.

Cllr K Thomas stated that strimming around lamp-posts is not being carried out by MKC. Cllr D Livingstone informed members that landscaping is an agenda item for the Parishes Forum.

Community Committee:

Cllr M Geaney informed members that:

The grant awarded to the Tattenhoe Community Group was for two issues of the Newsletter. Originally they had also requested funding to assist with their Tattenhoe Fun Day but this has now been cancelled.

A grant was awarded to Tattenhoe Football Club to purchase two sets of football kit and other equipment.

The Committee are discussing options as to what can be done on the land at Garthwaite Crescent and the Clerk was tasked to check what restrictive covenants are in place prior to any decisions being taken.

Some of the play equipment at Furzton play park had been removed by MKC who at present are only making good the area. Cllr M Geaney confirmed that the committee have previously agreed to keep this play area where MKC had recommended all play equipment be removed.

The Committee are continuing to attempt to reach the senior citizens of the parish. Cllr S Moore has produced a flyer which includes a questionnaire asking what they would like to be involved in. This will be approved at the next Community Committee meeting then go to Council for approval prior to circulating.

Community Impact Bucks have a scheme, pub lunches for the elderly which has been included in the flyer to see if any response is received.

Policy and Finance Committee:

There have been no further meetings.

Chairman: The Chairmans' report was previously circulated which included updates on Shenley Brook End ponds and Thames Valley Police, Tenancy Agreement and funding PCSO's. Members were pleased to hear that the tenancy agreement with TV Police was progressing with the new rental costs. Cllr D Livingstone commented that the work completed by the Chairman and Vice Chairman was excellent.

The Chairman confirmed that she and the Clerk had recently had a meeting with Inspector Neil Coolman and Acting Sgt Kate Storey to discuss what service we receive from part funding two PCSO's. Cllr M Cato confirmed he wants the agreement adhered to so that all the required information is received regularly.

Cllr C Williams stated that previously all members had a list of names, contact numbers and email addresses for the PCSO's in the parish and would like this reinstated. He was informed by the Vice Chairman that as this is part of the agreement following the meeting it will be included in future information.

The Chairman agreed to keep members updated.

8. Meeting Updates

The Parks Trust:

Cllr J Nicholas:

Confirmed that she would write a report on how they are funded and circulate to all members.

Shenley Lodge & Furzton Neighbourhood Action Group

Cllr M Geaney:

There have been no further meetings.

Howe Park Neighbourhood Action Group

Cllr D Edmonds:

Confirmed he is now the Chairman with Ward Cllr Stuart Burke as Vice Chairman and that they have received commitment from Thames Valley Police that they will still attend.

Valley Steering Group

Cllr R Verman:

There have been no further meetings but Cllr M Geaney confirmed that they are employing a person to litter pick.

LCSA:

There have been no further meetings.

STARS:

There have been no further meetings.

Parishes Forum:

There have been no further meetings; the next one is to be held on 12th September. Some of the items to be discussed include:

The public right to video meetings

MKC – Policy on Landscaping

Travellers

Roads and highways update

WEASG:

The meeting scheduled for August 28th was cancelled.

Cllr Williams asked for clarification as to when Meeting Assessment Form should be completed and the Chairman confirmed that forms are only required for the External Bodies agreed at the AGM so that each year at the AGM if different representatives take over they can read through previous assessment forms to give them background information.

9. Finance

Members received the finance report and payments to be authorised including retrospectives were approved.

The Chairman proposed that Council took the item 12 – Contact details for members before item 10 as Cllr M Chapman had to leave the meeting early due to feeling unwell.

12. Contact details for Members

The Chairman went round the table to ask members their views on having an email address to make them more accessible to members of the public.

It was agreed that if members wished a council email address would be made available as private email addresses would not be made public and new cards would be arranged for those bearing private email addresses. Any members requiring training on setting up their computers to enable them to reply via the council email address and/or their “out of office” auto reply then Mirus would be asked to arrange this training.

The Chairman confirmed that a policy to cover all of these comments would be drafted and taken to the next Policy & Finance meeting.

Cllr K Thomas asked if the email addresses would be published in the Newsletter and website. It was agreed that once all the addresses have been set up they would be published only by agreement of each individual member.

10. Committee membership

Cllr C Williams had applied to join the Planning & Environment Committee.

The Chairman confirmed that as Cllr Williams sat on the Development Control Committee at MKC she had requested advice from MKC Legal Services regarding conflict of interest and she read out the reply from them.

Cllr Williams stated that there was no conflict of interest as he always asked for the minutes to record that he did not participate or vote on anything where there could be a conflict of interest but felt the Committee could benefit from all his many years of planning experience.

A paper vote was proposed and the Chairman confirmed that this was in line with the Councils’ Standing Orders; at this point Cllr C Williams withdrew his application.

- 11. Telephone Recording Policy**
Members reviewed the Telephone Recording Policy and with one minor “word duplication” change the document was adopted.
Cllr D Livingstone stated this was a very good document.

- 13. Transport:
Road Safety - Junctions of V3 Fulmer Street with Dulverton Drive and Hawkshead Drive.**

The Chairman confirmed that members do not need to take any further action on this agenda item now as MKC are dealing with this and are also looking at improvements to the Livesey Hill junction.

Application for consideration of schemes for Capital Funding.

The Chairman had asked at the last full Council meeting for members to make suggestions for funding at this meeting. Cllr M Geaney confirmed she would be raising this at the next Neighbourhood Action Meeting. Members discussed options and in particular safety around the schools in the parish including the possibility of No Parking zones and restrictive speed limits during school hours. No firm decision was made at this meeting as the closing date for applications is 31st October so this can be revisited at the next Council meeting.

- 14. Editorial Working Party**
Members had received the report from Cllr K Thomas. Cllr M Geaney recommended that a Committee was set up with Cllr Thomas heading it. The Chairman confirmed that if Council had another Committee it would be difficult as we would have to have agendas, minutes and fit in another meeting on a regular basis and recommended calling it a working party or group to give more flexibility. Cllr Thomas stated that all that is required is more input from Members, by producing articles which could be used in the Newsletter. Cllr M Cato stated that if Council were to purchase a second Apple Mac the two machines could be linked and the Officers could assist and learn how to put the Newsletter together. It was resolved to purchase a new Apple Mac. Cllr Thomas stated he was happy to help the Clerk with the required specification.

- 15. Tenant Lease Agreement**
This agenda item had been covered in the Chairmans’ report.

- 16. Unauthorised Encampments**
Members discussed the recent issues with unauthorised encampments around the Parish. The Chairman confirmed that MK Council will serve the Notice on Trespassers, on behalf of the parish Council, at a rate of £58.22 + VAT per hour. As the health, safety and welfare of all parish council officers is always the highest priority, members agreed that would be safest option.
Cllr Williams stated that the unauthorised encampments have not actually been on parish council land and Cllr M Cato confirmed we must give MKC the Power of Authority for any possible future encampments.
The Chairman informed members that other than allotments, Garthwaite Crescent is the only open space and that she with Cllr M Cato had walked the perimeter looking at options including putting in six bollards and possibly Ascot Rail fencing. The Chairman recommended that securing Garthwaite Crescent could be an agenda item for the Planning & Environment Committee.

- 17. The Community Safety Town and Parish Fund 2013/14**
Members had received the criteria for applying for funding under the scheme from the Clerks' report. Members discussed ideas including Speed Indicator Devices and CCTV which would provide a long term benefit to Community Safety. The Chairman recommended members give this further consideration and bring ideas to the next meeting.
- 18. Pride in your Parish Day**
Cllr M Geaney informed members that she has arranged a brainstorming meeting to be held on Monday 23rd September at 7.15pm at the parish office for anyone who is interested in being involved to attend. Cllr Geaney confirmed that an action plan was needed as the next step. The Chairman confirmed that there was no requirement for the Clerk or other officers to be involved in this project at this stage. The Chairman requested a detailed costed Business Plan by the October full Council meeting and confirmed that this event would remain an agenda item each month to allow Council to monitor progress.
- 19. Future meeting dates:**

The following dates and times were noted:-

Planning & Environment Committee – Monday 9th September 2013

Community Committee – Monday 16th September 2013

Policy & Finance – Monday 21st October 2013

Parish Council – Monday 30th September 2013
- 20. Date of next meeting – Monday 30th September 2013**

Meeting closed: 21:45 hours

Signed.....Chairman