

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 29th October 2012.

1. Present:

Cllr. D. Livingstone – Chairman
Cllr. M Chapman
Cllr. D. Edmonds
Cllr. M Geaney
Cllr K Geaney
Cllr M Mitchell-Doyle
Cllr. D Sanders
Cllr. K Thomas
Cllr. R Verman
Cllr. D Wolfe

Mrs C McMillan – Clerk to Council

2. Apologies:

Cllr. C Osler
Cllr. J Nicholas – Vice Chair
Cllr. M Cato
Cllr. N Vidamour
Cllr C Williams

3. Declarations of interest

Cllr D Edmonds declared an Interest on Policy & Finance agenda item 9 Part 1.

4. Public Time

There were no issues raised.

5. Minutes of the meeting on Monday 24th September 2012

The minutes of the meeting held on Monday 24th September, having already been circulated, were approved and signed by the Chairman.

Matters arising:

Cllr D Livingstone asked Cllr M Chapman if the action point on the previous minutes regarding the request from Cllr Edmonds for the spotlight nearest the Pavilion be adjusted. Cllr Chapman confirmed she had sent an email to the Rugby Club but had not received a reply to date.

Cllr Livingstone informed all members that the Clerk has printed a hard copy of the Code of Conduct for each member to keep. Cllr Thomas requested an electronic copy for the website.

6. Reports

The Clerks' report was noted.

Police – PCSO Matt Wareham tabled the police report confirming to members that there is still a reduction in crime in comparison to the previous year.

Cllr Edmonds asked what the police were doing with regard to Halloween. PCSO confirmed that there will be double policing to cover this period.

PCSO Matt Wareham informed members that Sgt Andy O'Hanlon has moved from Westcroft to cover as acting Inspector and that Sgt Keith Lavery will be taking over, initially on a temporary basis.

Ward Councillors

There were no Ward Councillors present.

Planning & Environment Committee

Cllr K Thomas

- Informed members that there were a few issues with regard to allotments that needed ratification from Council and these would be dealt with later in this meeting.
- The supply of dog/litter bins is ongoing as there will always be requests for additional bins.
- The grit bins are ready to be installed. The Clerk confirmed we are waiting for MK Council to fill them.
- Informed members that Cllr Dave Edmonds made a follow-up call for an update with regard to the proposed Chaffron Way Substation. It appears our concerns about noise for local residents was well founded and Western Power are looking at other options and hope to put new proposals to MK Council in the near future.
- Cllr K Thomas contacted the Brewery with regard to the new proposed public house at Tattenhoe to see if there is any further progress. The brewery confirmed they are still waiting for the HCA to provide the final documentation in order to complete the purchase. There may also be a delay as to when they will be able to start because of Great Crested Newts in the area.

Community Committee:

Cllr M Geaney:

- Informed members that at the meeting held this month a grant was awarded to:
Shenley Football Club - To cover the cost of training tops and cold weather training gear as the winter months approach. It was **resolved** to award a grant of £435 under **Local Government (Miscellaneous Provisions Act) 1976 s19**.
Cllr Geaney informed members that the actual amount had gone over by £5.70 and asked full Council if they would approve the additional cost.
It was unanimously **agreed** that the £5.70 be awarded to increase the grant to £440.70.

- Updated members that the Shenley Lodge Clean Up day had not been arranged and this was due to a lack of communication with the NAG.
- Informed members that the Emerson Valley Community Day which took place on Saturday 20th October 2012 was very well attended.
- Cllr Geaney discussed the issues of rubbish around Westcroft which had been reported on several occasions. The Clerk updated members that she had met with Kevin Bell, Manager at Morrison's to discuss this and Mr Bell agreed to contact the Estates Department to discuss further. The Clerk confirmed that Mr Roddy Lloyd-Jones from Shenley Brook End School had made contact to confirm that he has negotiated with the Head Teacher to sponsor and purchase two waste bins for the Westcroft area on the understanding that they are to be included in the emptying and cleaning provision for other bins in Westcroft shopping area. Mr Lloyd-Jones confirmed he will discuss this with Morrison's and confirm back.
- Cllr Geaney reminded members that the committee is still looking for suggestions as to where to plant bulbs early next year.

Policy and Finance Committee:

Cllr D Livingstone:

- Cllr Livingstone informed members that the Policy and Finance Committee reviewed the requests made by the Rosemullion Allotment Association and it was agreed to draft a letter to the Association and prior to sending, obtain approval from full Council at the next meeting. It was **agreed** with one abstention to send the draft letter to the Association.
- Cllr Livingstone also informed members that Planning & Environment committee discussed the option of 'starter plots' for those on the waiting list but felt that an 'Opt Out Clause' giving new tenants the option to relinquish the plot within the first rental year should be written into the Allotment Terms and Conditions. The Council will refund 'pro rata' the rent for the remainder of the year. If new tenants do not cultivate the plot and do not agree to relinquishing, then the standard procedures for non-cultivation will apply.
It was unanimously **agreed** with one abstention, this Addendum Clause be included in the Allotment Terms and Conditions.
- The Chairman, in the absence of Cllr J Nicholas, informed members that to-date Council have spent 46.3% of the budget and reminded all committee Chairmen to start considering any projects for the next financial year which will need to be included in the budget.
- The Chairman confirmed that the Internal Audit Report showed that all Council procedures and financial management had been carried out correctly and this was due to the efforts of the Vice Chairman and the Clerk. The Chairman thanked them accordingly.
- At the Policy & Finance meeting, Cllr Livingstone and Cllr Edmonds sat in the public gallery and took no part in the discussion or vote, whilst members

reviewed the three quotations for IT Support. The recommendation from the Policy & Finance Committee was to award the contract to Mirus IT.

It was **unanimously agreed** that notice would be given to our current provider and the contract would be given to Mirus IT Solutions with a month hand over period between the two companies.

- It was **further agreed** that with regard to the software and hardware, to stay with the equipment we have until our new IT Support company was on board. Cllr D Edmonds stated that the server was 5 years old and would possibly soon need replacing.
- Cllr D Livingstone informed members that the Clerk had arranged with Mirus to provide a health check of our equipment and report back. It had also been arranged for Mirus to attend a full Council meeting early next year to discuss options regarding all equipment and software.
- The Chairman informed members of the increase that British Gas was proposing for the supply of electricity and gas. Cllr D Livingstone asked members if they are happy for the Clerk to cancel both contracts and to monitor the costs on a weekly basis and as soon as a good price was available the Clerk be authorised to deal with it.

It was **proposed and unanimously agreed** that the Clerk be authorised to cancel the existing fixed term contracts and to discuss the new contract with the Chairman and Vice Chairman nearer the time.

- Cllr D Wolfe volunteered to write an article for the Newsletter to inform residents of options as energy costs are increasing.
- The Chairman updated members that the photocopier/printer in the Clerk's office is very old and needs replacing. It was **agreed** at Policy & Finance that prior to a decision being made, the Clerk speak to Mirus to ensure the equipment will be compatible. This was completed and an Olivetti copier/printer has been recommended, the Clerk has arranged for a trial of the machine and it was **agreed** that if the trial is successful, the Clerk is authorised to go ahead with the lease agreement.
- The Chairman informed members that as tenants, the Parish Council were responsible for the repairs to the steps in the garden, where the brickwork is crumbling away. Members at the P & F meeting had considered the quotations received and it was **unanimously agreed** to authorise the work be carried out by C P Jones at the cost of £700 + VAT. Cllr Edmonds recommended that the work be carried out as soon as possible prior to cold frosty weather. The Chairman also confirmed that Cllr J Nicholas has stated that the council could possibly obtain a grant from the Community Foundation's small grant funds for this project.

The Parks Trust:

Cllr J Nicholas:

As Cllr Nicholas had sent her apologies there was no report.

The Valley Steering Group:

Cllr M Chapman:

There had been no further meetings therefore there was nothing to report.

The Local Council Support Associates:

Cllrs M & K Geaney:

There was nothing to report as Cllrs M & K Geaney were on annual leave. The Clerk confirmed the places were offered to Shenley Church End Parish Council.

STARS:

Cllr N Vidamour was not present at the meeting to update members.

7. Finance

Payments to be authorised including retrospectives were approved.

8. Website & IT

Due to a technical fault the working party were unable to show the presentation to members and it was **agreed** to reschedule to another time.

Members discussed our current website and it was confirmed that the software is old therefore it is no longer supported. Members discussed options as to whether to keep it in house or to outsource to a web designer.

Cllr K Thomas stated that the software is not the immediate issue, the content is what needs to be determined and suggested that members forward any ideas on content.

9. VAT on Grants

Cllr M Geaney presented members with a VAT summary as she believes there have previously been issues regarding the reclaiming of VAT on grants awarded. The Chairman confirmed that he had looked at the records and where VAT was charged the Parish Council have reclaimed it.

Cllr Geaney recommended that wherever possible, the goods be purchased by the Council to enable the VAT to be reclaimed. Members confirmed this is the procedure already being followed.

10. Community Asset Transfer

In the absence of Cllr J Nicholas, the Chairman informed members that there are not currently any assets within the parish for Council to consider taking over. The only one at present is Tattenhoe Pavilion. The Chairman stated he will keep members updated.

11. Ward Boundary Review

The Chairman updated members that there has been a ward boundary review to enable the number of Ward Councillors to be increased from 51 to 57 to represent the public. This will be adopted in May 2014. The Chairman stated that the ward boundaries do not fit the parish boundaries but does not anticipate the parish boundaries will change in the foreseeable future.

12. Parishes' Protocol Working Party Nominations

The Chairman informed members that the Council have been invited to nominate a representative for a working group for Parishes Protocol. Cllr K Geaney confirmed he would like to nominate himself.

13. Future meeting dates:

The following dates and times were noted:-

Planning & Environment Committee – Monday 5th November 2012

Community Committee – Monday 12th November 2012

Policy & Finance – Monday 21st January 2013

Parish Council – Monday 26th November 2012

Meeting closed: 21:07 hours

Signed.....Chairman