

# **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 28<sup>th</sup> October 2013.**

### **1. Present:**

Cllr. J Nicholas - Chairman  
Cllr. M Cato - Vice Chairman  
Cllr. M Chapman  
Cllr. M Geaney  
Cllr. K Geaney  
Cllr. D Livingstone  
Cllr. M Mitchell-Doyle  
Cllr. S Moore  
Cllr. K Thomas  
Cllr. R Verman

Mrs S Kerr – Minute Taker  
PCSO Chelsea Boxell  
Richard Davis (Rugby World Cup)

### **2. Apologies:**

Apologies were received from:

Cllr. N Vidamour  
Cllr. C Williams  
Cllr. D Edmonds  
Cllr. E Bald

### **3. Declarations of interest**

There were no declarations of interest.

### **4. Public Time**

There were no issues raised.

### **5. Rugby World Cup**

Richard Davis from MKC attended the meeting to discuss the World Cup Legacy Programme. He explained the framework of the programme and the aim to get more young people in Milton Keynes interested in playing rugby. He advised the council that there had been more applications than available rugby Posts and that he was trying to get some more donated.

A decision will be made by the end of next week and all applicants will then be

notified. Cllr. Thomas asked that if the application was successful that Richard Davis prepare a small article for the newsletter, he stated that he will be releasing a press article for all successful applicants that has been approved by the RFU. Cllr. Nicholas thanked him for attending the meeting and stated that the Information was very informative.

**6. Minutes of the meeting held on Monday 30<sup>th</sup> September**

The minutes of the meeting held on Monday 30<sup>th</sup> September having already been circulated, were approved and signed by the Chairman.

**Matters arising:**

Cllr. Osler asked that the number of agenda items be reduced at future meetings or if the council would consider a timed agenda as the meetings are becoming very long, Cllr Nicholas explained that it had been looked at but it was necessary that all items on the agenda were dealt with at this meeting. Cllr Livingstone suggested that as all committee meeting minutes were now circulated to all members that committee chairs need only answer any questions raised from the minutes.

**7. Reports:**

**Police Report:**

PCSO C. Boxell attended the meeting. Members received the crime figures for September 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 Boxhall for attending and stated that the information had been very informative.

**Clerk:** There was no Clerks report due to the Clerk been on sick leave.

**Chairman:** There was no Chairman's report as all items covered in the agenda.

**Ward Councillors:**

**Ward Cllr Chris Williams**

Cllr Williams asked the members to be updated in his absence on the following:  
Dulverton Drive/Hawkshead Drive.

Public Consultation.

The exhibition was reasonably successful with approximately 100 residents attending. MKC have received over 500 responses thus far and the consultation will run until the 11<sup>th</sup> November. MKC will meet with ward councillors and the parish council after this date to discuss the result.

Dulverton Drive road closure. – 11<sup>th</sup> November 2013 till 22nd November 2013

Dulverton Drive will close for this period to remove and replace the speed reduction table near the brook. The reason for this is the current table is too high for the new electronic buses and will damage the detection electronics that sit under the bus. It is the detection device that updates all the information in the new bus shelters. the speed table will be re-created but at a lower height.

Cllr. Williams is currently discussing with MKC where to re-route the buses during the road closure and will keep the parish council up to date with any further information.

### **Planning & Environment Committee:**

**Cllr R Verman** updated members:

That the trees and shrubs on the far side of Windmill Hill allotments and the far end of the Washfield site needed to be cut back, and leaving them any longer would only result in a higher cost. Enquiries have been made and a quotation of £800 for Washfield and £2800 for Windmill Hill had been received. Cllr. Nicholas also advised that the Guinness trust who are responsible for the trees on the Windmill Hill site had in previous years agreed to pay 50% of the cost and that the parish council would be looking to recover their proportion of the cost.

Cllr Sanders proposed that payment is approved and a further two quotes are obtained to ensure best value. This was agreed unanimously.

### **Community Committee:**

**Cllr M Geaney** informed members that:

A £100 grant was paid to the bingo Christmas party at Shenley Brook End Village Hall. Cllr M Geaney had contacted MKC to enquire about machinery used for bulb planting MKC informed Cllr. M Geaney that special machinery is hired in from Holland for this usually, but this year they would not be planting any bulbs so therefore they had not hired the equipment. In light of this and that time was moving on it was agreed that the bulb planting project is postponed till next year.

### **Policy and Finance Committee:**

All items are covered in this agenda.

## **8. Meeting Updates**

### **The Parks Trust:**

**Cllr J Nicholas:**

Had been away on holiday so had nothing to report.

### **Shenley Lodge & Furzton Neighbourhood Action Group**

**Cllr M Geaney:**

Paving slabs have not been repaired due to the fact that council contractors had been dismissed and a new one had not yet been appointed.

Some residents expressed concern that ward councillors were not attending the meetings.

### **Howe Park Neighbourhood Action Group**

Cllr Edmonds was not present to report.

### **Valley Steering Group**

**Cllr R Verman:**

There have been no further meetings

### **LCSA:**

There have been no further meetings.

### **STARS:**

There have been no further meetings. Next meeting 6<sup>th</sup> November

### **Parishes Forum:**

There have been no further meetings

#### **9. Staff Handbook**

Cllr Nicholas circulated the resume of the Staff Handbook to be given to all members of staff and Cllr. Cato has updated the welcome page which is also to be added to resume. It was also suggested that as the Handbook is so long that rather than a hard copy to be kept in the office, that a electronic file would be made available for all staff to access when needed.

It was voted unanimously to adopt.

#### **10. Parish Questionnaire**

Cllr Nicholas suggested that as a licence would be required to show the landmark films that were advertised, that this would not be possible and that this was removed from the page Cllr Cato suggested that refreshments be added to the bingo article.

Following a discussion on the best way to distribute the questionnaire so it reached it's target audience , Cllr Livingstone proposed that it was placed as a two page article in the next edition of the Community News this was agreed unanimously. The wardens are to be asked that this edition is delivered to all care homes and sheltered housing in the parish.

Cllr. M Geaney agreed that an updated version would be sent to all council members once the amendments had been made and Cllr. Moore is to liaise with Cllr. Thomas on preparation for the newsletter.

Cllr Chapman also thanked Cllr Moore for all his hard work on this project.

#### **11. SBE Ponds**

Cllr Nicholas circulated two quotations received for the work to be done at the Shenley Brook End ponds she is also talking to Martin Kincaid from the Parks Trust to find another contractor who will be able to supply a third quote.

Cllr. Sanders proposed that as time is moving on that the council approve a maximum payment of £8000.00 this was agreed unanimously.

#### **12. Landscape Maintenance**

Following on from the presentation from Andy Hudson from MKC at the previous meeting he has presented the maps showing the areas within the parish that would come under this scheme. Cllr Livingstone enquired as to whether any quotations had been obtained. Cllr Nicholas explained that as all documents had to be presented by the 28<sup>th</sup> November that she was proposing that for the first year the council went with option 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.***

So that the council could monitor it to see what work was involved. Cllr Cato also added that as MKC are only carrying out minimal works it would be a lot to inherit. This was agreed unanimously.

#### **13. Finance**

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

Cllr. Sanders did ask why there were multiple payments to both Nu Swift and Stannah if they were both on service contracts. Cllr. Cato replied that he had been looking in to both these contracts and would be reporting back to council with his Findings at a later date.

Cllr Nicholas informed the council that both she and Cllr. Cato were meeting with TVP to ensure that they were fulfilling their Memorandum of Understanding regarding PCSO's.

Cllr. Nicholas informed the council the cash flow was higher than predicted and proposed that herself and Sharon Kerr look to place more on deposit.

This was agreed unanimously.

**14. Budget Actual Half Year – Budget 2014/15**

All committee chairs have been asked to present their first draft for budget By Friday the 15<sup>th</sup> November as the final budget must be prepared for mid December.

**15. Mirus**

Cllr. Nicholas reported that Mirus have carried out an inspection, and herself and Cllr. Cato are to meet with Rob from Mirus to discuss the proposal for replacement of the server on the 5<sup>th</sup> November. Cllr Nicholas informed the council that she would also be asking Rob to give her access to Carole McMillan's PC as she needs to access old emails.

She also asked for it to be minuted that the council would like to thank Sharon Kerr and Rebecca Zimmerman for keeping the office running so well.

**16. Tenancy Agreement**

Cllr Cato reported that he had chased the TVP again but is still waiting for them to get back to him.

**17. Pride in the Parish**

Cllr. M Geaney reported that five people along with Kim the event's organiser for Rugby club attended the last meeting. It was decided that the only outgoing cost would be for event insurance which they were hoping would be covered by traders attending on the day. She has asked that money is put by in next year's budget to cover this. Cllr Cato has asked that Cllr M Geaney checks with the rugby club to confirm that they are able to provide public Liability insurance and they provide a copy of there certificate. Cllr. M Geaney confirmed that the monthly meetings were to continue.

**18. Editorial Working Party**

It was reported that Rebecca is now learning how prepare the newsletter on the new Apple Mac computer. Cllr Nicholas suggested that early next year if any Councillors would like to put themselves forward to mirror Cllr Thomas and learn how he gathers and edits material for the newsletter this would start succession planning.

Cllr Thomas has requested that all councillors try to get more information gathered for the newsletter about what is happening in the parish.

The next issue is to be delivered in early December, so therefore all articles are to be received within the next two weeks.

At this stage of the meeting Sharon Kerr was asked to leave due to the confidentiality of the Next agenda item. - Sharon Kerr left the meeting at 20:50 hours

**The following dates and times were noted:-**

**Planning & Environment Committee** – Monday 4<sup>th</sup> November 2013

**Community Committee** – Monday 11<sup>th</sup> November 2013

**Policy & Finance** – Monday 20<sup>th</sup> January 2014

**Parish Council** – Monday 25<sup>th</sup> November 2013

**20. Date of next meeting** – Monday 25<sup>th</sup> November 2013

Meeting closed: 21:15 hours

Signed.....Chairman