



**MINUTES OF THE ANNUAL COUNCIL MEETING OF THE PARISH held on 8 MAY 2017 at 19h30 at the Kingston Library, Milton Keynes**

Venue: Kingston Library, Winchester Circle, Kingston, MK10 0BA

Started 19h46

17/2017	<p><b>Apologies:</b> Vikas Chandra (VC), Taimyr Boungou-Pouaty (TBP)  <b>No Apologies:</b> Chris Turner (CT)  <b>Present:</b> Graham Clark (GC), Peter Laws (PL), Jaime Tamagnini-Barbosa (JTB), Jenni Ferrans (JF), Cllr's, Jane Harrington-Chair (JH), Russell Houchin (RH).  <b>In Attendance:</b> Vicky Mote (Clerk) plus Colin Bowker</p>	
18/2017	<p><b>Election of Chair:</b>  Cllr JH confirmed she is happy to stand as Chair again if no other proposals. Cllr RH proposed Cllr JH as Chair and Cllr GC seconded that.  <b>RESOLVED:</b> Cllr JH duly elected.</p>	
19/2017	<p><b>Election of the Vice Chair</b>  <b>RESOLVED:</b> Council to carry Election of this position forward to the June meeting when full council present.</p>	
20/2017	<p><b>Minutes</b> of 10 April 2017 were approved and signed by Cllr JH as a true record of the meeting.</p>	
21/2017	<p><b>Declaration of interest:</b> No declarations.</p>	
22/2017	<p><b>Approval of the Inventory and Asset register.</b> Clerk presented asset inventory and Insurance options.  <b>RESOLVED:</b> To accept Zurich Municipal quote and enter into a three year agreement.  <b>RESOLVED:</b> Clerk to check if children liability within the Youth Group session falls under the responsibility of the Parish Council or Woughton Community Council who run the sessions.</p>	Clerk
23/2017	<p><b>Internal Audit of financial records 2016/17.</b>  <b>RESOLVED:</b> Financial statements were adopted and the Annual Return signed by the Chair and RFO.   Clerk updated council on two issues with internal audit:  1. Balance brought forward from last year not same as stated on External audit form (£160 difference). Clerk confirmed has spent considerable time but can't find the anomaly from last year and will report as such to the external auditor.  2. Clerk did not enter annual interest from investment accounts, rectified.  3. Clerk confirmed no recommendations within internal audit, auditor happy with internal processes and checks.   <b>RESOLVED:</b> Cllr GC proposed £160 goodwill vouchers for internal auditor, all agreed.</p>	Clerk
24/2017	<p><b>Review of Annual Governance Statement</b> for external audit preparation.  The Governance Statement (Section 1) was reviewed by the members and all agreed "yes" to statements 1-8 and N/A to statement 9. Form was duly signed and dated by Chair and Clerk/RFO.</p>	
25/2017	<p>1. <b>Standing Orders/Financial Regulations.</b>  <b>RESOLVED:</b> To accept the pre circulated changes, Clerk to formally update and circulate to Councillors.   <b>Risk Assessment Document</b>  <b>RESOLVED:</b> To accept the pre circulated document.   2. <b>Parish Forum</b>  <b>RESOLVED:</b> Cllr's. JTB + JH to represent the parish council at quarterly forums, clerk to notify of dates.   3. <b>SLCC, BALC, NALC Memberships</b>  Clerk updated council on the split with SLCC and ALCC.  <b>RESOLVED:</b> To continue with memberships and agreed to pay the membership of ALCC on behalf of the clerk.</p>	Clerk/ JTB/ JH
26/2017	<p><b>Finance.</b>  1. <b>Appeals for funding:</b> There were no appeals.  2. <b>Payments:</b> Payments for April were approved and signed by Cllr JH and Clerk, Clerk to send formal letter of thanks to Shar Roselman.</p>	Clerk

**CURRENT ACCOUNT PAYMENTS 08/05/17**

Payee Name	Amount	Details
HMRC	£890.12	Tax + NI Apr 17
Bucks County Council	£625.99	Pension-Apr 17
V Mote	£182.14	Reimbursements Mar 17
V Mote	£1,962.07	Salary Apr 17
A H Contracts	£948.19	Bin Servicing Apr 17
MK Play Association	£1,890.00	Easter Play Sessions
Colin Bowker	£195.75	Youth Group Consumables-Feb-Apr 17
Monkston Community Centre	£126.00	Youth Group Room Bookings Apr 17
Shar Roselman	£127.00	Strategy Meeting 29/03/17
Grand Union Vineyard Church	£2,500.00	Community Event 24/06/17
<b>Total</b>	<b>£9,455.26</b>	

**CURRENT ACCOUNT-TO BE INVOICED 08/05/17**

Broughton & Milton Keynes PC	1427.65	Recharge Clerk Salary/Pension/HMRC-Apr 17
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**ALLOTMENT PAYMENTS 08/05/17**

Payee Name	Amount	Details
RTM Landscapes	£558.02	Allotment Maintenance-Apr 17
RTM Landscapes	£150.00	Monkston Park Trough Repairs (4)
RTM Landscapes	£36.00	Kents Hill Trough Repair (11-18)
Anglian Water	£68.72	Kents Hill (A) Water
Anglian Water	£68.72	Kents Hill (B) Water
<b>Total</b>	<b>£558.02</b>	

3. **Banking:** Statements available on request to the Clerk.

27/2017	<p><b>Planning application report</b> (fixed item).                      17/00966/FUL-96 Crowborough Lane, Kents Hill, no comments.                      17/01011/FUL-53 Colindale Street, Monkton Park, no comments.                      17/00996/FUL-42 Queensbury Lane, Monkton Park, no comments.</p>	
28/2017	<p><b>Licensing application report</b> (fixed item).                      1. Bitez Kebab, no comment.</p>	
29/2017	<p><b>Consultation papers</b> (fixed item):  <u>Plan:</u> MK, deadline for comment 6 June 2017.                      Council put forward a number of concerns as follows:                      Chaffron Way, V10, Parking Charges, Street Design (street lighting), Lack of parking in schools, Separate MK across main motorway, Affordable Housing, Oxford/Cambridge Link, Selling housing on Block abroad.                      MKC are too reliant on past practices; we need to challenge these.                      RESOLVED: Cllr RH agreed to collate more detailed response from councillors to MKC, Clerk to circulate prior to submission. Deadline for Councillors to submit to Cllr RH is 20/05.</p>	Clerk/ Cllr's
30/0217	<p><b>Review of Training needs</b> for Councillor's in the coming year.                      Clerk presented course on 07/06/17 Digital Engagement (Aylesbury).                      RESOLVED: Clerk to go ahead and book this course for Cllr's JH, JTB, PL and Clerk. Cllr RH asked if Clerk can find out the viability of doing this course via a webinar.                      RESOLVED: Clerk to look at Planning and Licensing Training opportunities with MKC.</p>	Clerk
31/2017	<p><b>Community Parking Scheme</b>                      Grant application, Council discussed various opportunities.                      RESOLVED: Cllr JF proposed everybody brings back proposals to next meeting to formally agree in preparation for grant applications next year, all agreed.</p>	Cllr's

32/2017	<p><b>Shared Service with Broughton &amp; Milton Keynes Parish Council</b></p> <p>1. Clerk presented costs and confirmed nothing available within our parish for the next two years. RESOLVED: Clerk to log Parish Council name as interested party in first refusal for any office facility at Kingston Library and any facility at the back of the Tesco shopping centre (“old library”). RESOLVED: To share the office facility at 27 Atlas Way, Oakgrove for an initial period of 12 months and then review.</p> <p>2. Agree Parish Council meeting location. RESOLVED: To keep our meetings at the Kingston Library. Cllr’s GC and RH were FOR Oakgrove, Cllr’s JTB, PL, JF, JH were FOR Kingston Library.</p> <p>3. RESOLVED: Cllr’s JH, RH, JTB to represent the Parish Council in a joint working group to discuss shared services with Broughton and Milton Keynes Parish Council and other councils.</p>	Clerk/ JH/RH /JTB
33/2017	<p><b>Youth/Play Session Tender</b></p> <p>Cllr JF and Colin Bowker gave an overview of their working group proposal. RESOLVED: Go out to tender for play sessions and youth group session based on existing model. RESOLVED: Look to go out to Tender on older age group session based on Great Lindford model (all run in primary schools, one day a week start with Monkston)-proposal details available on request. RESOLVED: Delegate to Chair, Clerk and Working Group to put tender together and go out in September for go live date of end of the year/January 2018.</p>	Clerk/ JH/ Working Group
34/2017	<p><b>Strategy Meeting 29/03/17</b></p> <p>Agree working groups for the following agreed topics:</p> <p>1. <u>Resource (Councillor/Office)</u> RESOLVED: Clerk to get more details from Great Linford PC on their Councillor recruitment drive, bring back to June meeting.</p> <p>2. <u>Landscape/Green Spaces</u> RESOLVED: Cllr RH to collate and bring back some suggestions to the June meeting.</p> <p>3. <u>Social Media</u> RESOLVED: Cllr’s JTB, JH, PL to form a working party to discuss the way forward on social media. Working Party to update full council when appropriate.</p> <p>4. <u>Events</u> RESOLVED: Clerk to find out from other parish councils on what they do with regard to social events, bring back to June meeting to discuss and agree way forward.</p> <p>5. <u>Funding Sources</u> RESOLVED: Cllr JF to initially find out from Milton Keynes Council if there is any S106 funding.</p> <p>6. <u>Shared Services/Devolution</u> RESOLVED: The shared services working party (item 32/2017-3) will pick this topic up and update council when appropriate.</p>	Cllrs
35/2017	<p><b>Progress reports for information:</b></p> <p>1. Correspondence (fixed item), nothing to report on. 2. Allotment Management (fixed item), nothing to report on. 3. Parish Forum (fixed item), next forum due on 15 June 2017.</p>	JH/ JTB
36/2017	<p><b>Risk assessment for projects, where appropriate</b>, none to report on.</p>	
37/2017	<p><b>Councillors’ reports and items for future agendas</b></p> <p>1. Future agenda item-Meeting Structure. 2. Cllr JTB informed council, has contacted Highways regarding the placard outside the Milton Court Care Home, causing intrusion on driver view. 3. Cllr JTB proposed the Parish Council considers the old BT phone boxes within the parish for installing community defibrillators, future agenda item. 4. Cllr RH proposed the Parish Council carries out an analysis of landscaping, future agenda item. 5. Cllr RH confirmed that he has used the 301 bus however, suggested that the lack of</p>	Clerk

	<p>passengers using this good service is due to lack of publicity.</p> <p>5. Cllr RH asked what the process is in reporting barriers that are old or broken, Clerk asked councillors to inform her and she will log with Milton Keynes Council.</p> <p>6. Cllr JF confirmed that the Kingston trolleys don't take the new pound coin and whilst a minor problem with abandoned trolleys at the moment, we should monitor this.</p> <p>7. Cllr JH asked about the brambles on Finsbury Chase, Cllr JF confirmed that it is up to the respective Housing Association to maintain the middle and Milton Keynes Council to maintain the edges.</p>	
38/2017	<p><b>Date of the next Parish Council meeting:</b> Monday 12 June 2016 - Kingston Library at 19h30</p>	

**Meeting Ended: 22h05**

<b>SIGNED</b>	
<b>NAME:</b>	
<b>DATED:</b>	