21 December 2018

Minutes of the Management Committee Meeting

Held at **7.00 pm** on **Wednesday 12th December 2018**

At Stantonbury Parish Council Office, 126 Kingsfild, Bradville

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|  | 15-minute session for members of the public to speak. |  |
|  | **Present:**  Cllr D Wright-Chairman  Cllr M Farmer  Cllr P Kirkham  Cllr M Millen  Cllr L Morgan – Minute-Taker  Cllr G Parker |  |
| M/67/18 | **Apologies:**  Cllr S Agintas  Cllr G Davison  Cllr S Kennedy  **Accepted by 6 votes for.** |  |
| M/68/18 | **Declarations of Interest:**  Cllr D Wright – M/74/18 |  |
| M/69/18 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on Wednesday 14November 2018. **Agreed by 6 votes for**. |  |
| M/70/18  a)  b) | **Working Groups**  Chairman Wright to update the committee on the working groups and to lead discussion on:  To decide on the dates of working group 1 and 2 meetings**. It was agreed that the Working Groups should meet on the following dates:**  **Working Group 1 – Monday 14th January 2019 at 6.00pm.**  **Working Group 2 – Thursday 10th January 2019 at 6.00pm.**  To decide on what policy to work on. **Working Group 2** **to continue to review the draft Information Classification Policy Version 1. After discussion, the completed document will be ready for viewing on 17th January 2019, ready for presentation at the Main Meeting on 6th February 2019.**  **Working Group 2 to continue to review the draft Data Protection and Privacy Policy version 1.**  **After discussion, the completed document will be ready for viewing on 17th January 2019, ready for presentation at the Main Meeting on 6th February 2019.**  **It was agreed, as these are now both urgent, that Working Group 2 (Governance) should begin working on these policies as soon as possible.**  **Agreed by 6 votes for.** | **MM, GAD, LM, DW, SK**  **MF, SA, PK, GP, DW**  **MF, SA, PK, GP, DW**  **Office to prepare for presentation.**  **MF, SA, PK, GP, DW**  **Office to prepare for presentation.** |
| M/71/18  a)  b)  c) | **Purchase of Equipment Update**  Chairman Wright to lead discussion on whether the committee agree to the purchase of the following items for the Parish Ranger.  **Information sheets on equipment were circulated.**  **Chipper**  Committee to discuss and agree to the purchase of a chipper. Chairman to provide the item details and costing. **A discussion took place. The Parish Ranger is to supply the details of options to the Main Meeting on 6 February 2019.**  **Shredder**  Committee to discuss and agree to the purchase of Chainsaw. Chairman to provide the item details and costing. **Following discussion, it was decided that there would be no present need for a shredder at this time.**  **Chainsaw**  Committee to discuss and agree to the purchase of a chainsaw. Chairman to provide the item details and costing. **Following discussion, it was decided that the following equipment should be purchased as soon as possible by the Parish Ranger:**  **C.1) Chainsaw -** STIHL MS 170- At a cost (including VAT) of £185.00.  **C.2) Associated equipment –  C.2.1) STIHL Chainsaw case (plastic) –** At a cost (including VAT) of £37.50.  **C2.2) STIHL Filing Kit for 1/4” and 3/8” P**. At a cost (including VAT) of £22.00.  **C.3) Safety Clothing- C.3.1) Helmet – STIHL Advance X-Vent Helmet Set.** At a cost of £70.00.  **C.3.2)** **Trousers-STIHL Function Ergo Chainsaw Trousers Design A-Class 1.** At a cost of £100.00.  **C.3.3)** **STIHL Dynamic ThermoVent Gloves.** – At a cost of £22.00.  **C.3.4)** **STIHL Dynamic S3 Chainsaw Boots**. At a cost of £187.50.  C.4) **Training**-To be arranged once chainsaw and associated equipment has been purchased.  **Agreed by 6 votes for.** | **DW & PR to meet to discuss options to provide.**  **DW & PR to arrange purchase.**  **DW & PR to arrange purchase.**  **DW & PR to arrange purchase.**  **DW & PR to arrange purchase.**  **DW & PR to arrange purchase.**  **DW & PR to arrange purchase.**  **DW & PR to arrange purchase.**  **DW & PR to arrange purchase.**  **OM to arrange once equipment purchased.** |
| M/72/18 | **Purchase of Tools Update**  Chairman to lead discussion on the agreement of the tools needed for the Parish Ranger for the upcoming budget. **Following a discussion, it was decided to request a list of tools required from the Parish Ranger to be supplied urgently.**  **Meeting to be arranged between Cllrs Wright, Parker and Parish Ranger.** | **Parish Ranger to supply list of tools asap.**  **Cllrs Wright, Parker and Parish Ranger to arrange meeting.** |
| M/73/18 | **Purchase of Garage Update**  Chairman to lead discussion on the current status of the garage proposed for the Parish Ranger at the Wylie Drop-In location. **A discussion took place where it was suggested the garage is placed at the side of the Wylie Drop-In Centre.**  **The Parish Ranger is to be asked to look into checking the foundations further.**  **Cllr Davison is to produce drawings over Christmas.**  **3 tenders required.** | **Parish Ranger to check foundations of Wylie Drop-In**  **GAD**  **OM** |
| M/74/18 | **Purchase of Trailer Update**  Chairman to lead discussion on the current status of the proposed purchase of a trailer for the use of the Parish Ranger. **Cllr Wright has donated his trailer to the Parish Council. The Parish Council will have to look into the purchase of number plates and relevant insurance.** | **OM to investigate the cost of the number plates and the insurance.** |
| M/75/18 | **Councillors Paper for all Meetings**  To discuss how we can go electronic as not all Councillors have the means to receive and copy.  **Following discussion, it was decided that Cllrs Millen, Farmer, Kirkham, Wright and Morgan are to receive paperwork electronically. Cllr Parker is to remain receiving paper copies.**  **Office to contact Cllrs Davison, Kennedy and Agintas to ask for their decision.** | **Office to contact GAD/SK/SA for decision on paper/electronic copies.** |
| M/76/18 | **Tow Bar Update**  To discuss and agree to purchase a tow bar suitable for the Parish Ranger van. Options and costs to be provided by the Parish Ranger.  **A discussion followed regarding the weight that the bar could tow.**  **– 640 kg (not braked)**  **-1100kg (not braked)**  **The cost of the tow bar suggested was £225.00. It was also discussed that the same company who will provide and fit the tow bar will also provide and fit the roof beacon (flashing lights). The cost for providing and fitting both the tow bar and the roof beacon is £385.00.**  **Agreed to go ahead with both the tow bar and roof beacon. Agreed by 6 votes for.** | **Parish Ranger to arrange.** |
| M/77/18 | **Yellow Flashing Lights Update (Roof Beacon)**  Update from Cllr Kirkham to discuss flashing yellow lights suitable for the Parish Ranger van. Options and costs to be provided by the Parish Ranger. **Committee was provided for consideration a suggestion of fitting a roof beacon. The Parish Ranger has been able to source a company that will provide and fit the roof beacon along with the tow bar (see Item M/76/18). At a total cost of £385.00. Agreed to fit both the tow bar and the roof beacon. Agreed by 6 votes for.** | **Parish Ranger to arrange.** |
|  | **Planning & Licensing Decisions (Not on Agenda)**  Management Committee to discuss those planning and licensing applications that came in too late to go on agenda and where the comments by date falls before the next Main Meeting of 9 January 2019.   1. **Licence Ref: 150289 –** Linford Wood Filling Station. **A discussion followed where some committee members voiced their initial concerns regarding the extension of the alcohol licence. When it was emphasised that the Parish Council would only be able to record objections that fall within the categories stated by Planning at Milton Keynes Council, it was decided that no concerns fit in. The licence was therefore agreed with no objections. Agreed by 6 votes for.** 2. **18/02904/FUL-**   **7 Herdwyck Close, Oakridge Park**  Proposed rear conservatory.  **Committee agreed by 6 votes for with no objections.**  **INFORMATION ONLY**   1. **16/00854/FUL-**   **25 Lullingstone Drive, Bancroft Park**  Two storey side and rear extension, and single storey rear extension.  **Milton Keynes Council Decision states:**  **Full Planning Permission Granted.**  **Committee has Noted the decision.** | **Office to record vote of no objections.** |
|  | Agree to hold a confidential Part 2 of the meeting at which press and the public will be excluded under the Public Bodies (Admission to Meetings) Act 1960 section (2). |  |
| a)  b) | **Confidential**  Consideration of matters related to the following confidential matters:  Office Working Hours-**Full and frank discussion was held regarding office working hours. Resolution reached.**  Time-tracking to all tasks carried out. **Discussion was held on how this was going to be carried out in conjunction with our IT provider.** |  |

Meeting closed at 8.25 pm

The next meeting of Stantonbury Parish Management Committee

will be held on **Wednesday 13 February 2019 at 7.00 pm,**

at the Parish Office, 126 Kingsfold, Bradville**.**