

19 March 2020

Minutes of the Main Meeting held on  
**Wednesday 18 March 2020**  
 At Stantonbury Parish Office, 126 Kingsfold, Bradville,  
 For the purpose of transacting the business as set out below.

**MINUTES**

|        |  |              |
|--------|--|--------------|
|        | <b>Chairman's Welcome and Introduction to meeting.</b>   |              |
| 293/19 | <b>Present:</b><br>Cllr G Davison (GAD)-Chairman<br>Cllr L Morgan (LM)-Vice-Chairman<br>Cllr M Millen (MM)<br>Cllr S Kennedy (SK)<br>Cllr S Agintas (SA)<br>Cllr A Ronaldson (AR)  |              |
|        | <b>Cllr Millen gave his apologies in order to take a phone call.</b>   |              |
| 294/19 | <b>Apologies for Absence:</b><br>Cllr A Anwar- <b>Agreed by 5 votes for</b><br>Cllr C Northwood- <b>Agreed by 5 votes for</b><br>Cllr P Kirkham- <b>Agreed by 5 votes for.</b>   |              |
|        | <b>Cllr Millen returned to the meeting on 7.35 pm.</b>   |              |
| 295/19 | <b>Public Forum for members of the public to speak:</b><br>None.   |              |
| 296/19 | <b>Presentations</b><br>None.  |              |
| 297/19 | <b>Declarations of Interest:</b><br>None.  |              |
| 298/19 | <b>Chairman's Remarks:</b><br>1) Email-The Bus Shelter:MK – <b>Chairman updated Council. Noted.</b><br>2) Proper Officer- <b>Chairman updated Council. Having checked the legislation, he confirmed Council is able to have more than one Proper Officer. His recommendation was to have one for financial matters</b> | <b>AR/LM</b> |

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|        | <p>and another for other services. He asked Cllr Ronaldson if she would be willing to hold the post, and following a few queries, she agreed. Chairman further confirmed he would consider approaching the staff and a Councillor for other Proper Officer services.</p>  |           |
| 3)     | Home-working for Staff-Chairman discussed the possibility of staff working from home and the potential security issues. Following a short discussion, the Council agreed to, provided any security queries were answered, and proper security procedures were put in place. Office to contact the IT Company to present queries and find out costs. | DM        |
| 4)     | Protocol for illness of staff member-If any member of the staff should fall ill with a COVID-19 related symptom/s, all staff should be sent home with immediate effect.   | All staff |
| 5)     | SPC Answerphone Message-Should the staff need to work from home, the work's answerphone message will need to be updated, to include the number of Milton Keynes Council.  | KF        |
| 6)     | Parish Rangers-Rangers can continue to work on outside duties in un-populated areas. High-vis clothing is only required when carrying out associated duties. When patrolling, high-vis is not required.   | PH/LS     |
| 7)     | <b>Staff Pay</b><br>Staff Pay-Chairman asked Council to discuss the continuation of pay for staff, during should they have to work from home. Council agreed.   |           |
| 8)     | Planning Portal-Chairman instructed Council to check the planning portal on a regular basis (at least one a week). This will be backed up by office notifications.  | CLLRS/DM  |
| 299/19 | <b>Reports:</b>   |           |
| 1)     | CAB Feedback-Chairman confirmed to Council he had received feedback on the statistics of our CAB sessions. Noted.   |           |
| 2)     | Parish Rangers Reports-Noted.   |           |
| 300/19 | <b>Minutes:</b><br>To approve and sign the Minutes of the Main Meeting held on 4 March 2020. Agreed by 6 votes for.   |           |

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| 301/19 | <p><b>Finance:</b></p> <p>a) Cash and Reserves-Agree and sign. <b>Defer.</b><br/>Budget Variance-Agree and sign. <b>Defer.</b></p> <p>b) Invoices over £500-information. <b>Defer.</b></p> <p>c) Payments made/Received-Agree and sign. <b>Defer.</b></p> <p>d) Payments Due-Agree and sign. <b>Council agreed to defer until finance clarification on payments received.</b></p> <p>e) To agree to purchase water troughs for Bradwell Road</p> <p>f) Allotments total cost for 8 troughs = £613.00 + VAT (£735.60). <b>Council was notified of a slight change in costings which made the new total for 8 troughs = £699.65+VAT.</b></p> <p><b>Council were asked if they needed more time to consider the change in costings or if they were happy to vote now. Agreed by 6 votes for to agree revised costings.</b></p> | ST |
| 302/19 | <p><b>Risk Management</b><br/>Council to discuss any items concerning risk management.<br/><b>None.</b></p>   |    |
| 303/19 | <p><b>Grants</b></p> <p>a) <b>Herons Lodge Social Club</b><br/>Amount required from SPC- £500<br/>Accounts approved by RFO.<br/>Funds needed asap</p> <p>Chairman to allocate to the next available Councillor.</p> <p><b>In response to Stantonbury Parish Council decision to postpone Main Meetings, it was agreed to postpone the consideration of all grants for the foreseeable future.</b></p> <p><b>Council requested any applicants are to be informed in writing.</b></p>   | DM |
| 304/19 | <p><b>SPC Parking Consultation</b><br/>Following Milton Keynes Council's review of all comments received. The Parish Council are to consider how they wish to proceed.</p> <p><b>Following a short discussion, Council agreed to implement the following Options which received no objections without delay:</b></p>  | KF |

|                             |  |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
|-----------------------------|--|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|--|----------------------------|--|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------|------------------|-----------------|------------------|------------------|------------------|------------------|--|--|
|                             | <table border="1"> <tr> <td><b>Option 2</b></td> <td><b>Option 10</b></td> </tr> <tr> <td><b>Option 4</b></td> <td><b>Option 11</b></td> </tr> <tr> <td><b>Option 6</b></td> <td><b>Option 13</b></td> </tr> <tr> <td><b>Option 7</b></td> <td><b>Option 23</b></td> </tr> <tr> <td><b>Option 9</b></td> <td></td> </tr> </table> <p>Agreed by 6 votes for.</p> <p>The Council also agreed to Milton Keynes Council resolving the objections then implementing the following Options:</p> <table border="1"> <tr> <td><b>Option 1-no changes</b></td> <td><b>Option 19-Remove NW13 from the proposals.</b></td> </tr> <tr> <td><b>Option 8-no changes</b></td> <td><b>Option 20-No changes</b></td> </tr> <tr> <td><b>Option 17-no changes</b></td> <td><b>Option 21-no changes</b></td> </tr> <tr> <td><b>Option 18-no changes</b></td> <td><b>Option 22-no changes</b></td> </tr> </table> <p>Agreed by 6 votes for.</p> <p>The Council also agreed to Milton Keynes Council reviewing and carrying out further investigations on the following options:</p> <table border="1"> <tr> <td><b>Option 3</b></td> <td><b>Option 15</b></td> </tr> <tr> <td><b>Option 5</b></td> <td><b>Option 16</b></td> </tr> <tr> <td><b>Option 12</b></td> <td><b>Option 24</b></td> </tr> <tr> <td><b>Option 14</b></td> <td></td> </tr> </table> <p>Agreed by 6 votes for to review.</p> <p>The Parish Council also agreed to Milton Keynes Council including these new, additional recommendations that need further investigation. The office is to contact the Highways department to request additional costings and revised timescales.</p> | <b>Option 2</b> | <b>Option 10</b> | <b>Option 4</b> | <b>Option 11</b> | <b>Option 6</b> | <b>Option 13</b> | <b>Option 7</b> | <b>Option 23</b> | <b>Option 9</b> |  | <b>Option 1-no changes</b> | <b>Option 19-Remove NW13 from the proposals.</b> | <b>Option 8-no changes</b> | <b>Option 20-No changes</b> | <b>Option 17-no changes</b> | <b>Option 21-no changes</b> | <b>Option 18-no changes</b> | <b>Option 22-no changes</b> | <b>Option 3</b> | <b>Option 15</b> | <b>Option 5</b> | <b>Option 16</b> | <b>Option 12</b> | <b>Option 24</b> | <b>Option 14</b> |  |  |
| <b>Option 2</b>             | <b>Option 10</b>   |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 4</b>             | <b>Option 11</b>   |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 6</b>             | <b>Option 13</b>   |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 7</b>             | <b>Option 23</b>   |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 9</b>             |  |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 1-no changes</b>  | <b>Option 19-Remove NW13 from the proposals.</b>   |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 8-no changes</b>  | <b>Option 20-No changes</b>  |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 17-no changes</b> | <b>Option 21-no changes</b>  |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 18-no changes</b> | <b>Option 22-no changes</b>  |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 3</b>             | <b>Option 15</b>   |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 5</b>             | <b>Option 16</b>   |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 12</b>            | <b>Option 24</b>   |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| <b>Option 14</b>            |  |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| 305/19                      | <p><b>Neighbourhood Plan</b><br/>Parish Council to discuss and agree the revised costings for the Neighbourhood Plan Referendum letter drop and associated costs of £3500.00. <u>Defer</u>.</p>  |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |
| 306/19                      | <p><b>Office Furniture, Phone and IT Equipment</b><br/>Office to discuss and agree if they wish to purchase the following items for the office:</p> <p><b>Furniture</b><br/>2x 4-drawer filing cabinets. Single cost of £169. Total cost</p> <p>a) £338.00+VAT<br/>b) 1x stationery cupboard Total cost £289.00+VAT</p>  |                 |                  |                 |                  |                 |                  |                 |                  |                 |  |                            |  |                            |                             |                             |                             |                             |                             |                 |                  |                 |                  |                  |                  |                  |  |  |

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|        | <p>c) 1x classic desk total cost £199.00+VAT<br/> d) 1x desk pedestal total cost £219.00+VAT<br/> e) 1 x office chair total cost £250.00 +VAT</p> <p><b>Phone</b></p> <p>f) Yealink T23G Mono Handset Inc delivery. Total cost £79.00+VAT</p> <p><b>IT Equipment</b></p> <p>g) SFF-Core i5 9400 2.9 GHz-8GB Personal computer-including delivery and installation Cost of £589.00+VAT.<br/> h) Phillips V-line – LED Monitor including delivery. Cost 110.00+VAT.<br/> i) 2550GB Hard drive replacement Cost of £56.00+VAT<br/> j) 8GB Ram Upgrade to 12GB for HP PC. Cost of £49.00<br/> Complete data operating system and data transfer (also includes Microsoft Office setup). Cost of £99.00+VAT</p> <p><b>Total Cost: £2,277.00 + VAT £455.40 (£2,732.40)</b></p> <p><b>Council agreed to all furniture, phone and IT Equipment costs as listed at a total cost of £2,277.00+VAT. Agreed by 6 votes for.</b></p> |  |
| 307/19 | <p><b>Staff Clothing</b><br/> Council to discuss and agree whether they wish to pay £20 per head for staff members to buy period clothing for the upcoming VE Day Afternoon Tea's. <b>The Event has now been cancelled, there is no longer a need for agreement of clothing.</b></p>   |  |
| 308/19 | <p><b>Community Bus</b><br/> Does Council wish to continue with enquiries into the Community Bus? <b>Following a discussion, it was agreed by Council to continue looking into options regarding the Community Bus.</b></p>  |  |
| 309/19 | <p><b>Support for Senior Residents of the Parish</b><br/> Council to read and agree wording of draft letter intended to be sent to local organisations. <b>Defer.</b></p>  |  |

| 310/19 | <p><b>Committee Meetings</b><br/>Chairman to notify Council of all confirmed committee meetings and receive confirmation of attendance of apologies:</p> <p style="text-align: center;"><b>March Committee (Public) Meetings</b></p> <table border="1" data-bbox="336 472 1190 734"> <thead> <tr> <th></th> <th>Date</th> <th>Time</th> <th>Title</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>16.03.20</td> <td>10.30am</td> <td>Extraordinary Meeting</td> <td>All Cllrs</td> </tr> <tr> <td>2.</td> <td>25.03.20</td> <td>2.00 pm</td> <td>Com Proj</td> <td>All Cllrs</td> </tr> <tr> <td>3.</td> <td>25.03.20</td> <td>7.30 pm</td> <td>Allotment</td> <td>GAD/AA/<br/>MM/LM/SK</td> </tr> </tbody> </table> <p style="text-align: center;"><b>April Committee (Public) Meetings</b></p> <table border="1" data-bbox="336 808 1190 1223"> <thead> <tr> <th></th> <th>Date</th> <th>Time</th> <th>Title</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>01.04.20</td> <td>7.30 pm</td> <td>Main</td> <td>All Cllrs</td> </tr> <tr> <td>2.</td> <td>08.04.20</td> <td>7.00 pm</td> <td>Management</td> <td>All Cllrs, apart from MM</td> </tr> <tr> <td>3.</td> <td>15.04.20</td> <td>7.30 pm</td> <td>Main</td> <td>All Cllrs</td> </tr> <tr> <td>4.</td> <td>21.04.20</td> <td>5.30-8.00 pm</td> <td>Annual Parish Meeting</td> <td>All Cllrs</td> </tr> </tbody> </table> <p><b>Following the decision by the Parish Council to cancel all Main Meetings. The Councillors were told to ignore the schedules.</b></p> |              | Date  | Time                     | Title | Attendees | 1. | 16.03.20 | 10.30am | Extraordinary Meeting                       | All Cllrs         | 2. | 25.03.20 | 2.00 pm  | Com Proj    | All Cllrs              | 3. | 25.03.20 | 7.30 pm | Allotment | GAD/AA/<br>MM/LM/SK |  | Date | Time | Title | Attendees | 1. | 01.04.20 | 7.30 pm | Main | All Cllrs | 2. | 08.04.20 | 7.00 pm | Management | All Cllrs, apart from MM | 3. | 15.04.20 | 7.30 pm | Main | All Cllrs | 4. | 21.04.20 | 5.30-8.00 pm | Annual Parish Meeting | All Cllrs |  |
|--------|---|--------------|---|--------------------------|-------|-----------|----|----------|---------|---|-------------------|----|----------|----------|-------------|------------------------|----|----------|---------|-----------|---------------------|--|------|------|-------|-----------|----|----------|---------|------|-----------|----|----------|---------|------------|--------------------------|----|----------|---------|------|-----------|----|----------|--------------|-----------------------|-----------|--|
|        | Date  | Time         | Title                                       | Attendees                |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 1.     | 16.03.20  | 10.30am      | Extraordinary Meeting                       | All Cllrs                |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 2.     | 25.03.20  | 2.00 pm      | Com Proj                                    | All Cllrs                |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 3.     | 25.03.20  | 7.30 pm      | Allotment                                   | GAD/AA/<br>MM/LM/SK      |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
|        | Date  | Time         | Title                                       | Attendees                |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 1.     | 01.04.20  | 7.30 pm      | Main  | All Cllrs                |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 2.     | 08.04.20  | 7.00 pm      | Management                                  | All Cllrs, apart from MM |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 3.     | 15.04.20  | 7.30 pm      | Main  | All Cllrs                |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 4.     | 21.04.20  | 5.30-8.00 pm | Annual Parish Meeting                       | All Cllrs                |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 311/19 | <p style="text-align: center;"><b>March Councillors and Staff Only Meetings</b></p> <table border="1" data-bbox="336 1480 1190 1816"> <thead> <tr> <th></th> <th>Date</th> <th>Time</th> <th>Title</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>19.03.20</td> <td>2-5 pm</td> <td>Community Action:MK Spring Networking Event</td> <td>SK (@ MK College)</td> </tr> <tr> <td>2.</td> <td>23.03.20</td> <td>11.00 am</td> <td>APM Wkg Grp</td> <td>PK/LM/SA/ SK/<br/>AR/KF</td> </tr> </tbody> </table> <p><b>Following the decision by the Parish Council to cancel all Main Meetings. There is also no need to hold working groups. The Councillors were told to ignore the schedules.</b></p>  |              | Date  | Time                     | Title | Attendees | 1. | 19.03.20 | 2-5 pm  | Community Action:MK Spring Networking Event | SK (@ MK College) | 2. | 23.03.20 | 11.00 am | APM Wkg Grp | PK/LM/SA/ SK/<br>AR/KF |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
|        | Date  | Time         | Title                                       | Attendees                |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 1.     | 19.03.20  | 2-5 pm       | Community Action:MK Spring Networking Event | SK (@ MK College)        |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |
| 2.     | 23.03.20  | 11.00 am     | APM Wkg Grp                                 | PK/LM/SA/ SK/<br>AR/KF   |       |           |    |          |         |   |                   |    |          |          |             |                        |    |          |         |           |                     |  |      |      |       |           |    |          |         |      |           |    |          |         |            |                          |    |          |         |      |           |    |          |              |                       |           |  |

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| 312/19 | <p><b>Communication from Residents</b></p> <p>To review and discuss all communication from residents. (Excluding comments related to the Neighborhood Plan which are dealt with under their own process).</p> <p><b>None.</b></p>  |  |
| 313/19 | <p><b>Vote to Agree to hold a confidential Part 2 of the meeting at which press, and the public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2).</b></p> <p><b>Agreed by 6 votes for.</b></p> <p><b>Meeting Part 1 Closed at 8.15 pm</b></p> <p><b>K Fane left the meeting.</b></p> |  |
|        | <p><b>Confidential</b></p> <p>Consideration of matters related to the following confidential matters: -</p> <p>a) <b>Staffing Matters</b>-All minutes taken during the confidential section are held in the locked confidential minutes box.</p>   |  |