

16 May 2019

Minutes of the Annual Meeting of Stantonbury Parish Council  
Held at **6.00 pm** on **Wednesday 15 May 2019**  
At Stantonbury Parish Office, 126 Kingsfold, Bradville

### MINUTES

<b>1</b>	<b>Present:</b> Cllr Graham Davison (GD)– Chairman Cllr Linda Morgan (LM)- Vice Chairman – Minute-Taker Cllr David Wright (DW) Cllr Sara Agintas (SA) Cllr Malcolm Millen (MM) Cllr Peter Kirkham (PK) Cllr Abid Anwar (AA) Cllr Carol Northwood (CN)  1 x resident of Stantonbury 1 x resident of Bancroft Park 2 x residents of Bradville	
<b>2</b>	<b>Apologies:</b> Cllr S Kennedy (SK)- <b>Accepted by 8 votes for.</b> Cllr B Wright (BW)- <b>Accepted by 8 votes for.</b>	
<b>3</b>	<b>Elect a Chairman of the Council</b> Nominations were received for Cllr G Davison. <b>It was resolved that Cllr G Davison be elected as the Chairman for 2019-2020 by 8 votes for.</b>	
<b>4</b>	<b>Receive the Chairman's Declaration of Acceptance</b> Cllr G Davison signed the Declaration of Acceptance.	
<b>5</b>	<b>Elect a Vice Chairman of the Council</b> Nominations were received for Cllr L Morgan. <b>It was resolved that Cllr L Morgan be elected as the Vice Chairman for 2019-2020 by 7 votes for, 1 abs.</b>	
<b>6</b>	<b>Receive the Vice Chairman's Declaration of Acceptance</b> Cllr L Morgan signed the Declaration of Acceptance.	
<b>7</b>	<b>Declarations of interest:</b> 4 Councillors declared interests on Item 14.1 - Allotment Committee: Cllr P Kirkham, Cllr C Northwood, Cllr B Wright & Cllr D Wright.	

<b>8</b>	<b>Chairman's Report 2018-2019</b> Cllr G Davison circulated the report to all councillors.	
<b>9</b>	<b>Finance:</b>	
<b>9.1</b>	To agree the Scheme of Allowance Parish Councillors allowances of £31.25 per member, per month – a total of £375.00 per Councillor, per annum, and £62.50-for the Chairman – a total of £750.00 per annum. <b>Agreed by 8 votes for.</b>	<b>RFO</b>
<b>9.2</b>	Does the Chairman wish to claim the allowance? <b>Cllr G Davison agreed to accept the Chairman's Allowance.</b>	<b>RFO</b>
<b>9.3</b>	Do the Councillors wish to claim their allowances? <b>All Councillors apart from Cllr M Millen.</b>	<b>RFO</b>
<b>9.4</b>	To agree the Annual Insurance of £3,432.54. <b>Deferred until MM 05.06.2019. Further quotations to be obtained.</b>	<b>RFO/GAD</b>
<b>10</b>	<b>Internal Scrutineer</b> To appoint an Internal Scrutineer to carry out periodic checks on accounting procedures. Minimum 6 a year. <b>It was agreed that Cllr C Northwood was appointed. Agreed by 8 votes for.</b>	<b>RFO/PO/CN</b>
<b>11</b>	<b>Review and Accept the Standing Orders</b> Management Committee have modified the Standing Orders as per recommendations from NALC. <b>Deferred to MM 05.06.19.</b>	<b>LM/GAD</b>
<b>12</b>	<b>Review and Accept the Financial Regulations</b> Management Committee have modified the Financial Regulations as per recommendations from NALC. <b>Agreed by 8 votes for.</b>	<b>Office</b>
<b>13</b>	<b>Review and Accept Risk Assessment</b> To accept the Risk Assessment. <b>Agreed by 8 votes for.</b>	<b>Office</b>
<b>14</b>	<b>Appointment to the Council's Committees (if you are unable to attend a meeting you must find a replacement and let the Parish Office know):</b>	
<b>14.1</b>	To appoint four members to the Allotment Committee (this Committee is made up of four Councillors. The meetings are held three times a year on a Wednesday at 7.30 pm. <b>The following four Councillors are now members of the Allotment Committee:</b>	

<ol style="list-style-type: none"> <li>1) Cllr A Anwar</li> <li>2) Cllr M Millen</li> <li>3) Cllr L Morgan</li> <li>4) Cllr G Davison</li> </ol>		
	<p><b>The Allotment Committee Terms of Reference will be reviewed to reflect any changes for 2019.</b></p>	
<p><b>14.2</b></p>	<p>To appoint four members to the HR Committee. This meeting will be held as and when required as decided by the Parish Clerk/Proper Officer and Committee Chairman. <b>The following five Councillors are now members of the Human Resources Committee:</b></p> <ol style="list-style-type: none"> <li>1) Cllr S Agintas</li> <li>2) Cllr G Davison</li> <li>3) Cllr M Millen</li> <li>4) Cllr L Morgan</li> <li>5) Cllr P Kirkham</li> </ol> <p><b>The HR Terms of Reference will be reviewed to reflect the changes in the HR Committee Councillor numbers.</b></p>	
<p><b>14.3</b></p>	<p>To confirm all Councillors are members of the Management Committee. This meeting will be held on the second Wednesday of each month or as decided by the Parish Clerk/Proper Officer and Committee Chairman. <b>The following Councillors are now members of the Management Committee:</b></p> <ol style="list-style-type: none"> <li>1) Cllr A Anwar</li> <li>2) Cllr S Agintas</li> <li>3) Cllr G Davison</li> <li>4) Cllr S Kennedy</li> <li>5) Cllr P Kirkham</li> <li>6) Cllr L Morgan</li> <li>7) Cllr C Northwood</li> <li>8) Cllr B Wright</li> <li>9) Cllr D Wright</li> </ol> <p><b>Cllr M Millen is not able to be a member of the 2019 Management Committee due to work commitments.</b></p> <p><b>The Management Terms of Reference will be reviewed to reflect the changes in the Management Committee Councillor numbers.</b></p>	

14.4	<p>All Councillors are members of the Communications and Community Projects Group. This meeting will be held as and when required as decided by the Parish Clerk/Proper Officer and Committee Chairman.</p> <p><b>All Councillors are members of the Communications and Community Projects Group.</b></p> <p><b>The Communications and Community Projects Group Terms of Reference will be reviewed to reflect any changes for 2019.</b></p>	
14.5	<p>All Councillors are members of the Neighbourhood Plan Committee. This meeting will be held as and when required as decided by the Committee Chairman. <b>All Councillors are members of the Neighbourhood Plan Committee.</b></p> <p><b>The Neighbourhood Plan Terms of Reference will be reviewed to reflect the changes for 2019.</b></p>	
15	<p><b>Appointment of Members to represent the Council at the following: All members are required to provide a written report to the Parish Office for the Full Council within 14 days of representing the Council at a meeting. Members should send their apologies (via the Parish Office if they are unable to attend a meeting):</b></p>	
15.1	Bradwell Windmill – 2 - <b>Cllr A Anwar &amp; Cllr D Wright</b>	15.1-AA/DW
15.2	Bus Users Group – 2 – <b>Cllr S Kennedy. In addition, Cllr A Anwar for the period June 2019-November 2019. Thereafter, Cllr C Northwood for the period December 2019 to May 2020.</b>	15.2-SK/AA/CN
15.3	MK Association of Local Councils (MKALC) – 2 – <b>Cllr G Davison &amp; Cllr M Millen.</b>	15.3-GAD/MM
15.4	MK Canalside Forum – 1- <b>Cllr S Kennedy</b>	15.4-SK
15.5	National Association of Local Councils (NALC) – 2- <b>Cllr L Morgan &amp; Cllr M Millen.</b>	15.5-LM/MM
15.6	Oakridge Park Medical Centre – PPG – 2- <b>Cllr P Kirkham &amp; Cllr B Wright.</b>	15.6-PK/BW
15.7	Parishes Forum – 2- <b>Cllr P Kirkham &amp; Cllr D Wright.</b>	15.7-PK/DW
15.8	Parks Trust – 1- <b>Cllr C Northwood.</b>	15.8-CN

<b>15.9</b>	<b>Planning – 2-Cllr L Morgan &amp; Cllr M Millen</b>	<b>15.9-LM/MM</b>
<b>15.10</b>	<b>Purbeck Health Centre – PPG – 1- Cllr S Agintas</b>	<b>15.10-SA</b>
<b>15.11</b>	<b>School Representatives – 2 – Cllr A Anwar &amp; Cllr S Kennedy</b>	<b>15.11-AA/SK</b>
<b>15.12</b>	<b>STARS (Sustainable Transport and Road Safety Forum) – 2- Cllr S Kennedy &amp; Cllr B Wright.</b>	<b>15.12-SK/BW</b>
<b>16</b>	<b>Schedule of Main Meetings for 2019-2020</b> Council to agree the Schedule of Council Meetings for 2019-2020. <b>The schedule was circulated to all Councillors. Agreed by 8 votes for.</b>	<b>Update website</b>
<b>17</b>	<b>Register of Members Interests</b> To review the Members Interests and to amend if necessary. <b>All forms reviewed and signed in readiness for issue to Milton Keynes Council.</b>	<b>Office</b>
<b>18</b>	<b>To agree that the next Annual Meeting of Stantonbury Parish Council will be held on:</b> Wednesday 20 May 2020 – 6.00 pm at the Parish Office, 126 Kingsfold, Bradville, MK13 7DX. <b>Agreed by 8 votes for.</b>	<b>Office</b>

**Meeting closed at 6.30 pm**