

19th May 2022

Minutes of the **Annual Meeting of the Council** for
Stantonbury Parish Council held on
Wednesday 18th May 2022 at 6.00pm
at Stantonbury Parish Office, 126 Kingsfold,
Bradville, Milton Keynes, MK13 7DX
For the purpose of transacting the business as set out below.

MINUTES

Chair's Welcome and Introduction to meeting

GAD welcomed all attending staff and Councillors and reminded JK who attended via Zoom Link that she was welcome to watch and speak when invited but would be unable to vote. JK acknowledged this.

1/22	Present: Cllr Abid Anwar (AA) Cllr Sara Agintas (SA) Cllr Graham Davison (GAD) Cllr Sandra Kennedy (SK) Cllr Peter Kirkham (PK) Cllr Judy Kite (JK)-(Attended via Zoom Link) Cllr Linda Morgan-(LM)-Newly voted Chair Cllr Carol Northwood-(CN)-Newly voted Vice-Chair Cllr Ann Ronaldson-(AR) Cllr Edward Seaborne-(ES) Mrs Sarah Espey-RFO Mrs Kerry Fane-Minute-Taker Mrs Susan Tozer-Senior Administrator	Actions
2/22	Apologies for Absence: None. Following discussion, it was agreed to accept that JK attended via Zoom and not mark it as an apology.	
3/22	Elect a Chair of the Council Following nominations and voting, it was resolved that Cllr Linda Morgan became the new Chair. Following her acceptance of the role, GAD and LM swapped seats.	
4/22	Receive the Chair Declaration of Acceptance LM signed and dated the Declaration of Acceptance of Office Form in the presence of the Council.	
5/22	Elect a Vice Chair of the Council Following nominations and voting, it was resolved that Cllr Carol Northwood became the new Vice-Chair.	

6/22	Receive the Vice Chair Declaration of Acceptance CN signed and dated the Declaration of Acceptance of Office Form in the presence of the Council.	
7/22	Public Forum for members of the public to speak: None.	
8/22	Declarations of Interest: None.	
9/22	Chairs Report 2021-2022 LM checked all Council had received and read the report. Agreed by 9 votes for to accept the report.	
10/22	Finance: a) To agree the basic allowance amount to be paid to the elected Councillors, the maximum allowed per councillor is £837 per annum and the maximum allowance for the Chair is £1675 per annum. Agreed by 8 votes for, 1 abs. b) Does the Chair wish to claim the basic allowance? Agreed. c) Does the Chair wish to claim the Chair allowance ? Agreed. d) Do the elected Councillors wish to claim their basic allowances? All Elected Councillors chose to accept their basic allowance. (ES and JK are co-opted members and therefore do not qualify to receive an allowance until elected.) Agreed by 8 votes for, 1 abs. e) Council to discuss and vote on special responsibility allowance for certain councillor/s. Deferred to next Main Meeting to allow for further enquiries. f) To agree to release the 2022 payment of £2603.43 being the 3rd year of a 3-year long-term undertaking (LTU) Local Councils Insurance Policy. These payments include all SPC's assets, excluding vehicle insurance/s which are separate policies. LM confirmed to Council the figure quoted should be £3,062.61. The difference being due to the inclusion of The Community Hub. Agreed by 9 votes for to release the 2022 payment.	
11/22	Standing Orders To discuss and vote whether to adopt the Standing Orders V4 as recommended at the General Purposes Committee on 12.05.22. Agreed by 9 votes for. Agreed to correct the spelling of 'weather' to now read 'whether'.	
12/22	Financial Regulations To discuss and vote whether to adopt the Financial Regulations V5.1, as recommended at the Finance Committee on 7.5.21.	

	<p>*Separate note the Financial Regulations document was V7 and the date of committee meeting was 22.4.22 Agreed by 9 votes for. Agreed to correct the spelling of 'weather' to now read 'whether'.</p>																																				
13/22	<p>Review and Accept Risk Register & Assessment V2 To discuss and vote whether to adopt the Risk Register & Assessment. Agreed by 9 votes for. Agreed to correct the spelling of 'weather' to now read 'whether'.</p>																																				
14/22	<p>Council's Committees</p> <p>a) Council to discuss and agree how often they should meet-See below table. b) Council to discuss and agree how many members on each Committee-See below table. c) Councillors to indicate which Committees they would like to be on-See below table. d) Council to discuss and agree AM / PM meeting times-See below table.</p> <table border="1" data-bbox="225 887 1273 1899"> <thead> <tr> <th>Committees</th> <th>How often to meet per year</th> <th>Meeting times</th> <th>How many Councillors per committee</th> <th>Councillors requested to be on committee</th> </tr> </thead> <tbody> <tr> <td>Allotment</td> <td>3</td> <td>7.00pm</td> <td>4</td> <td>PK/CN/SK/LM</td> </tr> <tr> <td>Community Projects</td> <td>10 (not August or December)</td> <td>10:30am</td> <td>All</td> <td>All</td> </tr> <tr> <td>Devolved Services</td> <td>Minimum of 3</td> <td>10.30am</td> <td>4</td> <td>PK/AR/GAD/AA</td> </tr> <tr> <td>Finance</td> <td>4 times per year Wed/Thur/Fri</td> <td>10.30am</td> <td>4</td> <td>AR/PK/CN/LM</td> </tr> <tr> <td>General Purposes</td> <td>4 times per year Tue/Wed/Thur</td> <td>10.30am</td> <td>5</td> <td>ES/AA/PK/SK/LM</td> </tr> <tr> <td>Human Resources</td> <td>Minimum 4 times per year</td> <td>10.30am</td> <td>5</td> <td>JK/PK/CN/SK/LM/AR</td> </tr> </tbody> </table>	Committees	How often to meet per year	Meeting times	How many Councillors per committee	Councillors requested to be on committee	Allotment	3	7.00pm	4	PK/CN/SK/LM	Community Projects	10 (not August or December)	10:30am	All	All	Devolved Services	Minimum of 3	10.30am	4	PK/AR/GAD/AA	Finance	4 times per year Wed/Thur/Fri	10.30am	4	AR/PK/CN/LM	General Purposes	4 times per year Tue/Wed/Thur	10.30am	5	ES/AA/PK/SK/LM	Human Resources	Minimum 4 times per year	10.30am	5	JK/PK/CN/SK/LM/AR	
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15/22	<p>Internal Scrutineer A member of Finance Committee to volunteer for Internal Scrutineer</p>																																				

	Agreed by 9 votes for CN to continue as Internal Scrutineer.	
16/22	<p>Appointment of Members to represent the Council at the following:</p> <p>a) MK Association of Local Councils (MKALC) – 2 – LM/AR</p> <p>b) National Association of Local Councils (NALC) – 2 - LM</p> <p>c) Parishes Forum – 2 – SK/ES. With JK as back-up member.</p> <p>d) Planning – 5 – AA/LM/CN/SK. Also agreed to copy planning papers to any Councillor/s not already in group.</p>	
17/22	<p>Schedule of Main Meetings for 2022-2023</p> <p>Council to agree the Schedule of Council Meetings for 2022-2023. As agreed at Main Meeting 6.4.22. to hold 1 Main Meeting per month. See backing paper.</p> <p>Agreed by 9 votes for.</p>	
18/22	<p>Register of Members Interests</p> <p>To review the Members Interests and to amend if necessary.</p> <p>All Councillors completed and signed their 2022 Register of Interest forms. Office to forward to MK Council.</p>	KF
19/22	<p>The Code of Conduct for Members and Co-opted Members</p> <p>Councillors to agree and sign the Code of Conduct Form for 2022. All Councillors (apart from JK who is currently away) signed their Code of Conduct 2022 forms.</p>	KF
20/22	<p>Annual Meeting of the Council 2023</p> <p>Council to agree the 2023 Annual Meeting of the Council date of Wednesday 17th May 2023. Agreed by 9 votes for.</p>	

Meeting Closed at 6.46 pm