

	<p>Chair made the council aware of 2 public communications we had received.</p> <p>First regarding anti-social behaviour at a car park in Stantonbury Fields, Chair informed the council she will report it to Crimewave.</p> <p>Second regarding a post box in Bradville that had been damaged and it is currently not in use. Chair informed the Council she will send a letter if the post box doesn't get repaired.</p> <p>Chair informed the council of a meeting she had with Milton Keynes Council Community Engagement Officer, and they are willing to help us look into National Lottery funding for the community. Proper Officer to set up a meeting.</p>	<p>LM</p> <p>LM</p> <p>DM</p>
41/22	<p>Minutes:</p> <p>Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 15th June 2022 at 7pm. Agreed 9 votes for. 1 vote against.</p>	
42/22	<p>Risk Register and Assessment: Council to discuss the progression of previously identified risks and any new risks that may have arisen – None.</p>	
43/22	<p>Reports</p> <p>a) Ranger Supervisor report – Agreed 10 votes for, Cllr Seaborne made Council aware of a piece of land that the grass has not been cut recently, Proper Officer to ask the Parish Rangers to look into it.</p> <p>b) Crimewave report - Agreed 10 votes for.</p> <p>c) Proper Officer report – Agreed 10 votes for.</p>	DO
44/22	<p>Finance:</p> <p>a) Payments Made June 2022 - Agreed 10 votes for.</p> <p>b) Payments Due July 2022 over £1,000 - Agreed 10 votes for.</p> <p>c) Monthly Bank Summary - Agreed 10 votes for.</p> <p>d) Quarterly Income and Expenditure Report - Agreed 10 votes for.</p> <p>e) Quarterly Budget Variance Report - Agreed 10 votes for.</p> <p>f) Quarterly Payments over £500 for website - Agreed 10 votes for.</p>	RFO
45/22	<p>Defibrillators: Retrospectively approve the payment of £8478.00 paid to Community HeartBeat Trust for 3 defibrillators (This has already been agreed to purchase on agenda item 212/21 and 311/21) - Agreed 10 votes for.</p>	RFO

Signature:.....  Date:..... 

46/22	<p>Residents Association for Stantonbury:</p> <p>a) Council to acknowledge the receipt of a donation from RAFS a total of £7639.40 - Agreed 10 votes for.</p> <p>b) Council to consider how they wish to spend the money. Cllr Davison made the council aware of a clause that was in the RAFS agreement for any funds left the money would be awarded to the Community Hub (Bradville Hall). Item got deferred till after the working group meeting on the 29th of July 2022 to plan on what to consider spending the money on.</p>	RFO / DM
47/22	<p>Village Green registration at Ashfield update: Following on from agenda item 11/22 the Council to discuss and vote on below options –see backing papers.</p> <p>Chair asked the council have they read the backing paper provided and how do they wish to proceed, after a long discussion the council voted for option 3, Milton Keynes Council to submit the application form.</p> <p>a) Option 1-Claim the slip of land as a village green Claim the unregistered (slip of) land as a village green in its own right. No Votes.</p> <p>b) Option 2-Apply for a Right to Claim with HM Registry If piece of land is not currently owned, contact HM Registry and apply for a Right to Claim. No Votes.</p> <p>c) Option 3-Do nothing Milton Keynes have confirmed they will register it as a Village Green. Agreed 10 votes for.</p>	KF
48/22	<p>Cllr Seaborne proposed to move agenda item 48/22 to the Private and Confidential section of the meeting, Seconded by Cllr Morgan.</p>	
49/22	<p>Policies:</p> <p>a) To discuss and vote to reword Prepaid debit cards policy current section 3.1 and 3.2 and amend it to say “All staff issued with debit cards must keep the card number and physical card secure. The cards should not be left unattended or given to any unauthorised person”. Agreed 10 votes for.</p> <p>b) To discuss and vote to adopt the Prepaid debit cards policy document number PDCSPC290622 -See backing papers - Agreed 10 votes for.</p> <p>c) To discuss and vote to adopt the Finance Committee Terms of Reference Document number FCTOR290622- agreed by the Finance Committee meeting on 29.06.22. See backing papers - Agreed 10 votes for.</p>	JH

Signature:.....  Date:..... 

	<p>d) To discuss and vote to adopt the Community Projects Terms of Reference document number CPTOR06072022- agreed by the Community Projects committee meeting on 06.07.22. See backing papers - Agreed 10 votes for.</p> <p>e) To discuss and vote to adopt the Allotment Terms of Reference document number ACTOR200622 - agreed by the Allotment committee meeting on 06.07.22. See backing papers - Agreed 10 votes for.</p> <p>f) To discuss and vote to adopt the Human Resources Terms of Reference document number HRTOR260522- agreed by the HR committee meeting on 26.05.22. See backing papers - Agreed 10 votes for.</p> <p>g) To discuss and vote to adopt the Financial reserves policy document number FRSSPC290622 agreed by the Finance Committee meeting on 29.06.22. See backing papers- Agreed 10 votes for.</p>	
50/22	<p>a) Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2) - Agreed 10 votes for.</p> <p>b) Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting - Agreed 10 votes for.</p>	
51/22	<p>Confidential - Part 2 Consideration of matters related to the following items:</p> <p>a) To approve and sign the confidential minutes from the Main meeting held on 18th May 2022. Proper Officer informed Chair the correct date is 15th June 2022.</p> <p>b) To review Milton Keynes Council complaint letter.</p> <p>c) Update received on a ICO complaint.</p> <p>d) EMW Update.</p> <p>e) To approve the staff overtime.</p> <p>f) To discuss and vote for the Co-option vacancy application received.</p>	
48/22	<p>Fire Service Prevention Service: Council to choose which option they wish to use. See backing paper.</p> <p>Supplier A votes= Supplier B votes= Supplier C votes=</p>	

All minutes from the confidential part 2 of the meeting are documented and held separately.
Meeting closed 19:50pm.

Signature:.....  Date:..... 

3rd March 2022

Minutes of the Devolved Services Committee Meeting
Held on Wednesday 23rd February 2022 at 10.30am
Stantonbury Parish Council, 126 Kingsfold, Bradville, MK13 7DX

Committee Members:	
Cllr Graham Davison - Chair of the full Council	Cllr Abid Anwar
Cllr Peter Kirkham	Cllr Sandra Kennedy
Cllr Ann Ronaldson	

MINUTES

		Actions
30/21	<p>Present: Cllr A Anwar (AA) Cllr G Davison (GAD) Chair) Cllr S Kennedy (SK) Cllr P Kirkham (PK) Cllr A Ronaldson (AR)</p> <p>Mrs D Moore - Minute Taker (DM) Mr D Outram – Ranger Supervisor (DO)</p> <p>Kay Pettit (KP) – Milton Keynes Council* Additional Note KP was asked to speak first as she had limited time available for us, see below minute item 40/21 for information.</p>	
31/21	<p>Apologies for Absence: None</p>	
32/21	<p>Public Forum for members of the public to speak: None</p>	
33/21	<p>Declarations of Interest: None</p>	
34/21	<p>Minutes: To approve and sign the Minutes of the Devolved Services Committee held on 25th August 2021. – Approved 5 votes for.</p> <p>To approve and sign the Minutes of the Devolved Services Committee held on 10th November 2021. – Approved 5 votes for.</p>	
35/21	<p>Risk Management: Chair to advise an email was sent to MK Council about their proposed budget and it did not refer to the funding for the Parishes for Devolved landscaping services.</p> <p>See below Agenda item 40/21 it was discussed with Kay Pettit.</p>	
36/21	<p>Update from previous items that was on an agenda:</p>	

	<p>35/21 Feasibility and initial thoughts on moving the Parish Rangers Update on ranger potentially moving to Bradville hall</p> <p>After a long discussion and suggestions this item has been deferred to next meeting, our solicitor is going to approach HCA (Homes and Communities Agency) to confirm how much is to be paid back reference the Wylie Centre.</p>	LM
37/21	<p>To discuss training for Ranger Supervisor and new Ranger GAD requested Ranger Supervisor and Ranger to aim to complete all their training by the end of March.</p> <p>DO confirmed all tools will be going in for service ASAP.</p>	DO
38/21	<p>Parish Guardians Suggestions on how to involve Parish Guardian again for Litter picks. DO confirms SPC has done one litter pick, DO suggested to arrange a litter pick for a weekend, DO to arrange. DM referred we need more equipment, GAD requested to send email to residents to ask for them back if not using them.</p>	DO / DM
39/21	<p>Councillor grant received Update require for bulb planting that Councillor Hannah Minns provided funding for. GAD asked Committee to recommend where to plant the bulbs, DO to put a list of suggestions together, Woodstock and Minstrel Court was suggested. We planning to plant them in September.</p>	DO
40/21	<p>Review final draft of Milton Keynes Council - Parish Landscape Services – See backing paperwork *Chair asked Councillors have they read the Service Plan and do they have any questions for Kay Pettit,</p> <ul style="list-style-type: none"> • KP confirmed we must make a commitment by end of March 2022 and another email would be sent asking to confirm our decision. • KP confirmed we will have 2 people TUPE over to SPC. • GAD had concerns that the MK Council budget details they published, did not highlight the Parish Devolved Services allowance (73k), KP confirmed that Devolved Services for MK Council comes under one budget and not separated for Parishes. • KP advises the Service Plan is a base plan and this is the minimum requirement for Parish. <p>GAD advise we need to amend the Service Plan and send to all councillors to review. GAD requested to identify a list of equipment that we might need, DO to go through files to check what we already have.</p>	DM DO

41/21	<p>To review and update Devolved Services Project Form – See backing papers</p> <p>GAD confirmed he is stepping down from lead of the working group, GAD asked for volunteers to assist Councillor PK, no takers at moment.</p> <p>GAD asked committee to make a recommendation to Full Council to recommend or not to take on Devolved Services, unfortunately no decision could be agreed.</p> <p>Committee requested this should be deferred to Full council to make decision.</p> <p>GAD Requested RFO to talk to Campbell Park RFO to get their opinion on Devolved Services.</p>	<p>KF</p> <p>RFO</p>
42/21	<p>Next Devolved Services Committee Meeting Committee to note the next meeting is to be on 25th May 2022 at 10:30am Agreed 5 votes for</p>	
43/21	<p>Confidential Part 2</p> <p>a) Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1060 section (2). Agreed by 5 votes for</p> <p>b) Agree to allow staff member/s to stay for the confidential section. Agreed by 5 votes for</p> <ul style="list-style-type: none"> • To approve and sign Minutes from Private and Confidential meeting on 11th November 2022 <p>Part 2 closed at 11.50am</p>	

Rangers Report July 2022

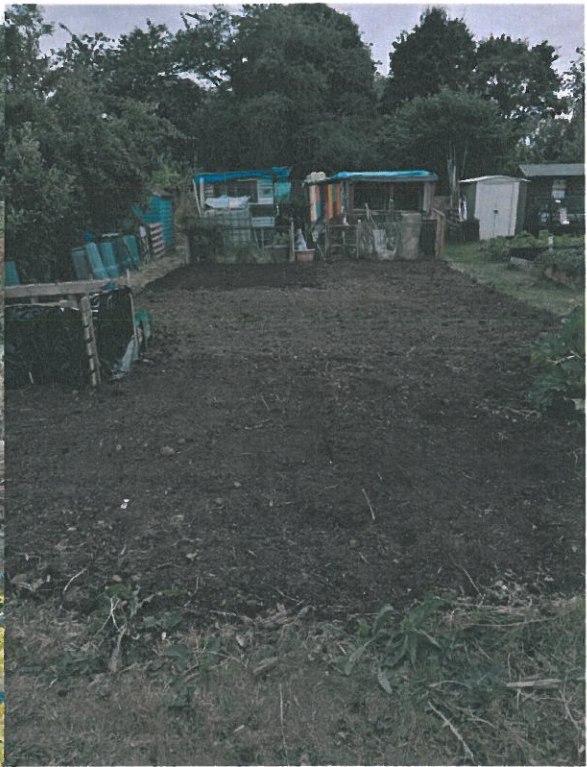
Tip runs

2,460KG of waste take to the tip. 1,860KG of this waste was from the allotment clearing three plots.

Allotment

We have cleared three plots that were overgrown. These have all now been relet.





Pathways

Just a few of the overgrown pathways that have been cleared this month are; - Shipton Hill Bradville. Mercers Drive Bradville. Culbertson Lane Blue Bridge. Kersey Stantonbury.





TSID

Has had a service and has new batteries and had to have a part fitted and is now fully working again.

Parish Clean up

The first whole Parish clean up happen on the 2nd July 2022. Thank you to those who took part. 80KG of waste was collected.

Fly tipping

This is still a problem thought the Parish not only in the hot spot areas.

David Outram

Parish Ranger Supervisor

D & L Environmental

Enforcement activities month of June/July 2022 (Stantonbury Parish Council)

With COVID 19. I have continued to work in a safe manor, as always wearing disposable glove when investigating fly-tipping/waste issues,

if I needed to speak to a resident I have maintained social distancing at all times,

I have attended two of the skip Amnesty days so far

Estate,	Activities	Outcome	Extraordinary
Bradville	11 Fly tips	All of the flytips have been investigated, And reported to mkc for removal	No Evidence has been found in any of these fly tips,
	Edwards croft Skip	Resident complaint about a skip been left on the grass area,	We have had an increase of garden waste been left in sacks on the grass verges in the area
	Harrowden illegal motorcycle,	Whilst investigating a fly tip in Harrowden, I small trials type motorcycle was been ridden around the area, rider not wearing a helmet or registration plates on the vehicle, I observed and managed to get photographs of this,	I spoke to the residents concerned an both sides, the resident who had hired the skip was having a bathroom renovation, they assured myself it would be there just a short time, this was the case and no damage was caused to the grass area, the area was left clean and tidy,
	Bishopstone resident complaint about feeding pigeons,	I have been observing this issue and have not written to the residents around this area	I also observed which property the motorcycle went in to, All this information, I passed on to TVP, and is currently under investigation
Bancroft	Normal patrols around these areas		

<p>Bancroft Park Oakridge Park Bluebridge</p> <p>Linford wood</p> <p>Stantonbury Fields</p>	<p>Waste out early</p> <p>Black sack left in the carpark</p> <p>Littering offence, 18/01/2022</p>	<p>Spoke to a resident who had left their waste out for collection early, they had been away and left a neighbour in charge of the waste,</p> <p>Reported to mkc for clearance.</p> <p>This is one which I came across and passed all the information onto MKC ECU who managed to track down the culprit and issue with a FPN</p>	<p>The FPN was not paid and I will now be attending court in November of this year to help MKC ECU prosecute further</p>
<p>Stantonbury</p>	<p>12 Flytips</p> <p>Crosslands large amount of waste on the grass verge,</p> <p>Ormonde garages/Redbridge side fly tips</p> <p>Rowle close fencing</p>	<p>All have been investigated and then cleared by Mkc/Serco</p> <p>Spoke to the resident concerned who informed me that he had a skip arriving that afternoon</p> <p>An increase again in this area</p> <p>Resident had installed a new fence and left the old fencing at the rear,</p> <p>Jennings waste out with residents details,</p> <p>Stowe court large fly tip with evidence</p> <p>Fowler fencing waste x2</p>	<p>1 has been found with evidence and is currently under investigation</p> <p>He did remove all the waste</p> <p>Mkc Ecu have now installed cctv cameras at both ends,</p> <p>After speaking to them, they said the contractor was coming back to remove the waste, which he did,</p> <p>I spoke to the resident who removed the waste for me that day,</p> <p>This has been passed onto MKC ECU for further investigation</p> <p>Spoke to two residents, one of which removed the waste, the other is waiting for a contractor to remove the waste as he has just had a stroke</p>

			and unable to remove the waste himself,
Graffiti issues	None reported		
Abandoned Vehicles	Spencer caravan reported,		Which has now been removed

Dog Fouling	Outcome
Dog fouling patrols	I have been conducting several dog fouling patrols around the areas concerned speaking to dog owners advising them how to clear up after their dogs and the correct way to dispose the dog waste, I have also continued to put up the new PSPO signs on lampposts, Again it has been hit and miss with Stanton low area with dog fouling, particularly the canal side were the grass is quite long,
Regular patrols	I continue to patrol all the areas covered by SPC, on the lookout for dog fouling, fly tipping etc, I've made contact with the parks trust new Enforcement officers who will be patrolling all the parks trust areas dealing with littering/dog fouling issues,

Payments Made

Stantonbury Parish Council

For the period 1 July 2022 to 31 July 2022

Date	Description	Reference	Amount
01 Jul 2022	Aldi	GP Sundries	£ 2.76
01 Jul 2022	Milton Keynes Council	Business Rates	£ 836.00
01 Jul 2022	Timpson	Allotment Keys	£ 22.50
04 Jul 2022	Milton Keynes Council	Business Rates	£ 177.00
04 Jul 2022	Post Office	Postage	£ 4.70
05 Jul 2022	Soldo DD	Bank Charges	£ 12.60
06 Jul 2022	BrightHR DD	HR Services	£ 99.62
06 Jul 2022	Geoffrey Leaver	Legal Fees	£ 850.00
06 Jul 2022	Marks & Spencer	Hospitality	£ 26.00
06 Jul 2022	Xero (UK) Ltd	IT Software	£ 49.20
07 Jul 2022	COOP	GP Sundries	£ 2.55
07 Jul 2022	O2 DD	Ranger Mobiles	£ 27.05
11 Jul 2022	Costco	Summer Events	£ 21.24
13 Jul 2022	COOP	GP Sundries	£ 3.40
13 Jul 2022	fuelGenie DD	Vehicle Expenses	£ 125.07
13 Jul 2022	PHS Group DD	Cleaning Services	£ 150.31
14 Jul 2022	Amazon	Stationery	£ 9.27
14 Jul 2022	Amazon	Stationery	£ 13.00
14 Jul 2022	Amazon	Parish Equipment	£ 33.98
14 Jul 2022	Amazon	Parish Equipment	£ 36.14
14 Jul 2022	D&L Environmental	Enforcement Services	£ 495.00
14 Jul 2022	Douglas Design	Stationery	£ 124.80
14 Jul 2022	First Avenue Supplies Limited	Uniform	£ 120.00
14 Jul 2022	George Browns	ranger sundries	£ 6.25
14 Jul 2022	Marcus Young	Waste Management	£ 986.88
14 Jul 2022	Milton Keynes Play Association	Jubilee CMF Grant	£ 145.00
14 Jul 2022	Prosheen	Cleaning Services	£ 36.00
14 Jul 2022	Prosheen	Cleaning Services	£ 300.00
14 Jul 2022	The Community Heartbeat Trust (Solutions)	Parish Equipment	£ 8,478.00
14 Jul 2022	Viking	Stationery	£ 134.54
19 Jul 2022	Aldi	GP Sundries	£ 2.60
20 Jul 2022	Total Energies DD	Utilities	£ 21.84
20 Jul 2022	Virgin Media Business DD	Staff Mobiles	£ 33.60
21 Jul 2022	SumUp Payments	Bank Charges	£ 6.99
22 Jul 2022	Amazon	GP Sundries	£ 6.09
22 Jul 2022	Amazon	GP Sundries	£ 12.64
22 Jul 2022	Amazon	GP Sundries	£ 13.98
22 Jul 2022	Amazon	Office Equipment	£ 37.99
22 Jul 2022	Bucks LGPS Pension Scheme	Payroll - Pension	£ 5,084.80
22 Jul 2022	COOP	GP Sundries	£ 6.00
22 Jul 2022	Crimewave Limited	CCTV Services	£ 7,236.00

22 Jul 2022	DYNO ROD	CH Maintenance	£ 1,668.00
22 Jul 2022	EMW Law	Legal Fees	£ 4,800.00
22 Jul 2022	First Avenue Supplies Limited	Uniform	£ 62.40
22 Jul 2022	HMRC	Payroll	£ 4,013.89
22 Jul 2022	Milton Keynes CAB	Citizens Advice Bureau	£ 1,125.00
22 Jul 2022	Milton Keynes Play Association	Jubilee CMF Grant	£ 29.00
22 Jul 2022	Principal Signs Ltd T/A Signarama - Milton Keynes	CH Maintenance	£ 317.40
22 Jul 2022	Skyline Taxis	Cllr Travel Expenses	£ 148.37
22 Jul 2022	SumUp Payments	Bank Charges	£ 1.94
25 Jul 2022	SumUp Payments	Bank Charges	£ 1.01
26 Jul 2022	Cllr Allowances	Payroll	£ 597.30
26 Jul 2022	Staff Salaries	Payroll	£ 11,990.59
26 Jul 2022	SumUp Payments	Bank Charges	£ 1.69
27 Jul 2022	SumUp Payments	Bank Charges	£ 1.04
29 Jul 2022	Mirus DD	IT Services	£ 325.90
29 Jul 2022	SumUp Payments	Bank Charges	£ 0.17
29 Jul 2022	SumUp Payments	Bank Charges	£ 0.51
Total			£ 50,875.60

Signed: Date:

Chair - Stantonbury Parish Council

Signed: Date:

**Aged Payables over £1000
Stantonbury Parish Council
August 2022**

Payables	Description	Amount
Martin White Football Factory	Summer Events	£1,080.00
Bill's Minibus & Coach Hire	Coach Trips	£3,020.00
Total Payables		£4,100.00

Signature: [Redacted] Date: [Redacted]

Chair - Stantonbury Parish Council

Signature: [Redacted] Date: [Redacted]

Stantonbury Parish Council - Bank Summary

Bank Summary Stantonbury Parish Council From 1 July 2022 to 31 July 2022

Add Summary

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Card Charges Taken at Source	0.00	13.35	13.35	0.00
CCLA PSDF - 0143380001PC	200,025.58	144.73	0.00	200,170.31
Charity Bank	120,895.09	0.00	0.00	120,895.09
Co-operative Bank Current	211,142.52	29,232.41	50,757.90	189,617.03
Nationwide Savings	135,783.76	22.32	0.00	135,806.08
Petty Cash	135.70	0.00	0.00	135.70
Santander Current	1,562.66	0.00	0.00	1,562.66
Santander Savings	122,603.75	49.38	0.00	122,653.13
Soldo Prepaid Debit Cards	726.10	0.00	104.35	621.75
Unity Trust Bank - Instant Access Account	85,124.75	0.00	0.00	85,124.75
Total	877,999.91	29,462.19	50,875.60	856,586.50

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

Stantonbury Parish Council - Contracts over £5000 Year Ending 31.03.2022

Title of Agreement	Description of Service	Supplier	Start Date	End Date	Contract sum per year	Pricing
1 Mobile CCTV	Evidence gathering managed service via mobile CCTV	Crimewave Ltd	01/10/2020	30/09/2022	£ 23,940.00	£5850 per quarter
2 IT/Telephone Support	Supply and maintenance of IT/Telephone Services	Microsmiths Ltd	01/03/2019	28/02/2023	£ 23,916.73	Fixed quote for specific services
3 Waste Collection	Dog & Litter waste bin emptying	Marcus Young Environmental Services Ltd	13/02/2020	ongoing	£ 9,406.67	Fixed rate of £3.20 per empty, Rolling Contract
4 Enforcement	Provision of enforcement services within the parish	D & L Environmental	05/02/2020	ongoing	£ 7,359.00	Fixed hourly rate £16.50, Rolling Contract

Council Hive Premium

Council Hive empowers parish and town councils to communicate more effectively and compliantly with their communities, by providing access to expert advice and easy-to-use resources covering all aspects of community engagement, communication and GDPR/FOI.



BREAKTHROUGH
COMMUNICATIONS

SPECIALISTS IN CONNECTING COUNCILS WITH THEIR COMMUNITIES

We're Breakthrough Communications



We're passionate about connecting councils with their communities

Who we are and how we support local councils

We're Breakthrough Communications, a specialist communications and compliance company that helps local councils communicate with their communities in a more efficient and compliant way.

Our team have decades of combined professional experience in the world of communications and engagement as well as information governance and compliance - *and many of us have been councillors and clerks.*

We're proud to be the National Association of Local Councils' national partner for council communications and compliance advice, services and support.

We work with and directly support hundreds of parish and towns right across the country, as well as partnering with over 30 County Associations of Local Councils

Our work supporting local councils across the country includes:

- Workshops and training courses in a range of technical and soft skill subjects covering all aspects of communications, community engagement and compliance.
- Tools and toolkits for local councils, providing on-demand access to a range of professional advice, support, guidance and resources that adds value to their work.
- We work directly with councils to enhance their community engagement work, and support them on specific projects.
- Together with our legal and professional partners, we provide local councils with GDPR and FOI training, advice, support and done-with-you services.

We're proud to be NALC's national partner for local council communications and compliance

| nalc

Council Hive Subscription Service (Premium)

Council Hive is a unique subscription service that empowers town and parish councils to provide even more effective and compliant communications to the community.

Council Hive is an essential tool and service that gives local councils access to on-demand and regularly updated training and guidance, templates and resource packs, best practice and much more, covering all aspects of community communications and engagement as well as GDPR and FOI and compliance.

Each member of staff is given their own unique login to the service, so they can access the ever-increasing suite of resources when they wish to do so. Council Hive Premium also includes ongoing access to our team for advice and support on communications as well as on compliance advice - at no extra cost.

From a compliance perspective, this includes advice and guidance on Subject Access Requests and Freedom of Information and EIR requests, so the council can ensure it is fully compliant at all times. We also provide discounted access to compliance legal advice should the need ever arise. This includes best practice advice and guidance on the council's public-facing communications and community engagement.

Council Hive Premium includes:

- 24/7 access for officers/staff to our secure online Council Hive hub, which has an ever-growing number of bitesize training videos, 'how-to' guides, downloadable templates and resource packs, covering council communications and GDPR/FOI.
- Monthly staff e-bulletins, giving you useful tips, advice and best practice guidance covering parish council communications and compliance.
- Delivery four times a year of a carbon-neutral printed magazine that provides in-depth walkthrough guides, case studies, best practice advice and more.
- Unlimited access to a range of virtual masterclasses throughout the year via Zoom, all of which are recorded so you can watch back whenever you wish.
- Discounted access to a range of services provided by Breakthrough Communications
- Expert advice from our team, covering any aspect of council communication or GDPR/FOI compliance, as well as access to discounted legal advice if required.
- Yearly Council Communications MOT and Check-Up Review included
- Yearly Council Compliance MOT and Check-Up Review included

Yearly investment required: £1795+VAT

(This yearly investment is discounted to £1345+VAT for councils that are members of our partner County Associations.)

Emily

- Council Hire

(Hive)

- Access 24/7 Hub Surveys (templates)
- on demand Training - resource packs

Free Help FOI
GDPR

Draft letter

Constitution

make sure we stay compliant.

1765 + VAT
25%

1493 - freedom of Information

(GDPR will change)

Discounted

Document No: COCSPC270722



The Code of Conduct for Councillors and Co-Opted Councillors Policy

Signature: [Redacted]
The Chair of General Purpose Committee

Date: [Redacted]

Signature: [Redacted]
The Chair of Stantonbury Parish Council

Date: [Redacted]

Document History

Code of Conduct for Councillors and Co-Opted Councillors reviewed & signed	19.05.21
Policy replaced with LGA model, COC 2020	22.06.22
Reviewed and adopted LGA Model Councillor Code of Conduct	22.07.22
Reviewed and signed at GPC Meeting	27.07.22
Reviewed and signed at Main Meeting	17.08.22

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [The Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from the Proper Officer, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
- i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011. **Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable Pecuniary Interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not

remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which ***affects*** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) ***affects*** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [The Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securitas	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest:	
a)	any unpaid directorships
b)	anybody of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
c)	anybody
(i)	exercising functions of a public nature
(ii)	directed to charitable purposes or
(iii)	one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which
	you are a member or in a position of general control or management

Document No: GPCTOR270722



General Purposes Committee

Terms of Reference

Signature: [Redacted].....
Chair of General Purpose Committee

Date: [Redacted]

Signature: [Redacted].....
Chair of Stantonbury Parish Council

Date: [Redacted]

Document History

Created by the Chairman of the Full Committee	22/02/2021
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Signed off for Adoption at the Main Meeting	06/10/2021
Reviewed & Signed at GPC Meeting	27/07/2022
Reviewed & Signed at Main Meeting	17/08/2022

General Purposes Committee Terms of Reference.

The General Purposes Committee is a standing committee of the Parish Council.

The General Purposes Committee will comprise 4 members. In addition to Parish Councillors, the committee may comprise of members of the public.

No members of the committee (other than Councillors) will have voting rights.

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

The General Purposes Committee shall meet a minimum of 4 times in every year or as required by the Chairman.

The primary objective of the committee is to: -

- Assist the Parish Council in overseeing the functionality of matters related to the administration of the support functions of the Council, Its Assets and general matters as required.

To fulfil this objective the committee shall undertake the following roles:

1. To set the annual budget for general purposes work (September).
2. To liaise with the finance committee with respect to budget planning and expenditure.
3. To recommend expenditure of over £750 in accordance with the Financial Regulations.
4. To review quarterly work schedules of Administration Staff.
5. To recommend staff levels and roles.
6. To review and recommend ongoing training.
7. To liaise with subcontractors acting on behalf of the Council (e.g., Parish CCTV Security Cameras, Thames Valley Police, Speed Watch, IT providers, Planning Contractor etc)
8. To review insurance requirements are in place and up to date (Kingsfold and Wylie).
9. To report items of risk to the Council.
10. To report quarterly to the Council.
11. All Parish Correspondence to residents to be sent in blue envelope.



Reply to: Natalie Shafiroff
E-mail: natalie.shafiroff@milton-keynes.gov.uk
Our Ref: 22/01978/HOU
PP-11456645

Donna Moore
Stantonbury Parish Council
126 Kingsfold
Bradville
Milton Keynes
MK13 7DX

9th August 2022

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
Town and Country Planning (Development Management Procedure) Order 2015
Application no: 22/01978/HOU

Proposal: Partial removal of garage and the erection of a ground floor rear extension with roof lights, part two storey side extension and conversion of loft space with rear dormers. Fitting of Solar PV panels to roof and EV charging points
At: 3 Vendeen Oakridge Park Milton Keynes MK14 6GJ

I have received the above application which can be viewed via the Council's Public Access system using the link: <https://publicaccess2.milton-keynes.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RG59M9KWIGI00> .

I would be grateful to receive any comments you may have about the proposal by **6th September 2022**. Any objections must form a material planning consideration and should you wish for the application to be referred to the Development Control Committee/Panel for determination; an explicit request must be made to that effect. If no reply is received within this period the application may be decided without your comments.

Where a request to refer an application to Development Control Committee/Panel has been received from a Parish or Town Council, an undertaking to attend the meeting to address the

Planning, Strategic Transport and Placemaking
Civic, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ
01908 691691
www.milton-keynes.gov.uk/planning-and-building

Committee/Panel is expected. Failure to attend a Development Control Committee/Panel, following an undertaking to so do, on two occasions within a 6 month Period will result in;

- a. The Parish or Town Council being barred from requesting an application be referred to Development Control Committee/Panel for a 3 month period from the date of the second incidence; and,
- b. Any applications within that Parish being determined in accordance with the Officer recommendation under delegated powers. This would also be for a concurrent 3 month period and would only take effect in cases where no other parties have lodged objections and requested the case be heard before a Development Control Committee/Panel.

Yours faithfully,

Natalie Shafiroff
Planning Officer