

11th November 2022

Minutes of the **Main Meeting** for Stantonbury Parish Council held on
Wednesday 19th October 2022 at 7.00pm
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	Actions
91/22	<p>Present: Cllr L Morgan (LM) - Chair Cllr A Ronaldson (AR) Cllr J Kite (JK) Cllr P McGahan (PM) Cllr S Kennedy (SK) Cllr P Kirkham (PK) Cllr A Anwar (AA) – joined the meeting at 7:03 pm Cllr G Davison (GAD)</p> <p>Mrs D Moore- Proper Officer (DM)</p> <p>YMCA representative Member of public</p>	
92/22	<p>Apologies for Absence: Cllr C Northwood (CN) - Agreed by 7 votes for. Cllr E Seaborne (ES) - Agreed by 7 votes for. Cllr S Agintas (SA) - Agreed by 7 votes for.</p>	
93/22	Declarations of Interest: NONE	
94/22	<p>Public Forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). N/A</p>	
95/22	<p>Chair's Remarks: Stantonbury Bench – Chair made council aware the costs have changed, and the office is looking at an alternative supplier.</p>	KF
	Cllr Abid Anwar joined the meeting at 7:03pm	
96/22	<p>Minutes: Full Council to approve and sign the Minutes of the Extraordinary Meeting held on Wednesday 5th October 2022 at 7pm. Agreed by 8 votes for.</p>	
97/22	<p>Risk Register and Assessment: Council to discuss the progression of previously identified risks and any new risks that may have arisen.</p>	

	Chair advised the Council that there is a leak in the roof at the parish building and it is not from the section that has the warranty. Once the office has received the report from the warranty company, the office will report back to council. Chair also suggested to enquire looking at getting a building surveyor as the contractor highlighted the damp in the building, Cllr Davison provided some history of the building and suggested to talk to a damp proof injecting company.	DO
98/22	<p>Grants Presentation and Application:</p> <p>a) YMCA representative to pitch to the Council for £1,000 Grant request under exceptional circumstances. YMCA representative went through and explained their organisation structure and their company purpose and what they would use the funding for, Some Councillors asked questions which all was answered.</p> <p>Representative left the meeting 19:28</p> <p>b) Council to discuss and vote to consider awarding the funding. – Agreed by 8 votes for.</p>	JH
99/22	<p>Report: Ranger Supervisor report – Agreed by 8 votes for. Enforcement Officer Report – Agreed by 8 votes for.</p>	
100/22	<p>Finance:</p> <p>a) Payments Made September 2022 – Agreed by 8 votes for. b) Payments Due October 2022 over £1,000 – Agreed by 8 votes for. c) Monthly Bank Summary – Agreed by 8 votes for. d) Quarterly Income and Expenditure Report – Agreed by 8 votes for. e) Quarterly Budget Variance Report – Agreed by 8 votes for. f) Quarterly Payments over £500 for website – Agreed by 8 votes for.</p>	
101/22	<p>Direct Debit: To approve annual list of direct debits – Agreed by 8 votes for.</p>	
102/22	<p>Bank Transfer: To note that an internal transfer of £25,000 was made on 06/10/22 from CO-OP to Unity Account to take advantage of better interest rates. Agreed by 8 votes for.</p>	
103/22	<p>Internal Auditor: Chair to update council regarding Internal Auditor and vote how to proceed. Chair made council aware we are unable to find an internal auditor, Cllr Davison offered to become our Internal Auditor, Proper Officer to ask for clarification from the RFO. Deferred to next meeting. Agreed by 8 votes for.</p>	DM / RFO

Meeting closed 7:40pm

Payments made

Stantonbury Parish Council

For the period 1 October 2022 to 31 October 2022

Date	Description	Reference	Amount
01 Oct 2022	Aldi	GP Sundries	£ 1.55
03 Oct 2022	Soldo DD	Bank Charges	£ 12.60
03 Oct 2022	Milton Keynes Council	Business Rates	£ 177.00
03 Oct 2022	Milton Keynes Council	Business Rates	£ 836.00
05 Oct 2022	Xero (UK) Ltd	IT/Accountancy Software Services	£ 51.60
06 Oct 2022	Travis Perkins	Ranger Sundries	£ 18.00
06 Oct 2022	Douglas Design	Parish Equipment	£ 33.00
06 Oct 2022	Buckinghamshire & Milton Keynes Association of Local Councils	Staff Training	£ 40.00
06 Oct 2022	George Browns	Ranger Uniform	£ 156.00
06 Oct 2022	Microsmiths	IT Servicers	£ 166.80
06 Oct 2022	George Browns	Ranger sundries	£ 299.00
06 Oct 2022	Marcus Young	Waste Management Services	£ 986.88
06 Oct 2022	Co-operative Bank Current to Unity Trust Bank - Instant Access Account	Internal Transfer	£ 25,000.00
07 Oct 2022	SumUp Payments	Bank Charges	£ 0.53
07 Oct 2022	O2 DD	Ranger Mobiles	£ 28.01
07 Oct 2022	BrightHR DD	HR Services	£ 99.62
10 Oct 2022	MK Flowers Ltd	Hospitality	£ 40.00
11 Oct 2022	SumUp Payments	Bank Charges	£ 0.91
12 Oct 2022	Aldi	GP Sundries	£ 5.07
12 Oct 2022	PHS Group DD	Cleaning Services	£ 155.26
13 Oct 2022	SumUp Payments	Bank Charges	£ 0.13
13 Oct 2022	SumUp Payments	Bank Charges	£ 3.11
13 Oct 2022	SumUp Payments	Bank Charges	£ 3.72
13 Oct 2022	fuelGenie DD	Vehicle Expenses	£ 194.84
14 Oct 2022	COOP	GP Sundries	£ 2.50
16 Oct 2022	Santander	Bank Charges	£ 0.70
20 Oct 2022	Virgin Media Business DD	Staff Mobiles	£ 33.60
20 Oct 2022	Flags and Flagpoles	Parish Equipment	£ 285.00
21 Oct 2022	SumUp Payments	Bank Charges	£ 0.25
21 Oct 2022	SumUp Payments	Bank Charges	£ 1.28
21 Oct 2022	Royal Mail	POstage	£ 1.37
21 Oct 2022	Aldi	GP Sundries	£ 1.55
21 Oct 2022	SumUp Payments	Bank Charges	£ 2.81
21 Oct 2022	Aldi	GP Sundries	£ 3.10
21 Oct 2022	Amazon	GP Sundries	£ 8.01
21 Oct 2022	Amazon	GP Sundries	£ 10.89
21 Oct 2022	Amazon	GP Sundries	£ 15.49
21 Oct 2022	Staff Expenses	Staff Travel	£ 28.71

21 Oct 2022	Milton Keynes Play Association	Community Projects	£ 45.00
21 Oct 2022	Milton Keynes Play Association	Community Projects	£ 100.00
21 Oct 2022	Viking	Stationery	£ 119.63
21 Oct 2022	Skyline Taxis	Councillor Travel	£ 138.47
21 Oct 2022	Society Of Local Council Clerks	Staff Training	£ 144.00
21 Oct 2022	Amazon	Computer Equipment	£ 194.30
21 Oct 2022	Jackie Bennett	Cleaning Services	£ 288.00
21 Oct 2022	Tickford Keyholding Ltd	Security Services	£ 354.00
21 Oct 2022	Tickford Keyholding Ltd	Security Services	£ 354.00
21 Oct 2022	Tickford Keyholding Ltd	Security Services	£ 354.00
21 Oct 2022	Helen B. Davison	Newsletter Services	£ 500.00
21 Oct 2022	Smiths Fire LLP	Fire & Security Services	£ 594.00
21 Oct 2022	D&L Environmental	Environmental Enforcement	£ 635.25
21 Oct 2022	D&L Environmental	Environmental Enforcement	£ 759.00
21 Oct 2022	YMCA	Community Grant	£ 1,000.00
21 Oct 2022	Milton Keynes CAB	CAB Services	£ 1,350.00
21 Oct 2022	S2D LEAFLETS LTD	Newsletter Services	£ 2,589.60
21 Oct 2022	HMRC	Payroll	£ 3,931.90
21 Oct 2022	Bucks LGPS Pension Scheme	Payroll	£ 4,399.70
21 Oct 2022	Crimewave Limited	CCTV Services	£ 7,128.00
24 Oct 2022	D A C Services	Kingsfold Maintenance	£ 113.40
25 Oct 2022	Post Office	postage	£ 22.55
25 Oct 2022	Total Energies DD	Utilities	£ 51.19
26 Oct 2022	Cllr Allowances	Payroll	£ 597.30
26 Oct 2022	Bill's Minibus & Coach Hire	Community Projects	£ 595.00
26 Oct 2022	Staff Salaries	Payroll	£ 10,632.04
27 Oct 2022	SumUp Payments	Bank Charges	£ 1.21
31 Oct 2022	Mirus DD	Printing Services	£ 300.95
Total			£ 65,997.38

Signed: **Date:**.....

Chair - Stantonbury Parish Council

Signed:..... **Date:**.....

Stantonbury Parish Council - Bank Summary

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

Add Summary

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
CCLA PSDF - 0143380001PC	200,785.64	288.56	0.00	201,074.20
Charity Bank	121,176.86	0.00	0.00	121,176.86
Co-operative Bank Current	350,659.53	14,648.46	65,630.81	299,677.18
Nationwide Savings	135,867.66	140.90	0.00	136,008.56
Petty Cash	110.16	0.00	1.55	108.61
Santander Current	1,553.66	0.00	0.70	1,552.96
Santander Savings	122,792.75	83.77	0.00	122,876.52
Soldo Prepaid Debit Cards	2,230.01	0.00	350.37	1,879.64
SUMUP Card Charges Taken at Source	0.00	13.95	13.95	0.00
Unity Trust Bank - Instant Access Account	85,253.49	25,000.00	0.00	110,253.49
Total	1,020,429.76	40,175.64	65,997.38	994,608.02

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



Payments Due over £1000
Stantonbury Parish Council
November 2022

Payables	Description	Total
Marcus Young	Waste Management Services	£1,086.72
Total Payables		£1,086.72

Signature: **Date:**

Chair - Stantonbury Parish Council

Signature: **Date:**

Jess Hardy

From: Kerry Fane
Sent: 04 November 2022 10:30
To: Donna Moore
Subject: FW: Stantonbury-Walshes Manor

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Donna,

Please see Phill Snell's response to my questions below-pics to come early next week.


I've told Jess to forward any queries/complaints to me to forward to Phill to deal with.

Kind regards

Kerry

Kerry Fane
Senior Administrator

Stantonbury Parish Council
Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX



Tel: 01908 227201


E-mail: info@stantonburyparishcouncil.org.uk
Website: www.stantonburyparishcouncil.org.uk



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From: Phillip Snell < >
Sent: 04 November 2022 09:59
To: Kerry Fane < >
Subject: RE: Stantonbury-Walshes Manor

Kerry

1. Is MKCC going to go ahead with the park anyway even if we don't take part?
 - a. Yes assuming there is no big outcry, if there was I might have to look at a planning application
2. If we do agree to match fund £10,000, when do you need the funds by?

- a. The additional item of equipment could be added at any time, but if you thought it was a possibility we could ensure the space etc was planned in
- 3. Would it be a joint project with equal promotion for us both?
 - a. Joint project would be great irrespective of a parish financial contribution
- 4. If we did provide the funds for an item who would own that item as an asset, please?
 - a. If an item is installed into MKC land it becomes MKC owned and would become an MKC responsibility for maintenance – inspection etc
- 5. Would MKCC be responsible for the whole park's maintenance? Or would we have to maintain the item we owned?
 - a. Sole MKC responsibility
- 6. Would you be able to provide council with pictures to show what the finished park would look like (for both choices with and without our funding).
 - a. Yes I can do that – will send through early next week

I will get some signs put on the play equipment in Walshes Manor explaining it will be removed, will indicate where the next nearest site is and state new equipment will be provided nearby – transformation have been in the area clearing the landscape/rubbish etc and looking much better already

Rgds

Phillip Snell

Strategic Landscape and Countryside Manager

To speak with me: use Microsoft Teams or 01908 253606

Milton Keynes City Council | Milton Keynes Waste Recovery Park, 9 Dickens Road | Milton Keynes | MK12 5QF

www.milton-keynes.gov.uk

From: Kerry Fane [redacted]
Sent: 04 November 2022 09:25
To: Phillip Snell [redacted]
Cc: Donna Moore [redacted]; David Outram [redacted]
Subject: [EXT]RE: Stantonbury-Walshes Manor

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Hi Phill,

My apologies for not responding sooner.

I have been asked to query the following points please:

1. Is MKCC going to go ahead with the park anyway even if we don't take part?
2. If we do agree to match fund £10,000, when do you need the funds by?
3. Would it be a joint project with equal promotion for us both?
4. If we did provide the funds for an item who would own that item as an asset, please?
5. Would MKCC be responsible for the whole park's maintenance? Or would we have to maintain the item we owned?
6. Would you be able to provide council with pictures to show what the finished park would look like (for both choices with and without our funding).

Once we have this back, we can take it to council to make the choice.

Thanks

Kind regards

Kerry

Kerry Fane
Senior Administrator

Stantonbury Parish Council
Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX

Tel: 01908 227201

Mob: [REDACTED]

E-mail: info@stantonburyparishcouncil.org.uk

Website: www.stantonburyparishcouncil.org.uk



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From: Phillip Snell [REDACTED]
Sent: 21 October 2022 13:55
To: Info - Stantonbury Parish Council [REDACTED]
Subject: RE: Stantonbury-Walshes Manor

Kerry

I was not expecting the Parish to contribute but would be great if that's possible, cost at present is £20,000. If the parish can make a contribution we could add say a climbing/slide unit, that would be in the region of £10k installed with safer surface and avoid having to reuse and old slide

Rgds

Phillip Snell
Strategic Landscape and Countryside Manager
To speak with me: use Microsoft Teams or 01908 253606
Milton Keynes City Council | Milton Keynes Waste Recovery Park, 9 Dickens Road | Milton Keynes | MK12 5QF
www.milton-keynes.gov.uk

From: Info - Stantonbury Parish Council <info@stantonburyparishcouncil.org.uk>
Sent: 21 October 2022 13:34
To: Phillip Snell [REDACTED]
Cc: Donna Moore [REDACTED]
Subject: [EXT]RE: Stantonbury-Walshes Manor

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Hi Phill,

Thanks for your email.

I've spoken to Donna who has asked if you are able to provide a breakdown of costings, please and what percentage of those costings would apply to SPC.

Once we've got this information, I can forward to Donna to discuss with Council.

Kind regards

Kerry

Kerry Fane
Senior Administrator

Stantonbury Parish Council
Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX

Tel: 01908 227201

Mob: [REDACTED]

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From: Phillip Snell [REDACTED]
Sent: 21 October 2022 13:02
To: Info - Stantonbury Parish Council <info@stantonburyparishcouncil.org.uk>
Cc: Alex Walker [REDACTED] Chantelle De Villiers [REDACTED]
[REDACTED] Nas Khan [REDACTED]
Subject: FW: Stantonbury

Dear Clerk and Cllrs

I met with your Parish members a few weeks ago and we discussed play areas. Attached is the play area recommendation report from almost 10 years ago this was agreed at the time. I am in the process of reviewing the reports across the whole Borough so would appreciate your thoughts on this. We talked about the play areas in Walshes manor and the condition, which is now beyond economic repair. Therefore I suggested we construct a new play area on the grass opposite – see plan:



A fence would be constructed between this and the road and the following equipment:

Double bay of swings:

1 x basket

1 x flat

1 x tango seat (adult sits opposite a toddler in a cradle seat)

Roundabout

3 way springer – repurposed from another site

Slide – repurposed from another site

Bin

Bench seat

Sign

I await your thoughts and comments

Rgds

Phillip Snell

Strategic Landscape and Countryside Manager

To speak with me: use Microsoft Teams or 01908 253606

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SUPPLIER	A	B	C	D
Install 12 Way Distribution Board	✓	✓	✓	✓
Test all existing circuits in compliance with BS7671:2018 regulations	✓	✓	✓	✓
Install 1 emergency lighting test key switch for the existing emergency lighting circuit	✓	✓	✓	no
Inspection of system	✓	✓	✓	✓
Existing Approved Supplier				✓
SUB TOTAL	£ 2,270.00	£ 2,175.00	£ 1,237.50	£ 1,350.00
Install Defib	£ 575.00	£ 180.00	£ 320.00	£ 350.00
Replace 2 existing faulty emergency bulkheads	£ 170.00	£ 100.00	£ 100.00	no
TOTAL COST	£ 3,015.00	£ 2,455.00	£ 1,657.50	£ 1,700.00

Quote Evaluation Matrix

RATING MATRIX 1 (poor) - 10 (excellent)	A	B	C	D
LEAD-TIME	5	2	9	5
TECHNICAL KNOWLEDGE	7	6	10	6
CUSTOMER SERVICE	10	8	10	8
VALUE FOR MONEY	1	3	10	8
TOTAL SCORE	23	19	39	27