14th June 2023

Minutes of the **Annual Meeting** for Stantonbury Parish Council held on **Wednesday 17th May 2023 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**

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|  | **Welcome and Introduction to meeting** | **A** |
| 1/23 | **Present:**  Cllr Sandra Kennedy  Cllr Peter Kirkham  Cllr Linda Morgan - voted Chair  Cllr Carol Northwood - voted Vice-Chair  Cllr Ann Ronaldson  Cllr Kevin Smith  Cllr Paul Baxter  Cllr Derek Northwood  Donna Moore – Clerk  Sarah Espey – RFO  2 members of the public |  |
| 2/23 | To elect the Chair of the Council and to receive the Chair’s Declaration of Acceptance of Office:  **Cllr Kirkham proposed Cllr Morgan for Chair. Cllr Kennedy seconded. – Agreed by 8 votes for.**  **Resolved** |  |
| 3/23 | To elect the Vice Chair and to receive the Vice Chair’s Declaration of Acceptance of Office:  **Cllr Ronaldson proposed Cllr C Northwood for Vice-Chair – Agreed by 8 votes.**  **Cllr Baxter proposed Cllr Smith for Vice Chair – Cllr Smith declined position.**  **Resolved** |  |
| 4/23 | Councillors to sign their Declaration of Acceptance of Office. – **Clerk informed Chair, all councillors present in the meeting and Councillor Kite Declarations of Acceptance of Office have been signed.**  **Clerk ask the council to consider allowing councillor Anwar an extension to sign his form until the next main meeting. – Agreed 7 votes for 1 abstained.**  **Resolved** | **DM** |
| 5/23 | **Apologies for Absence:**  Cllr Abid Anwar (AA) – **8 votes to accept apologies.**  Cllr Judy Kite (JK) – **8 votes to accept apologies.**  **Resolved** |  |
| 6/23 | **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).*  **Resident thanked the Parish for replacing padlock at the Allotment site. They also mention they had concerns with the approach on the letters to Allotment holders, and perhaps if the Parish Council could consider a change in the way they approach allotment tenants and to take into consideration those who have personal issues. – Chair acknowledge the comments and will pass them to the Allotment Committee to discuss.** | **DM/ST** |
| 7/23 | **Declarations of Interest:**  *Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. -* **None.** |  |
| 8/23 | **Councillor Allowances and Expenses Policy:**  Council to discuss and adopt Councillor Allowances and Expenses Policy CAESPC170523.  **Chair asked the councillors did they have any comments to raise, no comments received - 8 votes for in favour.**  **Resolved** |  |
| 9/23 | **Councillors Allowance:**  1. Does the Chair wish to claim the full **Chair** allowance £1754.00. - **YES** 2. Does the Chair wish to claim the full **Basic** allowance £877.00. - **YES** 3. Do the elected Councillors wish to claim the full **Basic** allowance £877.00. – **YES for all.**  **Chair requested to claim both Chair and Basic allowance.****Chair asked councillors do they wish claim for Basic allowance.** **All requested to claim the allowance.**  **Resolved** | **RFO/DM** |
| 10/23 | **Standing Orders:** To approve and adopt the Standing Orders for Stantonbury Parish Council  **Councillors raised a query with section 25, and the Standing Orders not being gender inclusive.**  **Vote to defer Standing Orders till next meeting and for the Clerk to look into section 25 and to check its gender inclusive. – Agreed 8 Votes for.**  **Resolved** | **DM** |
| 11/23 | **Financial Regulations:** To approve and adopt the Financial Regulations for Stantonbury Parish Council  **Chair asked was there any comment, no comments or questions was asked. Council agreed the Financial Regulations - 8 votes in favour to adopt.**  **Resolved** |  |
| 12/23 | **Risk Register:** To approve and adopt the Risk Register for Stantonbury Parish Council – **A Councillor raised a query on page 2, there was a type, Councillors agreed to the amendment - 8 votes in favour to adopt Risk Register.**  **Resolved** | **JH/DM** |
| 13/23 | **Code of Conduct:** To approve and adopt the Code of Conduct for Councillors and Co-opted Councillors Policy for Stantonbury Parish Council **– Chair asked was there any comments for the Code of Conduct, no comments or questions was asked - 8 votes in favour to adopt.**  **Resolved** |  |
| 14/23 | **Dissolved Devolved Service Committee:** Council to discuss dissolving Devolved Services Committee **–**  **After a long discussion, the Council agreed to transfer all the Devolved Service Committees responsibility to General Purpose Committee for them review on their Terms of Reference. – 8 votes for.**  **Full Council agreed to dissolved Devolved Services Committee – 8 votes for.**  **Resolved** |  |
| 15/23 | **Committees:**  1. Council to review committee structure and agree how many members on each committee.   **Council acknowledges the recommendation from the Internal Auditor to increase all committees structures to 5 members. The Council wish however for Community Projects Committee to remain as Full Council involvement – Agree 8 votes for.**   1. Council to appoint members to each committee.   **Chair asked councillors to raise a hand if they would like to be added to the committee, table below shows the results.**  **For Human Resources Committee there was too much interest, we placed it to a vote. Results are also in the table.**  **Resolved**   |  |  |  | | --- | --- | --- | | **Committees** | **How many councillors per committee** | **Councillors request to be on committee** | | Allotment Committee | 5 | **SK/CN/DN/PB/LM** | |  | | | | Community Projects Committee | FULL COUNCIL | All | |  | | | | Finance Committee | 5 | AR/KS/PK/JK + 1 vacant | |  |  |  | | Devolved Services Committee | N/A See MM 14/23 |  | |  | | | | General Purposes Committee | 5 | PK/PB/KS/AR/AA | |  | | | | Human Resources Committee | 5 | JK/AR/SK/KS/SN | |  |  |  | |  | | | |  |
| 16/23  a)  b) | **To appoint representatives on the under mentioned bodies as required:**  **Chair asked for volunteers to be appointed as theses representatives.**  To attend Parishes Forum meetings (2 members). – **Cllr Kennedy + 1 Vacant**  To review Planning Consultation/Notification from Milton Keynes City Council (5 members). – **Cllr Morgan / Smith / Ronaldson / Baxter + 1 Vacant**  **Agreed** |  |
| 17/23 | **Schedule of Meetings for 2023-2024:**Council to agree the Schedule of Council Meetings for 2023-2024. **Council agreed to all the Main meeting dates and the 1st committee dates but wish for the rest of the meetings to be agreed by the appropriate committees.**  **Cllr Kennedy proposed to not have Annual Meeting and Main Meeting on the same night again Cllr Ronaldson seconded – Agreed 8 votes for**.  **Resolved** |  |
| 18/23 | **General Power of Competence:**General Power of Competence – to approve the following resolution:In accordance with Sections 1-8 of the Localism Act 2011, Stantonbury Parish Council confirms that it meets the prescribed conditions and is eligible to use the General Power of Competence. Eligibility to use the power will last from 17th May 2023 until the next Annual Meeting of Council.**Clerk explained we now meet the criteria, Councillors raised no concerns – 8 votes in favour to use General Power of Competence.** **Resolved** |  |
| 19/23 | **Assets Register:**Council to review the Council assets register. **Chair asked Councillors to review the register – All agreed 8 votes for.**    **Resolved** |  |
| 20/23 | **Insurance:**To discuss and agree which insurance company to use for next 3 year. **–**  **RFO went through backing paper and answered the questions, Full Council went through options and agreed for Option 1, to remain with the existing supplier. 8 votes in favour.**  **Resolved** |  |

**Meeting closed 7:20pm**