

10th July 2023

Minutes of the **Main Meeting** for Stantonbury Parish Council held on **Wednesday 21st June 2023 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
21/23	<p>Present: Cllr Sandra Kennedy Cllr Peter Kirkham Cllr Linda Morgan - Chair Cllr Carol Northwood - Vice-Chair Cllr Kevin Smith Cllr Paul Baxter Cllr Judy Kite Cllr John Warren</p> <p>Donna Moore – Clerk Sarah Espey – Responsible Financial Officer</p> <p>Rosebud Consultancy Grace Foundation representative</p>	
22/23	<p>Apologies for Absence: Cllr Ann Ronaldson - 8 votes to accept apologies. Cllr Derek Northwood - 8 votes to accept apologies.</p>	Resolved
	Cllr Abid Anwar – Not Present	
23/23	<p>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.</p>	
24/23	<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). – None.</p>	
25/23	<p>Chair's Remarks: Chair reminded councillors the staff are looking into providing some councillor training. Clerk asked to forward on Code of Conduct paperwork.</p>	DM Action
26/23	<p>Grant Presentation and Application: Council to review and discuss the grant application. Grace Foundation representative to pitch to the Council for £600 Grant Request.</p>	

Signature:..... Date:

	Grant representatives introduce themselves and explain what they would like to achieve with this funding. The councillors asked questions and Chair explained the vote will be taken later in the meeting and you will be notified after the meeting.	DM/KF
27/23	<p>Minutes:</p> <p>Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 17th May 2023 – 6 votes in favour, 2 abstained.</p> <p>General Purpose Committee 2022-2023 to approve and sign the Minutes of the General Purpose Committee Meeting held on Wednesday 14th December 2022 (PK,AA,SK) – Due to not all councillors present, Clerk asked could this agenda item be move to the end of the meeting in case a councillor did arrive later in the meeting. Councillors agreed 8 votes in favour.</p> <p>Full Council to approve and sign the Minutes of the Annual Meeting held on Wednesday 17th May 2023 – 6 votes in favour, 2 abstained.</p> <p style="text-align: right;">Resolved</p>	DM DM DM
28/23	<p>Risk Register and Assessment:</p> <p>Council to discuss the progression of previously identified risks and any new risks that may have arisen.</p> <p>Wylie building asbestos check – Clerk explained our buildings have been inspected and the report has highlighted some work is required at the Wylie Depot. Clerk is pending quotes.</p> <p style="text-align: right;">Noted</p>	DM
29/23	<p>Reports:</p> <p>Parish Ranger Report - Agreed 8 votes for.</p> <p>Crimewave Report - Agreed 8 votes for.</p> <p>Chair asked councillors for any comments reference the reports, Councillors had no concerns.</p> <p style="text-align: right;">Agreed</p>	
30/23	<p>Finance Reports:</p> <p>a) To retrospectively approve payment of £1207.50 to DR Decorating for Kingsfold maintenance work, covered by insurance claim. - Agreed 8 votes for.</p> <p>b) Payments Due over £1000 June 2023. - Agreed 8 votes for</p> <p>c) Bank Summary as at 31st May 2023. - Agreed 8 votes for – Cllr Smith made enquiries about the process for investing money, RFO explained the Finance Committee will review the need for an investment policy.</p> <p>d) Payments Made to 31st May 2023. - Agreed 8 votes for, councillors requested information for certain payments – all questions were answered.</p>	SE SE SE SE

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	e) Community Hub Summary Expenditure YTD 2023/24. - Cllr Smith requested different reports for the Community Hub. All future Main Meetings to have a Community Hub balance sheet. Cllr Smith proposed, and Cllr Morgan seconded.	SE
	Action	
31/23	Standing Orders: - Deferred from Annual meeting agenda item 10/23 To approve and adopt the Standing Orders for Stantonbury Parish Council After a long discussion, the Council agreed to adopt version SOSPC170523. 7 Votes in favour, 1 against. Cllr Smith requested recorded vote. Cllr Morgan, Cllr Kennedy, Cllr Kirkham, Cllr C Northwood, Cllr Baxter, Cllr Kite, Cllr Warren in Favour, Cllr Smith against.	DM
	Resolved	
32/23	Internal Audit: To discuss and review the Internal Audit, the conclusion of the report is: After considering the issues identified, in our opinion the Parish Council can take Substantial Assurance that the controls upon which the Parish Council relies to manage this area, as currently laid down are operated are consistently applied and effective. Margaret thanked the staff for the help and support, she noted that there has been an improvement from the previous year audit. - Councillors had no questions – agreed to accept the report 8 votes for.	DM
	Resolved	
	Rosebud Consultancy left the meeting 7:50pm	
33/23	Annual Governance Statement 2022/23 (Section 1) To consider and populate where applicable and approve and sign the Annual Governance Statement 2022/23. Chair read the statement and Councillors agreed “Yes” for Sections 1 – 8 and agreed N/A to section 9. Chair and Clerk then signed the paperwork. 8 votes in favour.	SE
	Resolved	
	Cllr Ronaldson arrived at meeting 8:00pm.	
34/23	Accounting Statements 2022/23 (Section 2) To consider and populate where applicable and approve and sign the Accounting Statements 2022/23. Chair asked the Councillors for any comments or concerns. Council agreed to statement. 9 votes in favour.	SE
	Resolved	
35/23	Summer Newsletter: Council to approve Summer Newsletter. Cllr Smith requested some amendments, all agreed 9 votes for.	
	Resolved	
36/23	Walsh Manor Play Park: Council to review and discuss emails received from Milton Keynes City Council.	

Signature:..... Date:

	Council requested to asked Milton Keynes City Council to look at installing a zebra crossing / pelican crossing near the new proposed play park. Clerk to send an email.	DM
	Agreed	
27/23	General Purpose Committee 2022-2023 to approve and sign the Minutes of the General Purpose Committee Meeting held on Wednesday 14 th December 2022 (PK,AA,SK) – Agenda item got move to the end of the meeting, unfortunately not all councillors arrived, Minutes got deferred – Agreed 9 votes.	DM
	Agreed	
37/23	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). – 9 votes for. b) Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. – 9 votes for.	
	Resolved	
Confidential - Part 2 - Consideration of matters related to the following items:		
38/23	Minutes: To approve and sign the Extraordinary Minutes meeting held on Wednesday 22 nd March 2023. Following on from previous meeting Clerk got advice from Milton Keynes City Council and presented the minutes. Council agreed to the minutes 8 votes for 1 abstained.	
	Resolved	
39/23	Grant Application: Following on from Agenda item 26/23, Full Council to discuss to vote on Grace Foundation Grant application. Chair ask Councillors how they wish to vote, after long discussion the Councillors votes against awarding the funding. 8 votes against, 1 abstained. Clerk arrange for a letter to be sent.	DM
	Resolved	
40/23	Update on Peninsula: Council to receive update from Clerk and to agree how they wish to proceed. Council reviewed paperwork and requested the original version to be used – All in favours 9 votes for.	
	Resolved	

Meeting finished 9pm.

Signature:..... Date:

22nd December 2022

General Purposes Committee Meeting
held on **14th December 2022** at **10.30am**
at **Stantonbury Parish Office, 126 Kingsfold, Bradville,**
For the purposes of transacting the business as set out below.

Minutes

Committee Members:	
Cllr Peter Kirkham - Chair	Cllr Edward Seaborne
Cllr Abid Anwar	Cllr Sandra Kennedy

	Welcome and Introduction to General Purposes Committee meeting.	Actions
18/22	<p>Present: Cllr A Anwar (AA) Cllr P Kirkham (PK)-Chair Cllr E Seaborne (ES)</p> <p>Cllr J Kite – Non-Committee member Cllr P McGahan Non-Committee member Cllr C Northwood – Non-Committee member Cllr A Ronaldson – Non-Committee member Cllr D Northwood – Non-Committee member</p> <p>S Espey - RFO K Fane - Minute taker D Moore - Clerk D Outram - Parish Ranger Supervisor</p>	
19/22	Apologies for Absence: - Cllr S Kennedy – Agreed by 3 votes for.	
20/22	Declarations of Interest: - None.	
21/22	<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). None.</p>	
22/22	<p>Minutes: To approve and sign the Minutes of the General Purposes Committee held on 27th July 2022. Agreed by 3 votes for.</p>	
23/22	<p>Update on previous Agenda items: Clerk to update committee on the below previous agenda items. Clerk advised the committee of the update on projects</p> <ul style="list-style-type: none"> • 09/22 Building CCTV and security. Contract now with Tickfords. Noted. 	

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

	<ul style="list-style-type: none"> 10/22 IT Project. Clerk advised deadline has been missed as the current supplier has produce their invoices for next year. We are required to give them 3-month notice. Discussion followed and the Clerk is to continue working on the tender. 11/22 Rangers Electronic Devices. Clerk advised the signal issue is unlikely to do with tablet as our Enforcement Officer has the same issue. Cllr Anwar recommended to look at trading the tablets in, Clerk will report back. 12/22 Mobile phones. Clerk advised JH now has a mobile phone. All SIM cards are now with O2. RFO advised review done back in November which resulted in a very good deal. Information noted. 13/22 Parish Flag. Parish Rangers unsure on installation. Supplier quoted to install. Need underground utilities map to aide installation. 	DM DM KF/DO/ DM
24/22	<p>Dog waste Bins. To discuss and agree to replace 6 dog waste bins of a total cost of £1450.00. Parish Rangers carried out an assessment of all the bins and found 6 bins need replacing and 3 of those bins needs to be larger.</p> <p>Committee agreed 4 votes for to replace 6 dog waste bins and the bin in Oakridge Park needs to be red to match all our bins.</p>	RFO
25/22	<p>Community Hub equipment: Committee to agree to purchase Blinds for the Community Hub - Clerk advised Council to note Option C did NOT include fitment and confirmed its 2 blinds on each window not 1.</p> <p>Vote for option as follows:-</p> <p>Vote for option A - 0 votes. Vote for option B - Agreed 3 votes for. Vote for option C - 0 votes.</p>	ST
26/22	<p>Parish Toyota van: Committee to discuss concerns regarding the Toyota Van. Parish Ranger Supervisor voiced concerns over Toyota van which included:</p> <ul style="list-style-type: none"> In and out of garage several times. Can't use tipper. Have not got shredder <p>Following discussion – felt no business case to consider changing at present and to wait and see what decision is made with Devolved Services Landscaping.</p>	

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

27/22	<p>Community Hub Chairs: Committee to retrospectively agree to purchase 50 chairs for the Community Hub for a total cost of £2297.00. Agreed by 3 votes for.</p>	
28/22	<p>Security at Community Hub: Committee to discuss and agree to install CCTV at Community Hub and Annual maintenance</p> <p>Vote for option A Vote for option B</p> <p>Clerk advised quotes received from 2 suppliers. Cllr Seaborne requested sight of quotes and, having read advised the Committee there is difference in the cameras.</p> <p>Resolution-Agreed by 3 votes for Cllr Seaborne to contact both suppliers with outstanding questions.</p> <p>Information to be given back to the Clerk for a future meeting.</p>	ES/DM

Meeting Finished at 11.26 am

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

June 2023 Update

Cameras currently deployed:

- Albany Court, Stantonbury
- Bandford Road, Bradville
- Kingsfold, Bradville

Albany Court, Stantonbury:

- This camera is in place due to environmental issues.
- We are continuing to review this camera regularly.

Bandford Road, Bradville:

- This camera is in place due to environmental issues.
- We are continuing to review this camera regularly.

Kingsfold, Bradville:

- This camera is in place due to reports of ASB, drug issues and youths being approached within the area.
- On the 26th May 2023, we observed a suspicious individual within the area. We have secured still images for intelligence purposes.
- We are continuing to review this camera regularly.

D & L Environmental

Enforcement activities months of May/June 2023 (Stantonbury Parish Council)

I have continued to work in a safe manor, as always wearing disposable gloves when investigating fly-tipping/waste issues,

This is a twice monthly report due to myself being on annual leave in June

Estate,	Activities	Outcome	Extraordinary
Bradville	18 Fly tips in this area	<p>All of the flytips have been investigated, And reported to MKC for removal</p> <p>I have received a notification from MKC that a fly tipping case which occurred in Bradville was due to heard in court on the 5/07/23, has now been adjourned until October 2023</p> <p>Resident of Crispin putting none household waste items out for collection,</p> <p>Alleyway between Harrowden and Crispin, clearance</p>	<p>None were found with evidence, One case from Woodstock court, 25/01/2023, I have now prepared court statements and exhibit notices for MKC ECU to progress this to court</p> <p>Another resident informed myself where the items had come from whilst I was investigating them, I visited the resident concerned and spoke to them about the correct waste procedures, they removed the items for me</p> <p>This has now been completed, on two occasions before the CCTV camera was in place I saw a petrol go cart driving up there, but unfortunately could not locate it</p>

		Youths upsetting a resident in Vauxhall	<p>where it had gone, there are now bollards in place at either end, the area as yet has been clear of waste,</p> <p>It was reported to myself via the office of youths being abusive whilst using the mugga next to the community hub, I have monitored this and not come across this behaviour up to now,</p>
<p>Bancroft Bancroft Park Oakridge Park Bluebridge Linford wood</p>	<p>No issues reported Littering in the parking area No issues reported No issues reported Drain cover thefts</p>	<p>NOS canisters</p>	<p>This has now been cleared</p> <p>Most of the drain covers in Rockingham drive were stolen over the first Bank holiday weekend, I have also noticed some missing from other areas of Mk- Update all of the covers have now been replaced</p> <p>I've have come across several of these at the rear of the cube building on Foxhunter drive, in the large carpark, this carpark did have open access for a while due the barrier being up, This has now closed,</p>
<p>Stantonbury Fields</p>		<p>NOS canisters</p>	<p>I have come across a few in this area, in the parking area and by the AstroTurf football pitch</p>
<p>Stantonbury</p>	<p>22 Fly tip in this area</p>	<p>All have been investigated and then cleared by Mkc/Serco</p>	<p>Two has been found with evidence, and now MKC ECU are investigating,</p> <p>One fly tip that was back in May that was witnessed by a local resident</p>

	<p>Walshs manor camper van/caravan</p>	<p>These two vehicles appeared in Walsh's manor just as you turn in off Redbridge, I contacted MKC Ecu about this, they investigated and came out, but could not confirm if anyone living in them, the campervan is legal, It has since moved to Redbridge, I continue to monitor for signs of activity around these .</p> <p>Goring large waste items on pathway,</p> <p>Burnett fencing waste</p> <p>Walshes Manor sofa</p>	<p>and a Councillor has now been prosecuted and the fine paid in full,</p> <p>Update the camper has now gone, but there is a note on the caravan saying it belongs to a resident in Redbridge, it has also been reported MKC AV to look at again,</p> <p>I came across large items of furniture etc on the pathway outside a property, I visited the unfortunately no one was at home, I left a calling note and one of our flytipping stickers on the items, I did not get a call back, but on my return the next day the items had been moved back on to the property,</p> <p>I was informed of fencing and other waste at the rear of a property in Burnet, I visited the property and spoke with the tenants who informed myself that the landlord had done the works, I asked them when the waste would be removed, they didn't know, it took a further two visits before the waste was removed by the landlord,</p> <p>After coming across a dumped sofa at the rear of the properties I stickers it with one of our fly tipping</p>
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			aware stickers, a resident then contacted the office to say it was there's and they will be arguing collection of the sofa, which they did
Graffiti	None Reported		
Abandoned Vehicles	Walshes Manor damaged vehicle Bradvue crescent reported Av	Reported to the office by a local resident, I went to the area but could not find the vehicle where the resident had said it was parked, I checked again the next day it was still not there,	This has now been removed No further action was taken

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 lamposts Patrols of Stanton Low, Stonepit Fields, along Railway walk, Abby way, Bradwell road sports fields, Bancroft Park areas,
Regular patrols	I continue to patrol all the areas covered by SPC, on the lookout for dog fouling, fly tipping etc, The issue of the gas canisters, there have been 5 found across the area during March Some of the smaller waste items that have been dumped, Neil and David have cleared away, as serco seem to be taking a while to clear them

Payments Due over £1000
Stantonbury Parish Council
July 2023

Contact	Description	Total
Milton Keynes Play Association	Summer Events	£ 2,313.75
S2D LEAFLETS LTD	Newsletter	£ 2,804.68
ACAS	Settlement Agreement	£ 18,000.00
Total		£ 23,118.43

Signature: **Date:**

Chair - Stantonbury Parish Council

Signature: **Date:**

Stantonbury Parish Council - Bank Summary

Bank Summary

Stantonbury Parish Council
From 1 June 2023 to 30 June 2023

Add Summary

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
CCLA PSDF - 0143380001PC	275,479.76	0.00	0.00	275,479.76
Charity Bank Ethical Easy Access	122,135.74	0.00	0.00	122,135.74
Co-operative Bank Current	186,080.12	1,181.04	38,918.20	148,342.96
Nationwide 125 Day Saver	137,855.20	339.54	0.00	138,194.74
Petty Cash	121.46	15.00	49.80	86.66
Santander Business Reserve	124,284.29	277.61	0.00	124,561.90
Santander Current	1,386.88	0.00	0.00	1,386.88
Soldo Prepaid Debit Cards	1,073.30	0.00	184.64	888.66
Unity Trust Bank - Instant Access Account	126,224.49	0.00	0.00	126,224.49
Total	974,641.24	1,813.19	39,152.64	937,301.79

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

Payments Made

Stantonbury Parish Council

For the period 1 June 2023 to 30 June 2023

Date	Description	Amount
01 Jun 2023	Aldi	£ 1.55
01 Jun 2023	O2 DD	£ 49.26
02 Jun 2023	DVLA DD	£ 320.00
06 Jun 2023	Aldi	£ 5.22
06 Jun 2023	Post Office	£ 20.00
06 Jun 2023	Soldo DD	£ 12.60
06 Jun 2023	Xero (UK) Ltd	£ 50.40
07 Jun 2023	Alan Hickman	£ 10.00
07 Jun 2023	Alan Hickman	£ 10.00
07 Jun 2023	Amazon	£ 5.38
07 Jun 2023	Amazon	£ 5.97
07 Jun 2023	Amazon	£ 11.10
07 Jun 2023	Amazon	£ 13.58
07 Jun 2023	Amazon	£ 31.32
07 Jun 2023	Amazon	£ 38.99
07 Jun 2023	Amazon	£ 55.97
07 Jun 2023	Argos	£ 26.98
07 Jun 2023	BrightHR DD	£ 99.62
07 Jun 2023	British Gas DD CH Elec	£ 80.49
07 Jun 2023	Cann Electrical Limited	£ 552.00
07 Jun 2023	D&L Environmental	£ 813.75
07 Jun 2023	Douglas Design	£ 27.60
07 Jun 2023	Imagin Products Ltd	£ 21.36
07 Jun 2023	CH Dep refund	£ 100.00
07 Jun 2023	O2 DD	£ 32.16
07 Jun 2023	Par Express	£ 1.49
07 Jun 2023	Rainbow Children Centre	£ 650.00
07 Jun 2023	Sainsbury	£ 6.00
07 Jun 2023	Sid Telfers	£ 5.99
07 Jun 2023	SoundSorba	£ 1,000.00
07 Jun 2023	Trade UK	£ 7.28
07 Jun 2023	Trade UK	£ 17.57
09 Jun 2023	Aldi	£ 2.80
12 Jun 2023	British Gas DD CH GAS	£ 29.78
12 Jun 2023	British Gas DD CH GAS	£ 133.50
12 Jun 2023	wilko	£ 2.80
13 Jun 2023	Aldi	£ 3.00
13 Jun 2023	Aldi	£ 5.82
13 Jun 2023	fuelGenie DD	£ 262.64
15 Jun 2023	Rob Bracey Ltd	£ 198.00
15 Jun 2023	Tesco	£ 84.30
19 Jun 2023	Aldi	£ 2.99



20 Jun 2023	Aldi	£ 2.75
20 Jun 2023	Co-op	£ 4.85
20 Jun 2023	Wave DD	£ 51.79
20 Jun 2023	Wave DD	£ 62.17
22 Jun 2023	Bucks LGPS Pension Scheme	£ 5,006.07
22 Jun 2023	CH Dep refund	£ 100.00
22 Jun 2023	Crimewave Limited	£ 5,526.00
22 Jun 2023	George Browns	£ 12.50
22 Jun 2023	HMRC	£ 1,677.37
22 Jun 2023	Jackie Bennett	£ 273.00
22 Jun 2023	Marcus Young	£ 1,086.72
22 Jun 2023	Microsmiths	£ 151.03
22 Jun 2023	Milton Keynes City Council	£ 1,200.00
22 Jun 2023	Skyline Taxis	£ 169.49
22 Jun 2023	SoundSorba	£ 4,137.44
22 Jun 2023	The Great Gappo	£ 425.00
22 Jun 2023	Trade UK	£ 2.16
22 Jun 2023	Trade UK	£ 3.00
22 Jun 2023	Trade UK	£ 5.74
22 Jun 2023	Trade UK	£ 10.00
22 Jun 2023	Trade UK	£ 10.75
22 Jun 2023	Trade UK	£ 21.00
22 Jun 2023	Trade UK	£ 23.50
22 Jun 2023	Trade UK	£ 43.00
22 Jun 2023	Viking	£ 100.02
22 Jun 2023	Your Asbestos Consultant	£ 180.00
22 Jun 2023	Your Asbestos Consultant	£ 474.00
23 Jun 2023	Aldi	£ 11.73
26 Jun 2023	Aldi	£ 1.55
26 Jun 2023	Aldi	£ 5.72
26 Jun 2023	Cllr Allowances	£ 670.89
26 Jun 2023	Salaries	£ 12,716.88
27 Jun 2023	Co-op	£ 1.75
27 Jun 2023	Sid Telfers	£ 12.97
28 Jun 2023	Barnardos	£ 1.00
28 Jun 2023	Mailchimp	£ 0.68
28 Jun 2023	Mailchimp	£ 25.07
28 Jun 2023	Sid Telfers	£ 7.98
30 Jun 2023	Mirus DD	£ 125.21
30 Jun 2023	Post Office	£ 2.60
Total		£ 39,152.64

Signed: Date:.....

Chair - Stantonbury Parish Council

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

Community Hub Income & Expenditure YTD as at 07/07/23

Stantonbury Parish Council

For the period 1 April 2023 to 31 March 2024

Account	EXPENSE		INCOME		Running Balance (GBP)
Income CH VAT Exempt	£	-	£	1,755.00	£ 1,755.00
4380 CH Maintenance	£	492.85	£	-	£ 492.85
4381 CH Hall/Cafe Equipment	£	28.77	£	3.48	£ 25.29
4385 CH Utilities	£	715.38	£	-	£ 715.38
4388 CH Cleaning	£	468.91	£	-	£ 468.91
4389 CH Security/Fire Services	£	144.96	£	-	£ 144.96
4390 CH Reserves £7000 + £2851 + £2088 2023/24 Reserves	£	8,159.86	£	-	£ 8,159.86
Total	£	10,010.73	£	1,758.48	£ 8,252.25

Qtrly Income & Expenditure

Stantonbury Parish Council

For the 3 months ended 30 June 2023

	APR-JUN 2023	JAN-MAR 2023	OCT-DEC 2022	JUL-SEP 2022	APR-JUN 2022
Income					
Council Tax Grant Income	9,700.53	-	-	4,850.00	4,850.00
Precept	460,748.00	-	-	221,004.27	221,004.26
Total Income	470,448.53	-	-	225,854.27	225,854.26
Other Income					
Allotment Revenue	13.00	-	3,224.75	27.89	14.73
Income Community Projects Trips	465.00	-	940.00	1,857.50	-
Interest Income	4,852.53	4,630.67	2,975.61	1,298.74	523.84
Other Income	2,509.50	1,950.00	12,072.48	-	7,858.69
Income - Section 106	9,140.00	-	-	7,710.00	-
Income CH VAT Exempt	1,695.00	315.00	1,520.00	-	995.00
Total Other Income	18,675.03	6,895.67	20,732.84	10,894.13	9,392.26
Total Income	489,123.56	6,895.67	20,732.84	236,748.40	235,246.52
Expenditure					
4205 Landscaping Equipment	516.49	-	-	-	-
4210 Landscaping Maintenance	193.92	484.26	-	41.67	-
4230 Parish Equipment	-	-	1,430.00	7,553.79	1,062.17
4235 Parish Fixtures	2,640.00	736.49	-	8.29	119.88
4240 Dog Waste Bin Emptying	2,585.50	3,885.20	2,496.00	2,499.20	2,423.20
4250 Enforcement Services	2,272.75	1,765.50	2,375.00	1,790.25	2,268.75
4120 Allotment Maintenance & Repairs	271.56	55.77	16.65	266.65	-
4130 Allotment Utilities	28.01	-	627.27	-	93.13
4265 Rangers Vehicle Expenses	1,421.33	874.72	2,222.70	1,341.04	2,198.98
4270 Rangers Uniform	48.75	352.73	-	280.00	-
4280 Rangers Sundries	135.67	82.47	155.15	511.80	294.25
4630 Wylie Maintenance	76.49	57.93	-	21.67	-
4636 Wylie Utilities	(124.68)	515.41	404.48	154.69	772.76
4635 Wylie Security and Fire Safety	-	-	340.00	643.85	-
4637 Wylie Rates	-	1,860.02	-	-	-
4620 Kingsfold Maintenance	7,977.65	1,158.69	140.88	104.00	(270.22)
4610 Parish Office Cleaning Services	761.54	893.55	970.25	951.32	869.26
4626 Kingsfold Rates	-	8,776.16	-	-	-
4627 Kingsfold Utilities	968.01	1,396.08	757.66	422.41	886.44
4625 Kingsfold Security and Fire Safety	-	(250.02)	350.00	837.69	1,000.49
4530 Printing	90.00	-	-	-	-
4760 Stationery	360.97	454.66	449.93	453.04	628.11
4765 Postage	52.55	109.40	271.47	16.78	25.36
4520 IT, Telephone, PC, Printing, Website & Software Services	995.11	8,560.14	4,058.55	1,694.77	1,423.92
4535 Office Equipment	-	200.00	257.40	107.65	697.27

	APR-JUN 2023	JAN-MAR 2023	OCT-DEC 2022	JUL-SEP 2022	APR-JUN 2022
4525 IT, Telephone, PC, Printing, Equipment	-	963.97	638.00	510.00	175.80
4850 Winter Warmer	1,441.40	3,809.76	162.66	-	-
4305 Newsletter	2,867.23	2,847.23	2,658.00	-	2,508.00
4550 CAB Citizens Advice Bureau	-	1,350.00	1,237.50	1,350.00	1,125.00
4310 Community Projects Grants & Donations	650.00	2,000.00	1,000.00	-	1,250.00
4370 Community Projects CCTV Crimewave	4,605.00	5,940.00	-	5,940.00	6,030.00
4360 Community Project Social Events	-	-	-	-	637.60
4330 Community Projects Over 65's Hospitality	-	-	921.41	127.43	-
4340 Community Projects Summer Play Events	-	-	920.00	4,587.30	-
4335 Community Projects Coach Trips Winter	-	-	1,040.00	-	-
4949 From General Reserves	18,000.00	-	-	-	1,250.00
4480 Staff Training	10.00	628.33	910.00	(960.00)	1,080.00
4446 Councillor Travel & Subsistence	277.51	139.70	514.36	357.39	382.35
4415 HR Services	260.22	260.22	260.22	260.22	260.22
4420 Salaries	47,749.93	47,365.42	51,946.26	44,088.68	42,723.79
4421 National Insurance Employers	-	4,339.73	5,080.93	3,273.89	-
4431 Pensions Costs	11,368.84	11,888.82	13,038.61	11,066.39	10,056.50
4485 Councillor Training	-	90.00	90.00	-	70.00
4445 Councillor Allowances	2,159.12	2,092.50	2,092.50	2,092.50	2,082.50
4790 Legal and Professional fees	-	97.50	3,226.50	1,773.67	4,868.00
4710 Parish Insurance	2,965.92	-	-	-	3,062.61
4795 Audit Fees	500.00	500.00	-	1,000.00	500.00
4705 Bank Charges	33.10	33.72	52.00	52.37	34.35
4720 Subscriptions and memberships	3,430.12	159.90	98.00	722.00	1,612.52
4590 General Purpose Sundries	199.96	239.60	375.10	321.51	183.10
4560 Hospitality	61.44	116.08	356.35	26.00	136.59
4383 CH IT/Tel Maintenance Services	-	818.00	165.00	-	-
4387 CH Insurances/Licences	-	561.03	-	-	-
4770 Planning Services	-	500.00	-	-	-
4388 CH Cleaning	468.91	450.67	200.98	36.00	135.00
4386 CH Business Rates	-	5,809.70	-	-	-
4389 CH Security/Fire Services	144.96	405.82	601.07	714.50	-
4390 CH Reserves £7000 + £2851 + £2088 2023/24 Reserves	7,877.46	-	-	-	-
4361 Community Projects Jubilee	425.00	-	-	-	1,094.23
4382 CH Computer Equipment	-	-	659.00	-	-
4450 Staff Travel & Subsistence	-	52.89	203.71	14.15	4.50
4381 CH Hall/Cafe Equipment	25.29	2,610.86	2,507.16	-	-
4385 CH Utilities	698.17	1,239.55	1,021.99	26.39	1,558.42
4362 Community Projects Coronation	1,197.86	857.70	-	-	-
4337 Community Projects Coach Trips Summer	3,375.00	-	-	3,020.00	-
4380 CH Maintenance	492.85	2,538.33	2,621.91	1,654.50	1,015.00
4371 Community Projects Rubbish Amnesty	-	-	260.00	650.50	4,303.23
Total Expenditure	132,556.91	132,676.19	112,182.61	102,405.95	102,633.06
Contribution to/(from) Reserves	356,566.65	(125,780.52)	(91,449.77)	134,342.45	132,613.46

Q1 Budget Variance
Stantonbury Parish Council
For the 3 months ended 30 June 2023

Account	Apr-Jun 2023		Apr-Jun 2023		Variance	
	Apr-Jun 2023	Overall Budget	Variance			%
Income						
Council Tax Grant Income	£ 9,700.53	£ 9,700.00	£ 0.53			0%
Precept	£ 460,748.00	£ 460,748.00	£ -			0%
Total Income	£ 470,448.53	£ 470,448.00	£ 0.53			0%
Other Income						
Allotment Revenue	£ 13.00	£ 3,800.00	-£ 3,787.00			-100%
Income - Section 106	£ 9,140.00	£ -	£ 9,140.00			0%
Income CH VAT Exempt	£ 1,695.00	£ 7,000.00	-£ 5,305.00			-76%
Income CH VATABLE	£ -	£ 3,000.00	-£ 3,000.00			-100%
Income Community Projects Trips	£ 465.00	£ 3,000.00	-£ 2,535.00			-85%
Interest Income	£ 4,852.53	£ 5,800.00	-£ 947.47			-16%
Other Income	£ 2,509.50	£ 2,000.00	£ 509.50			25%
Total Other Income	£ 18,675.03	£ 24,600.00	-£ 5,924.97			-24%
Expenses						
4120 Allotment Maintenance & Repairs	£ 271.56	£ 4,000.00	-£ 3,728.44			-93%
4130 Allotment Utilities	£ 28.01	£ 1,000.00	-£ 971.99			-97%
4205 Landscaping Equipment	£ 516.49	£ -	£ 516.49			0%
4210 Landscaping Maintenance	£ 193.92	£ 5,000.00	-£ 4,806.08			-96%
4220 Playground Maintenance	£ -	£ 10,000.00	-£ 10,000.00			-100%
4225 Match Funding Projects	£ -	£ 10,000.00	-£ 10,000.00			-100%
4226 Renewals Bradville Area Projects	£ -	£ 5,000.00	-£ 5,000.00			-100%
4230 Parish Equipment	£ -	£ 4,000.00	-£ 4,000.00			-100%
4235 Parish Fixtures	£ 2,640.00	£ 4,000.00	-£ 1,360.00			-34%
4240 Dog Waste Bin Emptying	£ 2,585.50	£ 12,000.00	-£ 9,414.50			-78%
4250 Enforcement Services	£ 2,272.75	£ 10,000.00	-£ 7,727.25			-77%
4260 Motor Vehicles	£ -	£ 25,000.00	-£ 25,000.00			-100%
4265 Rangers Vehicle Expenses	£ 1,421.33	£ 10,000.00	-£ 8,578.67			-86%
4270 Rangers Uniform	£ 48.75	£ 1,000.00	-£ 951.25			-95%
4280 Rangers Sundries	£ 135.67	£ 2,000.00	-£ 1,864.33			-93%
4305 Newsletter	£ 2,867.23	£ 9,000.00	-£ 6,132.77			-68%
4310 Community Projects Grants & Donations	£ 650.00	£ 6,000.00	-£ 5,350.00			-89%
4330 Community Projects Over 65's Hospitality	£ -	£ 750.00	-£ 750.00			-100%
4335 Community Projects Coach Trips Winter	£ -	£ 1,500.00	-£ 1,500.00			-100%
4337 Community Projects Coach Trips Summer	£ 3,375.00	£ 3,500.00	£ 125.00			-4%
4340 Community Projects Summer Play Events	£ -	£ 6,500.00	-£ 6,500.00			-100%
4351 Community Projects New Food Bank	£ -	£ 1,500.00	-£ 1,500.00			-100%
4360 Community Project Social Events	£ -	£ 1,000.00	-£ 1,000.00			-100%
4361 Community Projects Jubilee	£ 425.00	£ -	£ 425.00			0%
4362 Community Projects Coronation	£ 1,197.86	£ 500.00	£ 697.86			140%
4365 Community Projects Yellow Lining	£ -	£ 20,000.00	-£ 20,000.00			-100%
4370 Community Projects CCTV Crimewave	£ 4,605.00	£ 18,500.00	-£ 13,895.00			-75%
4371 Community Projects Rubbish Amnesty	£ -	£ 6,000.00	-£ 6,000.00			-100%
4380 CH Maintenance	£ 492.85	£ 6,000.00	-£ 5,507.15			-92%
4381 CH Hall/Cafe Equipment	£ 25.29	£ 6,000.00	-£ 5,974.71			-100%
4383 CH IT/Tel Maintenance Services	£ -	£ 1,500.00	-£ 1,500.00			-100%
4385 CH Utilities	£ 698.17	£ 5,000.00	-£ 4,301.83			-86%
4386 CH Business Rates	£ -	£ 5,000.00	-£ 5,000.00			-100%
4387 CH Insurances/Licences	£ -	£ 1,000.00	-£ 1,000.00			-100%
4388 CH Cleaning	£ 468.91	£ 2,500.00	-£ 2,031.09			-81%
4389 CH Security/Fire Services	£ 144.96	£ 1,500.00	-£ 1,355.04			-90%
4390 CH Reserves £7000 + £2851 + £2088 2023/24 Reserves	£ 7,877.46	£ -	£ 7,877.46			0%
4410 Staff Recruitment	£ -	£ 500.00	-£ 500.00			-100%
4415 HR Services	£ 260.22	£ 1,050.00	-£ 789.78			-75%
4420 Salaries	£ 47,749.93	£ 250,000.00	-£ 202,250.07			-81%
4421 National Insurance Employers	£ -	£ 32,000.00	-£ 32,000.00			-100%
4431 Pensions Costs	£ 11,368.84	£ 60,000.00	-£ 48,631.16			-81%
4445 Councillor Allowances	£ 2,159.12	£ 14,250.00	-£ 12,090.88			-85%
4446 Councillor Travel & Subsistence	£ 277.51	£ 1,500.00	-£ 1,222.49			-81%
4450 Staff Travel & Subsistence	£ -	£ 500.00	-£ 500.00			-100%
4480 Staff Training	£ 10.00	£ 2,500.00	-£ 2,490.00			-100%
4485 Councillor Training	£ -	£ 1,500.00	-£ 1,500.00			-100%
4520 IT, Telephone, PC, Printing, Website & Software Services	£ 995.11	£ 25,000.00	-£ 24,004.89			-96%
4525 IT, Telephone, PC, Printing, Equipment	£ -	£ 10,000.00	-£ 10,000.00			-100%
4526 Change of Domain Project	£ -	£ 2,000.00	-£ 2,000.00			-100%
4530 Printing	£ 90.00	£ -	£ 90.00			0%
4535 Office Equipment	£ -	£ 5,000.00	-£ 5,000.00			-100%
4560 Hospitality	£ 61.44	£ 1,500.00	-£ 1,438.56			-96%
4590 General Purpose Sundries	£ 199.96	£ 2,000.00	-£ 1,800.04			-90%
4610 Parish Office Cleaning Services	£ 761.54	£ 4,000.00	-£ 3,238.46			-81%
4620 Kingsfold Maintenance	£ 7,977.65	£ 10,000.00	-£ 2,022.35			-20%
4625 Kingsfold Security and Fire Safety	£ -	£ 3,500.00	-£ 3,500.00			-100%
4626 Kingsfold Rates	£ -	£ 9,000.00	-£ 9,000.00			-100%
4627 Kingsfold Utilities	£ 968.01	£ 5,000.00	-£ 4,031.99			-81%
4630 Wylie Maintenance	£ 76.49	£ 2,000.00	-£ 1,923.51			-96%
4635 Wylie Security and Fire Safety	£ -	£ 1,500.00	-£ 1,500.00			-100%
4636 Wylie Utilities	-£ 124.68	£ 2,500.00	-£ 2,624.68			-105%
4637 Wylie Rates	£ -	£ 2,100.00	-£ 2,100.00			-100%
4705 Bank Charges	£ 33.10	£ 500.00	-£ 466.90			-93%
4710 Parish Insurance	£ 2,965.92	£ 4,000.00	-£ 1,034.08			-26%
4720 Subscriptions and memberships	£ 3,430.12	£ 5,000.00	-£ 1,569.88			-31%
4760 Stationery	£ 360.97	£ 3,000.00	-£ 2,639.03			-88%
4765 Postage	£ 52.55	£ 500.00	-£ 447.45			-89%
4790 Legal and Professional fees	£ -	£ 10,000.00	-£ 10,000.00			-100%
4795 Audit Fees	£ 500.00	£ 2,500.00	-£ 2,000.00			-80%
4850 Winter Warmer	£ 1,441.40	£ -	£ 1,441.40			0%
4949 From General Reserves	£ 18,000.00	£ -	£ 18,000.00			0%
Total Expenses	£ 132,556.91	£ 680,650.00	-£ 548,093.09			-81%
Contribution to/from reserves	£ 356,566.65	-£ 185,602.00	£ 542,168.65			

Account Transactions over £500

Stantonbury Parish Council

For the period 1 April 2023 to 30 June 2023

Date	Description	Amount
03 Apr 2023	Hanover Court	£ 900.00
21 Apr 2023	Milton Keynes CAB	£ 1,350.00
21 Apr 2023	Marcus Young	£ 986.88
21 Apr 2023	Bucks LGPS Pension Scheme	£ 4,660.92
21 Apr 2023	Marcus Young	£ 1,663.20
21 Apr 2023	Milton Keynes Council	£ 7,902.00
21 Apr 2023	Milton Keynes Council	£ 2,403.00
21 Apr 2023	HMRC	£ 3,055.48
21 Apr 2023	D&L Environmental	£ 759.00
21 Apr 2023	S2D LEAFLETS LTD	£ 2,804.68
21 Apr 2023	Milton Keynes Council	£ 1,674.00
26 Apr 2023	Staff Salaries	£ 11,564.94
27 Apr 2023	Breakthrough Communications & Strategies Limited	£ 2,151.60
18 May 2023	Broxap	£ 578.40
18 May 2023	Bill's Minibus & Coach Hire Limited	£ 595.00
18 May 2023	HMRC	£ 2,995.48
18 May 2023	Broxap	£ 1,149.60
18 May 2023	Buckinghamshire & Milton Keynes Association of Local Councils	£ 1,599.12
18 May 2023	Marly Roofing Ltd	£ 2,280.00
18 May 2023	BHIB Insurance	£ 2,965.92
18 May 2023	Marly Roofing Ltd	£ 5,040.00
18 May 2023	Roman Park Management Limited	£ 1,008.00
18 May 2023	VB Flooring Ltd	£ 1,170.00
18 May 2023	Bucks LGPS Pension Scheme	£ 4,660.94
18 May 2023	Marcus Young	£ 921.60
18 May 2023	Bill's Minibus & Coach Hire Limited	£ 2,780.00
18 May 2023	Bank Transfer from Co-operative Bank Current to Soldo Prepaid Debit Cards	£ 500.00
18 May 2023	D&L Environmental	£ 700.00
18 May 2023	Locked & Secure	£ 2,251.20
19 May 2023	Bank Transfer from Co-operative Bank Current to CCLA PSDF - 0143380001PC	£ 25,000.00
25 May 2023	D R DECORATING	£ 1,207.50
26 May 2023	Staff Salaries	£ 11,631.36
07 Jun 2023	Cann Electrical Limited	£ 552.00
07 Jun 2023	Rainbow Children Centre	£ 650.00
07 Jun 2023	SoundSorba	£ 1,000.00
07 Jun 2023	D&L Environmental	£ 813.75
22 Jun 2023	SoundSorba	£ 4,137.44
22 Jun 2023	Crimewave Limited	£ 5,526.00
22 Jun 2023	Marcus Young	£ 1,086.72
22 Jun 2023	Milton Keynes City Council	£ 1,200.00
22 Jun 2023	Bucks LGPS Pension Scheme	£ 5,006.07
22 Jun 2023	HMRC	£ 1,677.37
26 Jun 2023	Staff Salaries	£ 12,716.88
Total		£ 145,276.05

Bank Mandate Log
Stantonbury Parish Council
JULY 2023

Bank Accounts	Type of Account	Signature 1	Signature 2	Signature 3	Signature 4	Bank Card 1	Bank Card 2
CCLA	Investment - The Public Sector Deposit Fund	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Peter Kirkham	Cllr Edward Seabourne		
Charity Bank	Savings Account	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Ann Ronaldson	n/a	n/a
Co-operative Bank Current	Community Directplus	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Ann Ronaldson	Mrs Sarah Espey (RFO)	Mrs Donna Moore (Proper Officer)
Nationwide Savings	Business Instant Saver	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Peter Kirkham	n/a	n/a
Santander Current	Business Account	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Ann Ronaldson	Mrs Sarah Espey (RFO)	Mrs Donna Moore (Proper Officer)
Santander Savings	Business Account	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Ann Ronaldson	n/a	n/a
Soldo Prepaid Debit Cards	Prepaid Debit	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	n/a	n/a	Mrs Sue Tozer (Senior Admin)	Mr David Outram (Parish Ranger Supervisor)
Unity Trust Bank	Instant Access	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Peter Kirkham	Cllr Ann Ronaldson	n/a	n/a

Key Features

12 month Fixed Term Deposit Account

12 month Fixed Term Deposit Account

This document explains the account:

- 1) Key features
- 2) Provides other important information about our 12 month Fixed Term Deposit Account.

Please read this document carefully to ensure you understand this product and we recommend keeping it safe for future reference.

This document is supplementary to both the [General Terms & Conditions](#) and the [Product Terms and Conditions](#).

Important Information:

- There is a minimum account opening balance of £100,000.
- There is a maximum account limit of £5m
- There will be no early access to the funds, however we may consider allowing you to terminate the agreement early in exceptional circumstances, If we agree that you can end the agreement early the interest rate applied for the entire period to the whole balance will revert to the early closure rate of 2.60%.
- We will send you a statement every six months.
- All Fixed Term Deposits require a Servicing Account. If You do not already hold either a Current Account or Instant Access Savings Account with Unity you will need to apply for an Instant Access Savings Account first. (this account is free of charge).
- We do not provide financial advice to our customers, and you are not entitled to rely on us for advice or recommendations.
- All account opening requests are subject to eligibility criteria.

Advantages:

- There are no fees.
- We pay a fixed interest rate for a set period of time.
- Your eligible deposits with Unity Trust Bank are protected by the Financial Services Compensation Scheme up to a total of £85,000.

How it works

		Other Unity Savings Accounts				
	12-month Fixed Term Deposit	30-day Term Deposit	90-day Term Deposit (Deposit of £500k - £10m)	90-day Term Deposit (Deposit of £10m+)	24-month Fixed Term Deposit	Instant Access Savings Account
Interest Rate*	3.60%	2.81%	2.81%	2.88%	3.80%	2.60%
Term	12 months	30 days	90 days		24 months	-
Minimum Deposit	£100k	£2m	£500k	£10m	£100k	None
Maximum Deposit	£5m	None			£5m	None
Access	No Access	No Access				Instant
Fixed or Variable	Fixed for the term	Fixed for the term				Variable
Fee	Free	Free				

Summary Box

Account Name	12 month Fixed Term Deposit Account		
What is the Interest Rate? (Effective June 2023)	Minimum Deposit	Gross Rate**	AER***
	£100k+	3.60%	3.60%
	<p>* Net Rate is the amount of interest you will receive if your organisation pays tax at source.</p> <p>** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rate specified by law.</p> <p>*** AER stands for Annual Equivalent Rate and illustrates the interest rate if interest was paid and compounded each year.</p>		
	Interest is credited at the end of the fixed term.		

How it works

Summary Box	
Can Unity Trust Bank change the interest rate?	The interest rate is fixed for the term.
What would the estimated balance be after 12 months based on a £100,000 deposit?	<p>A deposit of £100,000 at an annual Gross Rate of 3.60% (fixed) would generate an estimated balance of £103,600 after one year.</p> <p>This is for illustrative purposes only.</p>
How do I open and manage the account?	<p>To open an account you'll need to complete and sign the application form from here. The letter will need to be printed and signed by all signatories in accordance with your bank mandate and sent to Customers Account Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG or emailed to us@unity.co.uk</p> <p>All Fixed Term Deposits require a Servicing Account. If You do not already hold either a Current Account or Instant Access Savings Account with Unity We will open an Instant Access Savings Account for You.</p> <p>This account is not designed for transactional banking, it cannot be used to make payments. At the end of the term, available funds will automatically transfer to your Unity servicing account. You can then transfer the funds to a different account.</p>
Can I withdraw my money?	<ul style="list-style-type: none">• There will be no early access to the funds, however we may consider allowing you to terminate the agreement early in exceptional circumstances, such as but not limited to:<ul style="list-style-type: none">• In the case of a sole trader or partnership, death of a signatory; or• The customer facing exceptional and unforeseen hardship.• If we allow you to terminate the agreement early, we will transfer the funds to your servicing account 31 calendar days after receipt of your cancellation request. You will not be entitled to receive interest at the advertised rate, and instead the reduced rate of 2.60% shall apply to the whole balance for the period the account was open.• At maturity, you can choose to reinvest your funds into a new Unity Savings Account or Term Deposit If you do not let us know what you wish to do by the maturity date, your funds will automatically transfer into your Unity Instant Access or Current Account.
Additional Information	<ul style="list-style-type: none">• To open an account, you must be a UK-based organisation.• All applications are subject to eligibility criteria.• There is a minimum account opening balance of £100k• There is a maximum account opening balance of £5m

Support

Service	Summary
Internet Banking	You will not be able to see or manage the Term Deposit using Unity's Internet Banking.
Customer Service and Support	<p>If you wish to contact Unity about this service then please call us on 0345 140 1000</p> <p>Our call centre is open Monday to Friday 9:00am to 4.00pm (except bank and public holidays). All calls are monitored and recorded for training purposes. Calls are charged at local rate.</p>

Further Information

All applications for Savings Accounts are subject to status and [Terms and Conditions apply](#)

[Get in touch to find out more about applying for a Business Savings Account](#)



You can download our Key Features and Important Information
from: <https://www.unity.co.uk/business-banking/savings-account-2/>

This information is available to you at any time on our website.
Please read this important information carefully and retain it for future reference.

Unity Trust Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls are recorded and may be monitored for security, training and quality purposes.

U502 (09/22)

Document No: CPTORo70623



COMMUNITY PROJECTS COMMITTEE

TERMS OF REFERENCE

Signed:
The Chair of Community Projects Committee

Date:

Signed:
The Chair of Stantonbury Parish Council

Date:

Document History

Created by Chairman of Community Projects Committee	21/08/2019
Reviewed at Community Projects Committee	04/09/2019
Reviewed at Management Committee	11/09/2019
Adopted and Signed Off at Main Meeting	06/11/2019
Reviewed by Chairman of Community Projects Committee	21/10/2020
Adopted and Signed off at Main Meeting	18/11/2020
New format applied to TOR	30/06/2022
Reviewed and signed at CPM	06/07/2022
Reviewed and signed at Main Meeting	20/07/2022
Reviewed by the Clerk	22/05/2023
Reviewed and signed by Committee	07/06/2023
Agreed and signed at Main Meeting	21/06/2023

Community Projects Committee Terms of Reference

Purpose: The Committee shall review, monitor and develop services provided by the Council that impact on the social, environmental and wellbeing of the Parish.

Quorum:

All Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 3 members.

Chair:

The Chair is to be elected annually by the Community Projects Committee at their first Meeting following the Annual Council Meeting.

Meetings:

At least 6 meetings a year at the Parish Council Office on a weekday on dates to be agreed by the Committee or as requested as per the Chair of the Committee.

Duties:

- To advise and make recommendations to Full Council on any matters affecting Community Projects.
- The Committee shall promote, oversee and agree (depending on it's delegated authority) the direction for Community Development, Engagement, Environment and Landscape, Wellbeing and Advice, and other services that may be developed within the council.
- The Committee will liaise with all relevant external agencies (both statutory and voluntary), work with agencies and other organisations to obtain funding and / or to work in partnership on specific projects and activities that will benefit all, or part of, the community in Stantonbury Parish.
- The Committee shall consider all aspects relating to matters concerning the Environment, transport, highways, crime and community safety, play areas, street lighting and antisocial behaviour as it relates to the Parish, and may approve projects within this remit.
- To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the Committee's remit.
- To work with the Community to provide a well-managed and cost-effective service.

Delegated Authority:

- a) **For decisions on behalf of the Parish Council:** Concerning the detailed operation and management of the Committee and relationship with the Community but excluding final decisions on:-
 - The budget.
 - Agreeing what projects will be undertaken if exceeding the expenditure limit.
- b) **To incur expenditure on behalf of the Parish Council:** On projects that have already been agreed by the Council up to the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.
- c) **Expenditure:**
Committee is authorised to spend up to £5,000.

Membership Requirements

- a) All members of the Committee are to take relevant training.

Councillors wishing to resign from a Committee must do so by notifying the Clerk.

Document No: GPCTOR280623



General Purposes Committee

Terms of Reference

Signature:.....
Chair of General Purpose Committee

Date:.....

Signature:.....
Chair of Stantonbury Parish Council

Date:.....

Document History

Created by the Chairman of the Full Committee	22/02/2021
Revised by Cllrs Davison, Morgan & Kennedy.	22/02/2021
Adopted and Signed off at the Main Meeting	03/03/2021
Reviewed for recommendation by committee	01/07/2021
Reviewed for recommendation by committee	08/09/2021
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
Reviewed and amended by the Clerk	22/05/2023
Reviewed and signed by the Committee	28/06/2023
Agreed and signed at the Main Meeting	19/07/2023

General Purposes Committee Terms of Reference.

Purpose: 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.

Quorum:

5 Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 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.

Chair:

The Chair is to be elected annually by the General Purposes Committee at their first Meeting following the Annual Council Meeting.

Meetings:

At least 4 meetings a year at the Parish Council Office on a weekday on dates to be agreed by the Committee or as requested as per the Chair of the Committee.

Duties:

- To review all Assets (buildings, vehicles, equipment, etc).
- To review building and equipment service schedules.
- To review the participation in public exercises (Parish Guardians).
- To liaise with partners performing joint landscaping and maintenance works.
- To review insurances, training certification, user licences, health and safety requirements are in place and up to date.
- To review operational requirements of all staff.
- To review and liaise with subcontractors acting on behalf of the Council (e.g., CCTV Security Cameras, Speed Watch, IT providers, Enforcement Services etc).
- All ensure all Parish Correspondence to residents to be sent in blue envelope.
- To gather information on large projects including devolved services with a view to make recommendations to Full Council.
- To consider operational risk assessments with regards to the Council's amenities.
- To ensure a record is kept of any accidents or incidents reported to the Council which took place on property or land owned by the Council and to ensure appropriate remedial action is taken.
- To consider ways that the Council's amenities can be managed to help the environment and encourage biodiversity.

Delegated Authority:

- a) **For decisions on behalf of the Parish Council:** Concerning the detailed operation and management of the Committee and relationship with the Community but excluding final decisions on:-
 - The budget.
- b) **To incur expenditure on behalf of the Parish Council:** On projects that have already been agreed by the Council up to the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

- c) **Expenditure:**
Committee is authorised to spend up to £5,000.

Membership Requirements

- a) All members of the Committee are to take relevant training.

Councillors wishing to resign from a committee must do so by notifying the Clerk.

Document No: ACTOR120623



Allotment Committee Terms of Reference

Signed:
The Chair of Allotment Committee

Date:

Signed:
The Chair of Stantonbury Parish Council

Date:

Document History

Created by the Allotment Committee	01.05.2019
Created by Proper Officer	15.06.2022
Reviewed and Signed at Allotment Meeting	20.06.2022
Reviewed and Signed at Main Meeting	20.07.2022
Reviewed and amended by The Clerk	22.05.2023
Reviewed and signed by Allotment committee	12.06.2023
Agreed and signed at Main Meeting	19.07.2023

Purpose

The purpose of the Allotment Committee will be to ensure they are kept up to date with current legislations in regard to allotment “Small Holding and Allotments Act 1908” and to help contribute to the health and well-being of Stantonbury Parish Council Allotment Tenants.

Quorum:

5 Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 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.

Chair:

The Chair is to be elected annually by the Allotment Committee at their first Meeting following the Annual Council Meeting.

Meetings:

At least 4 meetings a year at the Parish Council Office on a weekday evening commencing at 7.00pm on dates agreed by the Committee or as requested as per the Chair of the Committee.

Duties:

- To advise and make recommendations to the Parish Council on any matters affecting the allotments.
- The Committee will discuss requests made by tenants to place poly tunnels or structures to individual allotment plots.
- The Committee to ensure the allotment ground maintenance, boundary fences, hedges and gates are kept in good order.
- To review the allotment rules in the terms and conditions and recommend any amendments to Full Council.
- To recommend to Full Council the appropriate budget provisions for the current and coming financial years for items within the Committee's remit.
- To work with the Allotment Tenants to provide a well-managed and cost-effective service to allotment users, people on the waiting list and all residents of the Parish.
- To ensure at least 6 inspections of the allotments in a 12 month period plus any ad-hoc that are needed by the appointed Parish Ranger.
- The Committee to be sent site inspection reports on a regular basis.
- To identify cases where tenancy agreements, policies or rules are not being observed and consider action plan which could lead to termination of tenancy.

Delegated Authority:

- a) Committee to make decisions on behalf of the Parish Council concerning the detailed operation and management of the allotments and relationship with individual tenants but excluding final decisions on:
 - Major changes to services effecting ALL tenants.
 - Situations where a dispute between the Committee and a tenant(s) has not been resolved by the Committee and the Councils Complaints policy is activated.

b) Expenditure:

Committee is authorised to spend up to £5,000.

c) Income:

Committee to make recommendations to council on:

- Rents,
- Deposits,
- Water Charges (specified responsibility of the tenants)

On items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations. The RFO's Emergency Power for Expenditure may be utilised in emergency situations of a maintenance or health and safety nature.

Membership requirements:

- a) Councillors elected to the Committee must not have a declared interest in the allotments as this would debar them from voting.

- b) All members of the Committee are to take relevant training.

Councillors wishing to resign from a committee must do so by notifying the Clerk.



Document No: FCTOR120723



FINANCE COMMITTEE TERMS OF REFERENCE

Signature:.....

The Chair of Finance Committee

Date:.....

Signature:.....

The Chair of Stantonbury Parish Council

Date:.....

Document History

Created by Chair of Full Council	05/02/2021
Revised by Chair and Vice Chair	09/02/2021
Adopted at Main Meeting by Full Council	17/02/2021
Reviewed for recommendation by committee	30/07/2021
Reviewed and agreed by finance committee	29/06/2022
Reviewed and adopted at main meeting	20/07/2022
Reviewed and amended by the Clerk	22/05/2023
Reviewed and signed by the Committee	12/07/2023
Agreed and signed at the Main Meeting	19/07/2023

Finance Committee Terms of Reference

Purpose: Assist the Parish Council and the Responsible Financial Officer in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy, and treasury transactional matters.

Quorum:

5 Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 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.

Chair:

The Chair is to be elected annually by the Finance Committee at their first Meeting following the Annual Council Meeting.

Meetings:

At least 4 meetings a year at the Parish Council Office on a weekday on dates to be agreed by the Committee or as requested as per the Chair of the Committee.

Duties:

- To review annually and update the Financial Regulations and Standing Orders and ensure they are observed.
- To review the draft annual budget prepared by the Responsible Financial Officer and make a recommendation to the Parish Council on the annual precept request.
- To review risk policy statements and consequential risk management arrangements at least annually.
- To review and make recommendations on any changes in policies or procedures to the Full Council excluding those that are reviewed by Human Resources Committee.
- To review all risk assessments as and when produced.
- To consider the need for any changes in policies or procedures as a result of recommendations made by the internal or external auditors.
- To review annually the inventory of Parish Council land and assets.
- To annually review Councils Reserves Policy.
- To make recommendation for the procurement, sale, upgrade, or replacement of assets offered or belonging to the Parish Council.
- To ensure the financial requirements of the Parish Council 4-year plan is complied with.
- To review annually the insurance arrangements and ensure they are adequate.
- To review the actual spend against budget and consider the need for any virements.
- For 1 member of the Finance Committee to be present at the opening of all Tenders, as well as the Clerk or RFO.
- To make recommendations with respect to the annual grants allocation and review a quarterly summary of grants issued.
- To appoint Internal Scrutineer that will complete an inspection once a quarter and at each financial year end.
- The Committee will review all fees and charges at least annually.
- The committee will review Direct Debits.
- To ensure the Council complies with relevant General Data Protection Regulation.
- To review Bank mandate to make recommendation to Full Council.

Delegated Authority:

- The internal auditor shall be appointed by Finance Committee and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- Committee shall review the three-year forecast of revenue and capital receipts and payments.

Membership Requirements:

- a) All members of the Committee are to take relevant training.

Councillors wishing to resign from a committee must do so by notifying the Clerk.

Minutes

Parishes Forum
Council Chamber – Civic Offices
Thursday 15 June 2023
18.30

Present:

Cllr Sue Smith (Chair)	Ward Councillor
Cllr Arun Pant	Abbey Hill Parish Council
Cllr David Simpson	Abbey Hill Parish Council
John Fairclough (Support Services Manager)	Bletchley & Fenny Stratford Town Council
Cllr Terry Stephens	Bletchley & Fenny Stratford Town Council
Cllr Thomas Fraser	Campbell Park Parish Council
Cllr Brian Greenwood	Campbell Park Parish Council
Cllr Stephen Bradbury	Castlethorpe Parish Council
Jacquie Ladyman (Clerk)	Castlethorpe Parish Council
Cllr David Stabler	Central Milton Keynes Town Council
Cllr Melanie Duncan	Emberton Parish Council
Cllr Sean Porter	Great Linford Parish Council
Eirwen Tagg (Parish Manager)	Great Linford Parish Council
Cllr Richard Pryor	Haversham-cum-Little Linford Parish Council
Cllr Philip Turnbull	Haversham-cum-Little Linford Parish Council
Joan Swann (Clerk)	Lathbury Parish Meeting
Cllr Ann Kelcey	Lavendon Parish Council
Cllr Judith Heinemann	Loughton & Great Holm Parish Council
Cllr John Hamilton	Moulsoe Parish Council
Cllr Alan Francis	New Bradwell Parish Council
Cllr Binta Bah-Pokawa	Newport Pagnell Town Council
Cllr Phil Winsor	Newport Pagnell Town Council
Cllr Mary Major	Old Woughton Parish Council
Cllr Mike Kasibo	Shenley Brook End & Tattenhoe Parish Council
Cllr Michael Cato	Shenley Brook End & Tattenhoe Parish Council
Cllr David Tunney	Shenley Church End Parish Council
Cllr Amandeep Sehgal	Shenley Church End Parish Council
Jacqueline Galloway (Clerk)	Sherington Parish Council
Cllr David Pye	Simpson & Ashland Parish Council
Cllr David Hopkins	Stony Stratford Town Council
Cllr Veronica Belcher	West Bletchley Council

Cllr Barbara Moore
Alison Jordan (Clerk)
Cllr Hilary Saunders
Cllr Ruth McMillan

West Bletchley Council
Woburn Sands Town Council
Wolverton & Greenleys Town Council
Woughton Community Council

Chair and Vice Chair:

Cllr Jennifer Wilson-Marklew
Cllr Sue Smith

Cabinet Member for Climate and Sustainability
Woughton Community Council

Officers and Guests:

Cllr Emily Darlington

Cabinet Member for Adults, Housing and
Healthy Communities

Sarah Gonsalves

Director of Customer and Community Services

Nicholas Hannon

Head of Environment and Waste

Sally Kempster

Democratic Services Officer

Kay Pettit

Programme Manager – Parish & Town Councils

James Williamson

Monitoring and Implementation Team Leader -
Planning

1.1

Apologies

Lesley Sung (Whitehouse Community Council), Cllr Godwin Michael (Whitehouse Community Council), Vicky Mote (Old Woughton Parish Council), Cllr Colin Smith (Kents Hill & Monkston Parish Council), Andrea Vincent (Wolverton & Greenleys Town Council), Cllr Eileen Price (Hanslope Parish Council), Cllr Mascene Isles-Ahite (Broughton & Milton Keynes Village Parish Council), Cllr Debbie Whitworth (Olney Town Council), and Marie Budd (Cold Brayfield Parish Meeting).

1.2

Notes

The notes of the meeting of the Parishes Forum held on 16 March 2023 were agreed.

2

Update – Environmental Services Contract - Suez

Nicholas Hannon (Head of Environment and Waste) introduced the item with a presentation which provided an update on the new Environmental Service Contract 2023. The key points included:

- The Waste and Environmental services contract of £30m per annum awarded to Suez, is a five year contract with an option

to extend for a further five years, commencing in September 2023. This will replace the Serco contract.

- The contract has over 80 service obligations including waste collection, street cleansing, landscape maintenance and inspection and maintenance of play areas. Street cleansing will be a priority, in particular local estate cleansing.
- The contract provides for more transparent reporting, with easier access and clarity for residents. The number of waste collection rounds will be increased from 10 to 15, providing a better service.
- Milton Keynes City Council (MKCC) will be investing £18m into a new fleet of vehicles. The vehicles will be authority owned, with phased electrification over 5-7 years and charged by a gasification plant powered by black bag waste collected from residents.
- Wheelie bins are being delivered following public consultation in 2020. The bins will increase the quality of recycling waste, particularly paper. A Post Code Checker was introduced for residents to check whether they will be receiving a wheelie bin. Bins had been delivered to 14,000 out of 103,000 properties by Day 9 of the process.
- Suez will sub-contract landscaping to Glendale. Glendale is a dedicated horticultural company which will deliver landscaping, which will include play areas and regeneration areas. Renewed approach to manage the use of pesticides and herbicides and collaborate with The Parks Trust.
- From September 2023, 13 parishes will deliver landscaping services parish services under devolved landscaping service agreements.
- A dashboard is being developed with Customer Services allowing key performance indicators to be publicly visible and available.

Members of the Forum asked questions, made comment, and heard:

- Councillor Brian Greenwood queried the delivery process and siting of wheelie bins being delivered to properties.
- In response, the Forum heard that a contractors have a process to follow and should leave the bins in a sensible place.
- In response to Cllr David Stabler, regarding cleansing of redways, signage and pruning overhanging vegetation, it was advised that Suez will conduct sign cleaning, mechanical

sweeping and pruning of vegetation. MKCC Highways will continue to repair/replace signage and maintain the grid roads. Redways are mostly covered by MKCC.

- Councillor Arun Pant asked when sight of the contract would be available and how much the current annual landscaping budget was, compared to the period of austerity.
- In response, the Forum was advised that the contract should be signed within the next month. The budget had increased from the period of austerity.
- Cllr Alan Francis advised that New Bradwell was a pilot area for wheelie bins and asked if the council would collect the unwanted bins used in the pilot. The Forum heard that the existing bins will be collected, cleansed, and reused.
- Cllr Phil Winsor queried whether Serco staff would be TUPE'd to Suez and raised an issue of safety regarding delivery of wheelie bins.
- In response it was advised that most staff would be TUPE'd over, with union involvement, to ensure workforce opinions are heard. It was noted there was a need to risk assess the delivery of the bins.
- Cllr Richard Pryor queried if consideration had been given to smart technology, to which it was advised there would not be chips in the bins as priority was given to service, recycling and maintaining free green bin collections.
- It was noted that the Landscaping Transformation Programme would look at the original landscape design and reassess for a more sustainable bespoke long term plan.
- The Forum heard that Glendale is a dedicated contractor who manage landscapes and green space. Transport corridors are separate to landscape corridors, the use of herbicides and pesticides will be appropriate, targeted, and revisited.

3. Accessing Section 106 Funding (Planning)

James Williamson (Monitoring and Implementation Team Leader - Planning) introduced the item with a presentation. The key points included:

- Planning obligation is a contribution from a developer towards providing infrastructure and taking other steps to offset/mitigate the impact of a new development. These obligations are contained in legally binding agreements, often referred to as S106 Agreements.

- The Planning Service negotiates S106 Agreements for major developments, monitors progress of developments ensuring developers meet their obligations, monitors and reports on spend of S106 funds.
- New online system Exacom is a live system which provides MKCC services and partners with up to date information on available funds, future agreements and how funds can be spent. Three training sessions were held last November and December. Potentially, more sessions can be held; email the planning inbox if interested. (PlanningServices@milton-keynes.gov.uk)
- In the next couple of weeks Parishes will be sent new Release Forms and Process Notes regarding S106 funds and an example of a spend report tracker which allows updating of Exacom. This provides visible transparency in terms of financial data and allows parishes to see what is available in their area. (Note: issued on 29 June 2023)

Members of the Forum asked questions, made comment, and heard:

- In response to a question from Cllr David Tunney it was advised that if a S106 agreement was not finalised and signed off, planning permission was not complete, which could be due to many reasons.
- Alison Jordan queried the issue of problems with a sports hall building handed over by developers. In response she was advised that this issue would be taken outside the meeting as it was being dealt with.
- It was noted that some good case studies could be shared amongst parishes, although each S106 agreement was individual and specific to each case.

4. White Ribbon Accreditation

Councillor Emily Darlington (Cabinet Member for Adults, Housing and Healthy Communities) introduced the item and was supported by Cllr Terry Stephens (Bletchley and Fenny Stratford TC) . The key points included:

- The White Ribbon Campaign is a global movement of men and boys working to end male violence and harassment against women and girls.
- Cllr Amanda Carter-Philpott brought White Ribbon to Milton Keynes. Milton Keynes City Council's stand to end all men's

violence against women has led to it becoming White Ribbon Accredited.

- MKCC plans to make Milton Keynes the first White Ribbon city. Action plans include updates to its workplace domestic and sexual abuse policies, housing and support services for women and children and a range of measures to improve safety on the streets and in schools.
- More than 100 organisations so far have received White Ribbon Accreditation. Individuals can also make pledges. Taxi Licensing have introduced a white ribbon sticker in taxi windows to confirm the driver has been on a training course and pledged to stop harassment and violence towards women.
- It was noted that the next White Ribbon Day is 25 November 2023.

Members of the Forum asked questions, made comment, and heard:

- Cllr Thomas Fraser commented that Cllr Amanda Carter-Philpott championed White Ribbon and minorities. Some areas had a problem with public attitudes; therefore, communication was important. White Ribbon Accreditation was gained with a 3 year action plan. It was hoped that more Parishes would join the campaign.
- The Forum heard that people look to Parishes for leadership and questioned whether this was something Parishes were willing to take on and promote.
- Cllr Thomas Fraser advised that White Ribbon issues should be everyone's core business and raised the issue of FGM and communication with the public and mediation service.
- It was noted that MKCC does a lot of work in MKCC schools with girls from all backgrounds and races. There was a positive campaign to open spaces where women and girls can come and ask for help.
- Cllr Phil Winsor queried whether the white ribbon for taxis applied to the driver or the taxi operator. In response, it was advised that White Ribbon training had been added to the safeguarding training required for taxi drivers. The White Ribbon sticker carried contact information. Further information could be obtained from Taxi Licensing if needed.
- Joan Swann, Lathbury queried what measures were being taken for those identified of being at risk of domestic abuse due to the lack of refuge accommodation in Milton Keynes.

- In response Cllr Darlington advised that some persons were placed out of the area on police recommendation. It was noted there had been a rise in domestic abuse cases since covid and there was a brewing crisis due to a lack of refuges nationally. Milton Keynes has a purpose built refuge with children's facilities although this did not meet the need for spaces. The Dogs Trust will host pets with volunteers temporarily.

5. Good News and Hot Issues

5.1 Highways Drop In – 30 June 2023

It was noted there was a drop in session at New Bradwell Community Centre between 10.00-14.00. Highways Managers, Officers and Ringway Managers and will be present for any questions and concerns raised by parishes.

6. A.O.B

Sarah Gonsalves (Director of Customer and Community Services) advised there will be a ward boundary review of MKCC running until early 2025 followed by elections in May 2026. The first stage will determine the size of the council, if Councillors will continue to be elected by thirds, and look at electoral forecast/growth to 2030. There will be a Boundary Commission Briefing for parishes later in 2023. Further there may be a very limited scope Community Governance Review over this summer. All questions to Peter Taylor (Elections Manager).

6. Dates of Next Meetings

Dates for the next Parishes Forum meetings:

14 September 2023 (online)

7 December 2023 (online)

14 March 2024 (online)

Document No: ATCSPC190922



Allotment Tenancy Terms and Conditions

Signature
The Chair of Allotment Committee

Date ...

Signature
The Chair of Stantonbury Parish Council

Date ...

Document History

Revised by recommendation of Allotment Committee Meeting	22/09/2021
Adopted and signed off at the Main Meeting	06/10/2021
Discussed at Allotment working group	17/08/2022
Changes applied as per meeting	17/08/2022
Allotment Committee reviewed & signed	26/09/2022
Main meeting reviewed & adopted	5/10/2022
Allotment Committee reviewed and signed	12/06/2023
Main Meeting reviewed and adopted	19/07/2023

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Page 9	15. Participation in the Parish Council Allotment Committee
Page 9	16. Complaints
Page 10	17. Public Liability Insurance
Page 10	18. Definition and Interpretation of these Terms and Conditions

This Tenancy Agreement is subject to the Allotments Act 1908-1950, to any regulations endorsed by or on this Agreement and to the following conditions.

The Council has the right to alter these 'Terms and Conditions' at any time and notification of these changes will be displayed on the notice boards and through social media including the Parish Website.

1. Definition of Person Eligible to be offered Tenancy of an Allotment Plot

Allotments will initially be offered to residents of the Parish of Stantonbury and at the discretion of the Council. Applicants from outside of the Parish may be offered a plot at the discretion of the Council, providing there are no residents awaiting a plot and at a non-subsidised rental.

Applicants must be over the age of 18. However, children are encouraged to work a small area of a parent's/guardian's plot.

2. Rent

The Council shall fix the rentable value of the Allotment plot annually.

Rents will be calculated on the following basis: - Metres ², M²

Allotment Rents will be notified to Tenants before 1st October of any year.

Allotment Rents will be payable from the 1st October of the oncoming Rentable Year. New tenants will pay pro-rata from this date from the date of offer for the first year and annually thereafter.

Allotments may be paid in full for the Rentable Year.

3. Deposits

New applicant tenants are to pay a deposit of £70.00 when taking up an offer of an Allotment plot. This fee will be returnable when the tenant vacates the site, provided the plot is in as good a condition as it was when first taken over. The deposit can be paid in 2 x 6 monthly instalments.

There is a £10.00 key deposit for the toilet facility payable to the Council. The toilet key deposit will be returned upon surrender of the key. Replacement keys will be charged at cost plus a £10.00 administration fee.

4. Offer of Tenancy

A list of vacant plots will be notified through the Parish Newsletter and the Parish Website.

Residents must apply for an allotment using the Parish Council Allotment Waiting List on the website or by emailing into the office (info@stantonburyparishcouncil.org.uk) or contacting the main office (01908 227201).

The allotment number, size and rent will be provided. Plots will be allocated on a first come, first served basis.

Where a tenant has previously held a plot and the Parish Council has terminated the tenancy for any reason, the Parish Council reserve the right to refuse applications.

Any applicant that declines an offered allotment and wishes to remain an applicant, will automatically be placed back down the waiting list until the next plot becomes available. All our plots are varied in size and rents are in Metres ², M² (1 Pole is approximately 25 M²).

Unless otherwise agreed by the Council, only one plot will be offered per address within the Parish.

Tenants cannot sub-let any part or all of their plot.

5. Tenancy Agreement

A legally binding written document which records the terms and conditions of letting a particular plot to an individual tenant.

The Tenancy Agreement of an allotment is personal to you as the tenant named in the agreement.

Other workers will be asked to sign a co-worker agreement.

You have no right to pass on your tenancy to dependents. However the Council will treat sympathetically any request from immediate next of kin to continue to manage the plot and a new tenancy agreement will need to be signed.

6. General conditions under which the Allotment is to be cultivated

- a) Use the allotment mainly for the production of vegetables and/or fruit and flowers.
- b) Be responsible for ensuring the plot number is clearly displayed (as supplied by SPC).
- c) Do not plant native trees, fruit trees, bushes or canes, likely to be detrimental to the allotment site. Do not plant within five feet of the Allotment site boundary in the case of soft fruits and within ten feet in the case of all other fruits. Fruit trees should be dwarf/pixie rootstock (M27, M9, M26) and maintained as such. All labels must be left on trees for identification purposes. Photos will be taken for our records.
- d) Use water butts and water from the plunge baths.
- e) Do not use a hose on the allotment site.
- f) Keep the allotment clean, ordered and devoid of rubbish, leaving one metre clear from the boundary fence.

- g) Tenants are responsible for the maintenance of pathways to the righthand side of the plot (if facing towards the back of the plot).
- h) Keep the allotment in a productive state of cultivation and fertility.
- i) Do not cause any nuisance or annoyance to the other allotment tenants or guests. **(N.B. Guests are limited to 4 persons (including any children at any one time).**
- j) Do not obstruct any path. Paths between plots (known as 'ridings') shall be a minimum of 18 inches in width and shall be part of the tenant's responsibility for good order and maintenance. The tenant's riding for upkeep is on the righthand side when facing the plot. Paths do not constitute part of the allotment plot growing area. Please refer to plot map.
- k) Only prune/cut timber if on their own plot. Outside of our perimeter fence DO NOT cut, prune any timber without the written consent of the Council.
- l) Do not use barbed or razor wire.
- m) Do not use the allotment or its land for 'Trade' or 'Business'.
- n) Do not erect any barrier or fence to define an edge or perimeter of the allotment site.
- o) Do not use cement. All foundations should use paving slabs and soft sand.
- p) Do not deposit onto the allotment site any refuse or waste.
- q) Carpet is banned from the allotment site.
- r) Observe conditions, which the Council consider necessary to preserve the Allotment Site from deterioration. Specifically:
 - I. **At any one time 75% should be cultivated. (Other than raised beds the cultivation area will be the ground soils and does not include any other receptacles growing plants).**
 - II. **At any time during the tenancy year, fallow land is to be covered in black matting to prevent growth of weeds. (Matting is available at cost price from the Parish Council).**
- s) Only bring onto the Allotment Site dogs that are restrained by a leash. Any dog fouling must be cleared by the owner.
- t) Livestock (chickens and rabbits) are permitted.
- u) Do not snare, trap, poison any vermin or bird or wild animal. Advice can be sought from the Parish office if a nuisance animal is identified.
- v) Keep a watchful eye for Japanese Knotweed, marijuana or any other invasive or illegal species of plant. The Parish office is to be notified immediately if any such species is identified.
- w) Do not take vehicles beyond the carpark into the Allotment Site.
- x) Tenants are responsible for shutting the gate upon entry or exit at all times.

y) Speed limit of 5mph on allotment where applicable

The Parish Council will undertake regular inspections of plots. The tenant of any plot that fails to meet the standards set out above will be notified of the termination of their tenancy. The decision of the Council is final.

7. Structures

Structures (sheds, greenhouses and polytunnels) are not to be erected without the permission of the Allotment Committee. A condition for permission is that they will be removed at the end of the tenancy.

One structure is permitted per allotment plot. At the discretion of the Council an additional structure may be allowed. However permission is required (requests could be denied due to size of the plot).

Any structure containing glass will be regularly inspected by the Allotment Manager. Repairs or remedial action needed to maintain a safe environment will be notified to the tenant and must be completed within 30 days. Failure to address the Council's concerns will lead to possible termination of the tenancy.

The Council reserves the right to demolish any structure that is deemed unsafe by the Allotment Manager or our advisors.

Structures must be securely fixed to the ground.

The Council is not responsible for any structure on the Allotment Site.

Glass is permitted in new structures.

8. Bonfires

Bonfires and incinerators are not permitted.

9. Composting

Composting is recommended.

Waste not suitable for either composting or waste collection should be taken to one of the MKC household waste centres.

10. Safety and Duty of Care. (Own and Guests)

All persons on the Allotment Site are responsible for their own safety.

Tenants are responsible for the safety of any guests including children they may bring onto the allotment site and do so at their own risk. The tenant is responsible for reminding their guests of their Health and Safety obligations.

Stantonbury Parish Council cannot accept liability for any injuries incurred due to any unsafe behaviour or unsafe environment.

The terms and conditions noted in this agreement apply to guests irrespective of age.

Tenants should notify the Council of any safety concerns.

Tenants have a duty of care especially with respect to the following:

- The timing and use of mechanical equipment such as a strimmer or rotavator
- Petrol, oil and gas should be stored safely in a metal cabinet
- The prevention of obstruction of paths and ridings
- The sturdy construction of any structures or features on the plot
- The safe application and storage of pesticides, weed killers and fertilisers, petrol and diesel
- The safe storage and use of tools
- The removal of broken glass and other hazardous materials, such as asbestos, in a safe and timely manner
- The security and maintenance of structures on their plot. The plot holder must maintain third liability insurance for potential injury or damage to persons or property on adjacent plots should any structure on their plot cause injury or damage to them or their property. Bradwell Road Allotment Tenants Committee (BATs) can provide details of their insurance cover

11. Termination of Tenancy Agreement.

11.1 Termination of Agreement through Rent Arrears.

Tenants in more than one calendar month of rental arrears will be notified by recorded letter and given fourteen days to clear the arrears. Any tenant with arrears after the fourteen-day notification period will forfeit the allotment with immediate effect.

11.2 Termination of Agreement through non-observance of the Terms and Conditions.

Tenants not complying with the terms and conditions will be notified by recorded letter and given 14 days to bring the allotment to the required standard. If the tenant fails to bring the allotment to the required minimum standard the following will apply:

For tenants who fail to comply with our terms and conditions after the 14 days, **a further 14 days will be granted after which** a new inspection will be carried out and a notice of seven days will be given to terminate and remove all possessions. During any part of this period, the Council's Allotment Manager will be available and willing to meet any tenant on site.

11.3 Termination of Tenancy Agreement due to the land being required for purposes other than agriculture.

Should the allotment be acquired by the Council for building, engineering, invasive weed suppressant or some other such purpose then the Tenant will be given a minimum of one month's notice of termination of the Agreement by registered letter. The tenant will be liable for rent up to the date of termination. Where the rent has been paid in full unused rent will be

reimbursed.

Wherever possible an alternative plot will be offered ahead of the chronological list in these circumstances. The alternative plot will be subject to a new tenancy agreement which will be in accordance with these Terms and Conditions.

11.4 Termination of Tenancy Agreement by the Tenant.

The Tenant is required to give one months' notice of Termination of their Agreement.

11.5 Termination of Tenancy Agreement by the Tenant moving from the Parish.

Tenants moving from the Parish over a mile outside our parish boundary will automatically have their **Agreement terminated at the end of the rentable year (September 30th)**. Tenants are required to notify the Council of any moves.

Any structure may be left on the plots only with prior agreement with the Council after an inspection.

The value of refund of the deposit will depend on the condition in which the allotment is handed back to the Council and will be subject to inspection by the Allotment Manager.

Where the condition of the allotment requires reinstatement at costs beyond the value of the deposit, the tenant may be charged a clean-up cost in addition to forfeiture of their whole deposit.

12. Transfers

Any tenant wishing to transfer to a larger plot or down-size to a smaller plot must apply in writing to the Parish Council. The same provisions for waiting for a suitable allotment will apply.

13. Stantonbury Parish Council Inspections

There will be regular inspections by the Allotment Manager (Parish Ranger) to establish that the Agreement Terms and Conditions are being met throughout the year. Photos will be taken at these inspections if the plot is not being cultivated as required.

During the growing season a minimum of 75% of the plot is expected to be cultivated.

14. Communication

The Tenant shall give notice in writing to the Council of any change of address within twenty-eight days of such change.

15. Participation in the Parish Council Allotment Committee

The Parish Council welcomes resident and tenant participation at its Council meetings. Participation in the Council allotment meetings does not carry any voting entitlement.

16. Complaints

Complaints will be dealt with as follows:

- i) Threats against a person either physical or verbal will be automatically referred to the police. Upon any conviction of the plot holder he/she will forfeit the plot.
- ii) Any plot holder under investigation by the police for such potential crimes will be asked to withdraw from the plot during the investigation.
- iii) Multiple complaints/disputes between a plot holder and other tenants. The plot holders will be required to put their complaints in writing. The Parish Council will investigate the complaints and if upheld, the offending plot holder will have his/her tenancy terminated with immediate effect. The Parish Council's decision will be final.

17. Public Liability Insurance

Once the tenant has accepted the allotment plot the tenant becomes responsible for the Public Liability, Health & Safety and all other aspects of the plot that could lead to a claim being made against them personally. The Parish Council requires all tenants to obtain insurance to cover this. Failure to do so within 21 days of taking the tenancy or annually thereafter, 11. paragraph 2 will apply.

At the time of distribution BATS (Bradville Allotment Tenants) hold a Public Liability certificate for all tenants. The responsibility will be with the plot holder to ensure that this is in place for their plot.

The tenant will need to ensure that they either register with BATs or purchase their own insurance. Tenants could consider joining an allotment association such as NSALG or SWCAA, which includes insurance with their membership.

18. Definition and Interpretation of these Terms and Conditions

Throughout this Agreement and Terms and Conditions the expression '**The Council**' and '**The Parish Council**' shall mean Stantonbury Parish Council and includes any Committee of the Council or staff assigned to manage the Allotments.

The term '**Allotment plot**': A delineated area of ground owned and/or administered by Stantonbury Parish Council and leased to an individual or group for the purposes of growing food for personal or community use.

The term '**Allotment site**': A collection of allotment plots.

The term '**Allotment Manager**' shall apply to any member of staff assigned by the Council under the Allotments Act 1908-1950 and local Government Act 1972

The word '**Act**' shall mean the Allotments Act 1908-1950.

The expression '**Allotment**' means the Allotment Gardens situated adjacent to Bradwell Road, Milton Keynes MK13 7DH

The word '**Cultivation**' means keeping the plot in good productive order by:

- The maintenance and improvement of the soil
- The control and prevention of weeds
- The planting and maintenance of, herbs, flowers, fruit, vegetable crops and recreational gardening. Wildflowers and flowers should not exceed 10% of the plot
- The non-cultivation, up to 25% max of the plot may be left fallow each season

The term '**Soil fertility**' refers to the ability of a soil to sustain agricultural plant growth

The term '**Growing Season**' means the period of time from 1st April to 1st October.

The term '**Out of Season**' means the period of time from 2nd October to 31st March.

The term '**Rentable Year**' means the period from 1st October to 30th September.

The term '**Guest**' means any individual present on an allotment at the invitation of the tenant.

The term '**Structure**' means any building erected on the Allotment for storage purposes or to house animals irrespective of the materials, shape, height, length or width.

Wylie Roofing Repairs Backing Paper

Supplier	A	B	C
Existing Supplier	X	√	√
Access by scaffolding	X	√	√
Access by ladders	√	X	X
Remove asbestos undercloak	√	√	√
Remove verge	√	√	√
Remove asbestos	√	√	√
Take verge cement and tiling apart	√	√	√
Install outer battening to receive plastic dry verge units secured with concrete-style tyles	√	X	X
Guarantee	X	√	X
Waste cleared on completion	√	√	√
			√
TOTAL COST	£2,300 Ex. VAT	£2,400 Ex. VAT	£950 Ex. VAT

Quote Evaluation Matrix	A	B	C
RATING MATRIX 1 (poor) - 10 (excellent)			
Technical Knowledge	10	10	9
Customer Service	9	10	9
Value for Money	10	10	7
TOTAL SCORE	29	30	25

STAR COUNCIL AWARDS 2023

ABOUT

NALC's Star Council Awards are the only awards in England that recognise local (parish and town) councils' contributions to their communities. The long-running awards celebrate local councils, councillors, young councillors, county associations and clerks' positive impact on their communities. The winners will be announced at a parliamentary reception in the House of Lords on 29 November 2023.

County associations play a crucial role in the work NALC does and provide local councils with comprehensive advice, support and training. Their work ensures councils across England are well-equipped to support their communities and improve the lives of residents. This award will recognise anything and everything from support and guidance, to training and events, from managing projects to producing publications.

Criteria

Please provide a 150-word supporting statement using examples for each criterion.

1. How the county association's work has addressed the needs of member councils.
2. How the county association has delivered its work to high standards.
3. How the county association's work has delivered value for money.
4. How the county association is innovative and enterprising.

Nominating for the award

Anyone can nominate for this award, including the county association and its member councils.

Bradwell Play Park on Bradwell Road



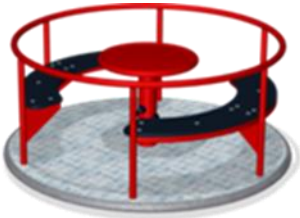




Pictures show the current equipment of Bradwell Play Park, Bradville, Milton Keynes which includes:


- 1 x slide
- 1 x seesaw
- 2 x single arch swings

Following a conversation with Phill Snell, he advises to make sure to consider the extra costs involved in removal of all items including the safety surfacing, plus the new equipment delivery, installation and new surfacing. Phill went on to say he will have to revisit the costs etc, and look at budget, but if the Parish can contribute £10,000 Milton Keynes City Council will match as a minimum.

Play Park Costings

ITEM	OPERATION	CLAUSE	QTY	UNIT	RATE	Total
1	Preliminaries					
		Site security fencing.	1	Total	£110	£110
		Removal of existing Cabin Slide.	1	Total	£385	£385
		Dig out landscaping and lay wooden edgings and sub base of compacted type one MOT for installation of roundabout	1	Unit	£660	£660
2	Supply and Installation of Play Equipment	Installed as per manufacturer's instructions – All equipment to meet BS EN 1176				
		Basket Swing Metal Frame	1	Unit	£2830	£2830
		Kompan KPL114 Roundabout with Bench 1.55m diameter.	1	Unit	£3660	£3,660

		Kompan Twin Tower Junior Multiplay.	1	Unit	£8650	£8650
3	Safer Surfacing	Prepare and lay safer surfaces to manufacturers specification including weed membrane and engineered sub base to meet EN1176				
		Wetpour Skim Under Multiplay 9.3m x 5.4m (50m2). Black with 25% fleck	1	Total	£1,815+10%=£1997	£1,997
		New Wetpour Under Basket Swing 9.3 x 5.4 (50m2). Black with 25% fleck. To join with 2 existing wetpour pads (Seesaw and Multiplay) Black with 25% fleck	1	Total	£2,640	£2,640
		Wetpour under roundabout onto existing hard surface. 5.5m diameter circle (Total area 24m2) Black with 25% Fleck	1	Total	£1,400	£1,400
		Resin Bonded Gravel to access path and remaining tarmac surfacing (75m2)	1	Total	£2,350	£2,350
5	Other Items	Install as to manufacturers instructions				
		Hard Wood Goal Ends 4.8m total width. With 1m x 4.5m mats in front of each	2	Unit	£500	£1,000

5 cont'd	Other Items	Install as to manufacturers instructions				
		Paint 2 Arch Swings, Add 1 cradle seat	1	unit	£200	£200
8	Post Installation Inspection					
	Provide independent inspection	Conforms to EN1176 and EN 1177	1	Unit	£350	£350
TOTAL						£25,775*

This figures are subject to change.