

7<sup>th</sup> November 2023

Minutes of the **Main Meeting** for Stantonbury Parish Council held on **Wednesday 18th October 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**

	<b>Chair's Welcome and Introduction to meeting</b>	<b>Actions</b>
113/23	<p><b>Present:</b> Cllr Sandra Kennedy Cllr Peter Kirkham Cllr Ann Ronaldson Cllr Paul Baxter Cllr John Warren Cllr Kevin Smith Cllr Derek Northwood Cllr Carol Northwood – Acting Chair for this meeting Cllr Judy Kite Cllr Abid Anwar – Arrived 19:02</p> <p>Donna Moore – Clerk</p>	
114/23	<p><b>Apologies for Absence:</b> Cllr Linda Morgan - <b>9 votes to accept apologies.</b></p>	<b>Resolved</b>
115/23	<p><b>Declarations of Interest:</b> 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. – <b>None</b></p>	
116/23	<p><b>Public Forum for members of the public to speak:</b> 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). <b>1 member of public from Bancroft Pre School for their Grant Application only.</b> <b>1 member of public from Great Linford Football Club for their Grant Application only – joined meeting 19:21.</b></p>	
	<b>Cllr Anwar joined the meeting.</b>	
117/23	<p><b>Chair's Remarks:</b> a) Freedom of information request received. <b>Clerk let Council know the Freedom of Information request had been dealt with after seeking some advice from Breakthrough Communications.</b>  b) MK Can record. <b>Cllr Baxter confirmed the event was a remarkable success.</b></p>	

	c) Street cleaning bags. <b>Clerk brought to the attention of the Council, currently MK City Council are not able to provide street cleaning bags till they have sorted a plan with the new contractor, if our Parish Guardians need bags we are to supply black sacks and the Rangers are to collect the bags.</b>	
118/23	<b>Minutes:</b> Full Council to approve and sign the Minutes of the <b>Main Meeting</b> held on Wednesday 20 <sup>th</sup> September 2023 – <b>Agreed 10 votes for.</b> <b>Resolved</b>	
119/23	<b>Risk Register and Assessment:</b> Council to discuss the progression of previously identified risks and any new risks that may have arisen. – <b>None.</b>	
	Councillor Kennedy Proposed and Seconded by Councillor Ronaldson to move agenda item 128/23 to after 120/23.	
120/23	<b>Grant presentation and Application:</b> Council to review and discuss the grant application received from Bancroft Pre School. A representative to pitch to the Council for £1000. <b>Grant representative introduce themselves and explained the funding would be for replacing the playground surface. Councillors raised some questions, and all questions were answered.</b>	
	<b>Grant representative left meeting and the Clerk confirmed she would contact them with the outcome. 19:20pm</b>	
128/23	<b>Grant presentation and Application:</b> Council to review and discuss the grant application received from Great Linford Football Club. A representative to pitch to the Council for £1000. <b>Grant representative introduce themselves and explained the funding would be for equipment for the children at the football club. Councillors raised some questions, and all questions were answered.</b>	
	<b>Grant representative left meeting and the Clerk confirmed she would contact them with the outcome. 19:30pm</b>	
121/23	<b>Reports:</b> a) Crimewave Report – <b>Council requested a more detailed report, office to speak to Crimewave – Council acknowledged 10 votes for.</b> b) Parish Ranger Supervisor report – <b>Council request more details on the report – Council acknowledged 10 votes for.</b> c) Enforcement Officer Report - <b>Council acknowledged 10 votes for.</b> <b>Agreed</b>	KF  DO
122/23	<b>Finance Reports:</b> a) Payments Due over £1000 October 2023 – <b>Agreed 10 votes for.</b> b) Bank Summary September 2023 – <b>Agreed 10 votes for.</b> c) Payments Made September 2023 – <b>Agreed 10 votes for.</b> d) Community Hub Summary Income and Expenditure YTD 2023/24 – <b>Agreed 10 votes for.</b>	RFO

	<p>e) Q2 - Quarterly Income and Expenditure Report 2023/24 – <b>Agreed 10 votes for.</b></p> <p>f) Q2 - Quarterly Budget Variance Report 2023/24 – <b>Agreed 10 votes for.</b></p> <p>g) Q2 - Quarterly Payments over £500 for website – <b>Agreed 10 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
123/23	<p><b>Winter Newsletter:</b> Full Council to approve draft Newsletter. <b>Full Council approved the Newsletter and request to pass their praise to the office for a well put together newsletter. – Agreed 10 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>KF / ST / TC</b>
124/23	<p><b>Update on AGAR 2022-2023</b></p> <p>a) Council to note email query from PKF Littlejohn, External Auditor received 12/09/23– RFO provided information requested on 14/09/23 - <b>Full Council acknowledged 10 votes for.</b></p> <p>b) Council to note Completion of Audit letter received from PKF Littlejohn, External Auditor on 25/09/22 – See External Auditor Report in which it was states that no matters have come to their attention giving cause for concern. In accordance with The Accounts and Audit Regulations 2015 (SI2015/234) a public notice has been published - <b>Full Council acknowledged 10 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	
125/23	<p><b>Community Hub Terms and conditions</b> Full Council to agree revised Terms and Conditions. <b>Council agreed 10 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p> <p><b>Council have requested office to look at Public Liability cover for small groups and organisations, would they need to have a public liability insurance or can they be covered on ours.</b></p> <p style="text-align: right;"><b>Noted</b></p>	<b>RFO</b>
126/23	<p><b>Clothing bank money:</b> Full Council to agree where to allocate money. <b>Council wanted to leave the funds in the income budget code and to allocated it later in year.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>RFO</b>
127/23	<p><b>Street Trading:</b> Oakridge Park has been added to Street Trading list, does Council wish to leave a comment. <b>Council to place a post on social media to let the residents know they can leave comments, Council wanted to highlight to MK City Council the concern over litter as it might increase, and they might need to install more bins.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>TC / KF</b>
128/23	Agenda item moved after 120/23	
129/23	<p>a) <b>Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2). – Agreed 10 votes for.</b></p>	

	<p>b) <b>Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. – Agreed 10 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
<b>Confidential - Part 2 - Consideration of matters related to the following items:</b>		
130/23	<p><b>Grant Application:</b> Following on from Agenda item 120/23, Full Council to discuss and vote on Bancroft Pre-school grant application. <b>Councillors agreed the application should be from the Trustees of the premises not the tenant. Trustees should submit a full application to include a copy of their accounts.</b></p> <p><b>Councillors voted against awarding the money to Bancroft Pre-school – 10 votes against.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>TC / RFO</b>
131/23	<p><b>Grant Application:</b> Following on from Agenda item 128/23, Full Council to discuss and vote on Great Linford Football Club grant application. <b>Councillors had long discussion and reviewed different options for this grant application, the majority agreed to award the full amount of £1,000. Agreed 7 votes for, 3 abstained.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>TC / RFO</b>
132/23	<p><b>Levelling Up Grant Application:</b> Clerk to update Council and see how they wish to proceed. <b>Clerk made Council aware the 3<sup>rd</sup> party organisation wish for payment up front, Council had concerns if attendance were low, we would still be liable for payment, Council agreed risk was too great, and to cancel grant application and support MK City Council with their adult learning courses. – Agreed 10 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>TC</b>

Meetings closed 9:00pm

# UPDATE: OCTOBER 2023

## Stantonbury Parish Council

### Cameras currently deployed:

- **Nightingale Crescent, Bradville**
- **Ormonde/Redbridge, Stantonbury**
- **Walsh's Manor, Stantonbury**

## October Findings:

### Nightingale Crescent, Bradville:

Install date: 27th July 2023

Requested by: STPC

#### Reason for install:

This camera is in place due to environmental issues.

#### Reports/Identified Incidents:

On the 5th October 2023, we observed a littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

On the 9th October 2023, we observed a littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

On the 12th October 2023, we observed two littering offences from drivers of vehicles. We have supplied evidence packs for both offences to Milton Keynes Council Environmental Crime Unit for investigation.

On the 22nd October 2023, we observed a littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

On the 24th October 2023, we observed a littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

#### Outcomes:

All outcomes for the location previous to October have been reported to the Parish Council, except for:

On the 9th August 2023 we reported a littering offence where the enforcement team could not find a registered owner for the vehicle.

As well as the six reported above, we are waiting to be notified on three more outstanding incidents that are still under investigation for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

At this time, we believe the camera should remain in situ. Since the start of the colder, darker nights we are seeing an increase of vehicles parking up here late at night into the early hours of the morning.

## **Ormonde/Redbridge, Stantonbury:**

Install date: 28th September 2023

Requested by: STPC

### Reason for install:

This camera is in place due to reports of people staying overnight in motorhomes.

### Reports/Identified incidents:

There have been no incidents since the installation of this camera. This may have had a deterrent effect, or the motorhome was not used in the area during the deployment.

### Outcomes:

There are no outstanding outcomes for this location.

### Status:

This camera was redeployed on the 2nd November 2023.

### Redeploy?

N/A

## **Walsh's Manor, Stantonbury:**

Install date: 28th September 2023

Requested by: STPC and TVP

### Reason for install:

This camera is in place due to anti-social behaviour issues and reports of damage to the new play equipment.

### Reports/Identified incidents:

There have been no incidents since the installation of this camera and it is clearly having a deterrent effect.

### Outcomes:

There are no outstanding outcomes for this location.

### Status:

We are continuing to review this camera regularly.

### Redeploy?

This camera is earmarked to be redeployed to a new location.

## **Additional information:**

On the 1st November 2023, LD attended Milton Keynes Magistrates Court to give evidence on a fly tip that occurred in the area. The case resulted in a guilty verdict in the defendant's absence, with a fine of £1760, costs of £1021 and a victim surcharge.

## **Outstanding outcomes from previous deployments:**

We are currently gathering this information and will advise in future updates.



## **Rangers Report October 2023**

### **Tip Runs**

2900KG of waste take to the tip. This is 21 trips.

1400KG from path clearing and hedge cutting.

1240KG from bush cutting and grass cutting at The Community Hub

260KG from Litter pick by Cllr Baxter, Plot 47 at the allotment and general waste from both offices.

### **Flytipping**

Flytipping that was reported at the end of August and the beginning of September not being collected since SUZE took over the new contract with MKCC. I have been in contact with MKCC about the issues and can now report that all the outstanding issues have been resolved and any that have since been reported have been collected.

### **Black bin bags**

We are getting a lot of black bags that are not in the wheelie bins and being left after collection day. We are reporting these as missed collection and they are being collected that day or the next.

### **TSID**

Has been on Hadrains Drive Bancroft and recorded a top speed of 50MPH. The TSID has also been on Abbey Way Bradville.

### **The Community Hub**

All the overgrown brambles and bushes have now been cut back to give the plants that were underneath more of a chance to grow.

### **Noticeboards**

All noticeboards are up to date and have been cleaned. Due to the different sizes of the noticeboards and sometimes the amount of notices that are going in it does become difficult to fit everything in.

Going forward I would recommend that when a new or replacement noticeboard is needed that it should be 44" X 28". We have three of these in the Parish already they are the largest noticeboards that we have and they have Stantonbury Parish Council on them too.

### **Supermarket Trolleys**

We are now able to report shopping trolleys on the MKCC website but you are only able to report one supermarket at a time. All that have been reported have been collected.

## **Grit bins**

Have all been checked and don't need filling. All the bushes around them have been cut back ready for winter.

## **Hedge cutting and Path clearing.**

Hedges have been cut back on

Castlesteads Bancroft and the pathway leading to Caesars Bancroft

Hadrians Drive Bancroft

Stonegate Bancroft

Brampton Court Bradville

Culbertson lane Bluebridge

Mercers Drive Bradville

Fowler Stantonbury

Burnet Stantonbury

Woodstock Court play park Bradville.

Bancroft Park play park.

Randolph Close Bradville

Pathway from Wheelers land to Randolph close Bradville

## **Street signs**

Have all been check and cleaned.

## **Streetlights**

All streetlights that are on in the day or broken have been reported but ones that are damaged or have the front panel off we are having to now phone MKCC about as we no longer able to report this on the website. This is taking a long time to get thought the queuing system.

David Outram

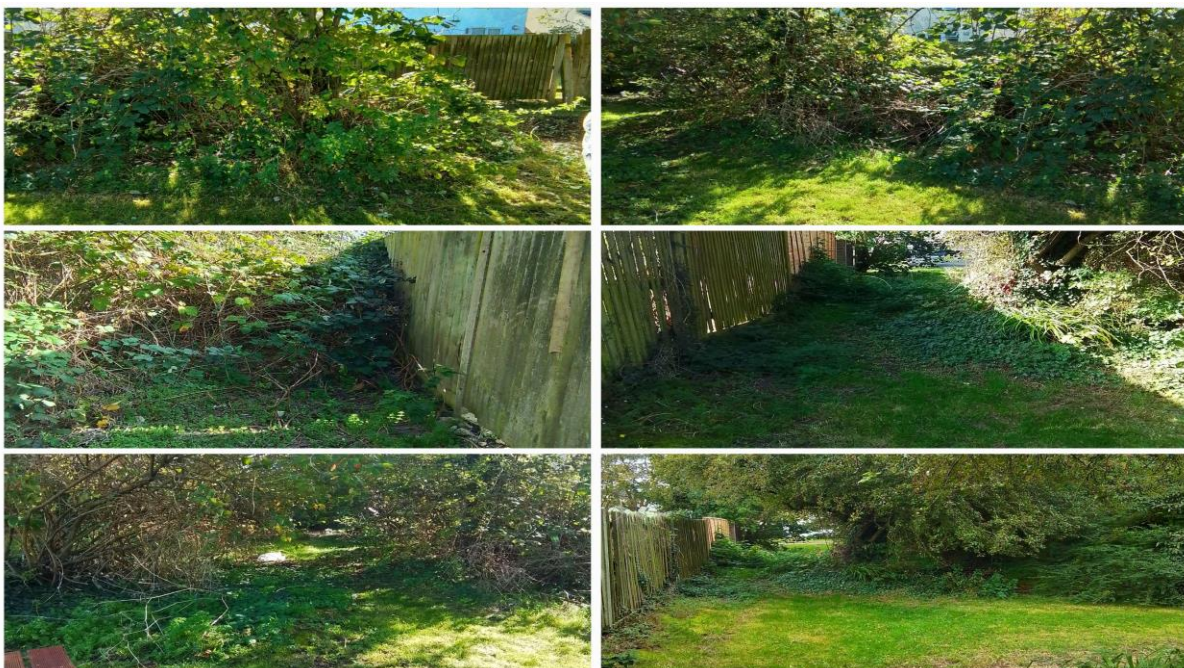
Parish Ranger Supervisor



**Issue with household waste**



**The Community Hub Before**



**After**

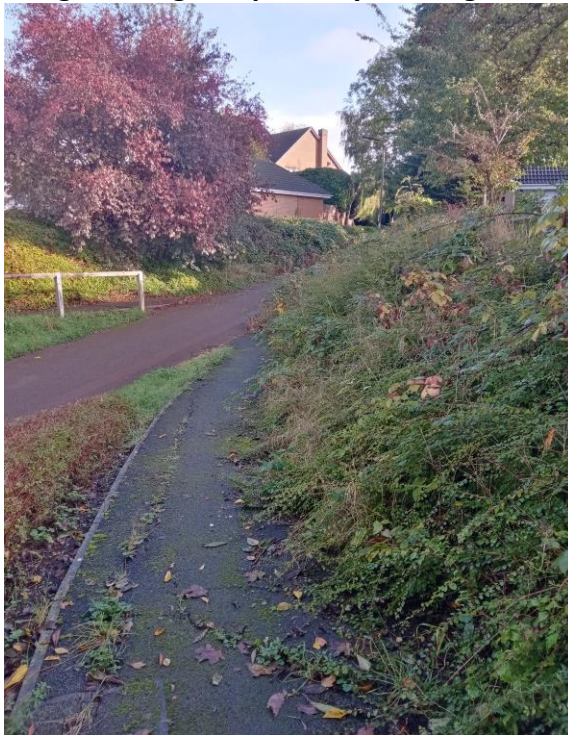




**Grit bins**



**Hedge cutting and pathway clearing.**











# D & L Environmental

## Enforcement activities month October 2023 (Stantonbury Parish Council)

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

There have been some Issues the new waste collections residents getting mixed up with what bins to put out on the correct days etc, which items go onto the red and blue bins, I have waste leaflets and calendars to give out to residents to try and resolve this, **Update** as from the 6th November the waste service will no longer be collecting black sacks side waste unless the property has opted out of the the new bin system, or flats,

With the flytips that I have reported since the new system, I haven't received any completion emails from Mkc to say that they have been cleared, some have and some haven't therefore each time I am in an area I am checking to see if they have been cleared, **Update** I am now receiving the completion emails of jobs reported,

I attended Milton Keynes Magistrates Court on the 18th October as a witness for Milton Keynes council re a fly tipping case, in Shipton Hill, 2021, unfortunately the defendant did not appear and a warrant for his arrest was issued by the courts,

Over the month of october, I have patrolled the estates as follows

Week	Estate	Time
1	Bradville Stantonbury Bluebridge/Bancroft/Bancroft Park	3hrs 2hrs 2hrs
2	Stantonbury/Stantonbury Fields Bradville Oakridge park Bluebridge/Bancroft/Bancroft Park Enforcement report	3hrs 3hrs 1 hr 2hrs 1hr
3	Bradville Stantobury/stantonbury Fields Attended Milton Keynes magistrates court	3hrs 3hrs 4hrs

4	Bradville Stantonbury Bluebridge/Bancroft/Bancroft Park Linford Wood Oakridge park/Stone pit fields	3hrs 3hrs 2hrs 1hr 1 hr
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Estate,	Activities	Outcome	Extraordinary
<b>Bradville</b>	9 Fly tips in this area	All of the flytips have been investigated, And reported to MKC for removal, not all have been cleared by Suez	<b>None found with evidence</b>  Corner of Bishopstone /Bradwell road tree branches been cut down and dumped next to the hedgerow, I contacted mkc landscapes who investigated, and cleared the branches,
<b>Bancroft Bancroft Park Oakridge Park Bluebridge</b>	No issues reported No issues reported No issues reported No issues reported		
<b>Linford wood</b>	Two fly tips found	Again in Enfield chase by the phone mast,	Small amounts and some littering
<b>Stantonbury Fields</b>	Littering in the parking area		This was reported and cleared
<b>NOS canisters</b>	21 Canisters found in total across the parish	As from 8th November a law has been passed to make possession of Nos canisters if it is to be wrongfully inhaled classifying it as Class C Drug, under the Misuse Of Drugs Act 1971	
<b>Stantonbury</b>	16 Fly tips in this area	All have been investigated and then cleared by Mkc	One found with evidence and reported to Mkc Enforcement for further investigation,



<b>Caravan Redbridge</b>	The ongoing issue with the caravan in Redbridge,	CCTV was installed to monitor this caravan, it has since none from its spot and has not returned	Jacobs close- piano on grass verge , Reported to me by Paul Baxter, I visited the property who were having a clear out, they had booked a few slots at the tip and the waste was cleared by themselves,
<b>Fines issued</b>			None this month, Illegal caravan at ormonde garages 2021, after speaking to Luke from crimewave and an MKC enforcement officer a successful prosecution wars awarded at Milton Keynes Market Court,
<b>Abandoned Vehicles</b>	One has been removed I am monitoring Three vehicles that are currently fully legal but may be abandoned,		

<b>Dog Fouling</b>	<b>Outcome</b>
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, there has been a slight increase in dog fouling across the areas, I am patrolling various times of these area, <b>Walshs manor new play park - Dog Fouling</b> This was reported to GLPC parish office, the then forwarded the information onto, a resident of Walsh's manor allowing their dog to foul by the new park, I've been along Several times and only seen this person on one occasion, <b>Update</b> no more dog fouling has appeared in this location,
Regular patrols	I continue to patrol all the areas covered by SPC, on the lookout for dog fouling, fly tipping etc, if any of the Councillors feel there are certain areas that require more attention please let me know

	<p>I can say however that the short period that the new bins have been in place that the litter level generally has dropped, but there is a issue with the litter bins being emptied regularly, <b>Update, the bins are slowly returning back to normal,</b> With the new bin system I will continue to educate residents on the correct procedures, on a whole the system is now starting to work,</p>
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**Planning Backing Paper for MM 20.09.23  
For period 15.09.23 – 10.11.23**

<b>Parish Location</b>	<b>Application Type</b>	<b>Address</b>	<b>Application Number</b>	<b>Proposal</b>	<b>Closing Date for comments</b>	<b>Current Status</b>
Bradville	Prior Notification.	116 Bradwell Road Bradville Milton Keynes MK13 7DH	23/01913/PRIOR	Prior Approval of single storey rear extension, with eaves of 2.9 m and max height of 3 m, extending 6 m from the original rear wall. Change of use for part of the existing garage from garage to office and utility room.	N/A	Decision Notice Received 17.10.23 – Approval Not Required.
Bradville	Non-Material Amendment.	Stanton School, Fairfax, Bradville, MK13 7BE.	23/02251/NMA	Proposal: Non-material amendment to permission ref. 20/02782/FUL seeking to reposition/turn the tensile sail canopy and associated tarmacadam surfacing 90 degrees to the left so that the canopy length in on an East - West axis rather than a North - South axis relating to the erection of a 12m x 6m sail canopy comprising of 6no. steel masts and tensile fabric roof membrane. Extending of a tarmacadam playground hardstanding for the area of the sail canopy.	N/A	Ongoing.
Bradville	Discharge of Conditions	Stanton High Cottage Mercers Drive Bradville Milton Keynes MK13 7AY .	23/01821/DISCON	Request to Approve of details required by conditions 9 (Landscaping), C11 (Boundary Treatments) and C13(Landscape Management & Maintenance) of permission ref. 20/00933/OUT.	N/A	Split decision: C9=Refused C11=Refused C13-Approved
Bradville	Application for works to domestic house	39 Bishopstone Bradville Milton Keynes MK13 7DQ	23/01667/HOU	Erection of a single storey front, side and rear extension including garage conversion to facilitate a downstairs bedroom.	N/A	Full Planning Permission Granted.

**Planning Backing Paper for MM 20.09.23  
For period 15.09.23 – 10.11.23**

<b>Parish Location</b>	<b>Application Type</b>	<b>Address</b>	<b>Application Number</b>	<b>Proposal</b>	<b>Closing Date for comments</b>	<b>Current Status</b>
Bradville	A Certificate of Lawful Use (Proposed)	39 Bishopstone Bradville Milton Keynes MK13 7DQ	23/02410/CLUP	Certificate of lawfulness for the proposed loft conversion with rear dormer front rooflights, addition of window to side elevation roof space and erection of an outbuilding.	N/A	New Application
Bradville	Non Material Amendment.	Stanton School Fairfax Bradville Milton Keynes MK13 7BE.	23/02251/NMA	Non-material amendment to permission ref. 20/02782/FUL seeking to reposition/turn the tensile sail canopy and associated tarmacadam surfacing 90 degrees to the left so that the canopy length in on an East - West axis rather than a North - South axis relating to the erection of a 12m x 6m sail canopy comprising of 6no. steel masts and tensile fabric roof membrane. Extending of a tarmacadam playground hardstanding for the area of the sail canopy.	N/A	Permitted.

**Objection comments for 5 Naseby (23/01838/HOU) sent to MKCC and uploaded by case officer.18.10.23.**

**Planning Backing Paper for MM 20.09.23  
For period 15.09.23 – 10.11.23**

<b>Parish Location</b>	<b>Application Type</b>	<b>Address</b>	<b>Application Number</b>	<b>Proposal</b>	<b>Closing Date for comments</b>	<b>Current Status</b>
Linford Wood	PRIOR	Marlborough Court, Sunrise Parkway, Linford Wood, MK 14 6DY.	23/0130/PRIOR	Approval of details required by Condition 3 (Cycle Shelter).	N/A	Condition 3 approved.
Linford Wood	Discharge of Conditions	Marlborough Court Sunrise Parkway Linford Wood Milton Keynes MK14 6DY	23/01999/DISCON	Approval of details required by condition 5 (Drainage) of permission ref. 23/00315/PRIOR	N/A	Condition 5 approved.
Linford Wood	Result of application	Data&Research Svs Plc,1 Danbury Ct, Linford Wood MK14 6LR	23/01648/FUL	Permit Change of use from Use Class E 'Commercial, Business and Service' to Use Class <b>F1</b> * 'Learning and Non-Residential Institutions' and associated works.	N/A	8 Conditons outstanding.  *Class F1 was introduced by the Business and Planning Act 2020, effective from 1 September 2020. It comprises schools, museums, galleries (not for sale), libraries, halls, places of worship, church halls, law courts, non-residential education and training centres (these are all former Class D1 uses).

**Planning Backing Paper for MM 20.09.23  
For period 15.09.23 – 10.11.23**

<b>Parish Location</b>	<b>Application Type</b>	<b>Address</b>	<b>Application Number</b>	<b>Proposal</b>	<b>Closing Date for comments</b>	<b>Current Status</b>
Oakridge Park	Result of application	6 Kerry Hill Oakridge Park	23/02043/HOU	Full Planning Permission Granted	11.10.23	Fully granted.

<b>Parish Location</b>	<b>Application Type</b>	<b>Address</b>	<b>Application Number</b>	<b>Proposal</b>	<b>Closing Date for comments</b>	<b>Current Status</b>
Stantonbury	New Application	35 Burnet Stantonbury Milton Keynes MK14 6AJ	23/02002/HOU	Erection of single-storey rear extension and the conversion of the garage into a downstairs bedroom.	06.10.23	Full Planning Permission Granted.

**Planning Backing Paper for MM 20.09.23  
For period 15.09.23 – 10.11.23**

<b>Complaint</b>	<b>Location</b>	<b>Date Received</b>	<b>Case Officer</b>	<b>Complaint Details</b>
23/00409/ENF	106 Crispin Rd, Bradville	20.10.23	Madison Graham	Description of alleged breach Large plastic shed in the rear garden close to dividing wall.
23/00363/ENF	19 Selkirk Drive Oakridge Park	20.09.23	Zehn Sajid	Description of alleged breach Garden not implemented on plot 10.

No applications received for Bancroft/Bancroft Park or Blue Bridge.

No licences received.

**Payments Due over £1000**

Stantonbury Parish Council

Nov-23

<b>Contact</b>				<b>Total</b>
Marcus Young	Waste Management		£	1,086.72
S2D LEAFLETS LTD	Newsletter		£	2,804.68
<b>Total</b>			<b>£</b>	<b>6,294.73</b>

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

Chair - Stantonbury Parish Council

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



# Bank Summary

## Stantonbury Parish Council

For the period 1 October 2023 to 31 October 2023

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
<b>Bank</b>				
CCLA PSDF - 0143380001PC	455,087.48	1,778.89	-	456,866.37
Charity Bank Ethical Easy Access	123,433.50	-	-	123,433.50
Co-operative Bank Current	95,557.35	19,364.99	40,089.10	74,833.24
Nationwide 125 Day Saver	139,655.11	456.65	-	140,111.76
Petty Cash	180.19	-	43.95	136.24
Santander Business Reserve	125,500.54	333.18	-	125,833.72
Santander Current	1,386.88	-	-	1,386.88
Soldo Prepaid Debit Cards	997.51	-	412.56	584.95
SUMUP Card Charges Taken at Source	-	17.15	17.15	-
Unity 12 Month Fixed Term Deposit	125,000.00	-	-	125,000.00
Unity Trust Bank - Instant Access	2,233.40	-	-	2,233.40
<b>Total Bank</b>	<b>1,069,031.96</b>	<b>21,950.86</b>	<b>40,562.76</b>	<b>1,050,420.06</b>
<b>Total</b>	<b>1,069,031.96</b>	<b>21,950.86</b>	<b>40,562.76</b>	<b>1,050,420.06</b>

## Payments Made

Stantonbury Parish Council

For the period 1 October 2023 to 31 October 2023

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02 Oct 2023	Soldo DD	£ 8.40
02 Oct 2023	Total Energies DD	£ 117.43
03 Oct 2023	Co-op	£ 3.00
03 Oct 2023	Post Office	£ 7.75
04 Oct 2023	lidl	£ 1.20
04 Oct 2023	Trade UK	£ 5.13
04 Oct 2023	Viking	£ 10.78
04 Oct 2023	Trade UK	£ 11.75
04 Oct 2023	Trade UK	£ 15.97
04 Oct 2023	Viking	£ 32.39
04 Oct 2023	Trade UK	£ 34.10
04 Oct 2023	O2 DD	£ 49.26
04 Oct 2023	Post Office	£ 56.25
04 Oct 2023	Xero (UK) Ltd	£ 56.40
04 Oct 2023	Cann Electrical Limited	£ 84.00
04 Oct 2023	Viking	£ 100.15
04 Oct 2023	Staff Expenses	£ 122.25
04 Oct 2023	RAC Motoring Services	£ 440.00
04 Oct 2023	Jackie Bennett	£ 455.00
04 Oct 2023	PKF Littlejohn	£ 1,260.00
05 Oct 2023	SumUp Payments	£ 0.99
05 Oct 2023	Costco	£ 33.95
05 Oct 2023	PORTLAND JANITORIAL	£ 88.26
06 Oct 2023	British Gas DD CH Elec	£ 95.15
09 Oct 2023	Aldi	£ 3.60
09 Oct 2023	O2 DD	£ 27.12
09 Oct 2023	BrightHR DD	£ 99.62
10 Oct 2023	lidl	£ 4.08
11 Oct 2023	SumUp Payments	£ 0.46
11 Oct 2023	SumUp Payments	£ 0.95
11 Oct 2023	British Gas DD CH GAS	£ 31.97
12 Oct 2023	PHS Group DD	£ 171.06
12 Oct 2023	PHS Group DD	£ 217.61
13 Oct 2023	Aldi	£ 8.50
13 Oct 2023	THE BLACK HORSE	£ 70.00
13 Oct 2023	fuelGenie DD	£ 154.30
17 Oct 2023	Co-op	£ 1.50
17 Oct 2023	Aldi	£ 5.40
18 Oct 2023	SumUp Payments	£ 4.97
20 Oct 2023	SumUp Payments	£ 0.78
20 Oct 2023	Halfords	£ 10.98
20 Oct 2023	Halfords	£ 32.94
23 Oct 2023	Aldi	£ 1.20
23 Oct 2023	Allotment Tenant	£ 10.00
24 Oct 2023	Co-op	£ 1.65
24 Oct 2023	Timpson	£ 2.60
24 Oct 2023	Trade UK	£ 3.75
24 Oct 2023	Trade UK	£ 6.59

24 Oct 2023	Trade UK	£	22.00
24 Oct 2023	Trade UK	£	22.94
24 Oct 2023	Amazon	£	25.74
24 Oct 2023	Milton Keynes Play Association	£	30.00
24 Oct 2023	Clearing Buddy	£	60.00
24 Oct 2023	The National Allotment Society	£	66.00
24 Oct 2023	Cllr Judith Kite	£	99.00
24 Oct 2023	CH Deposit refund	£	100.00
24 Oct 2023	CH Deposit refund	£	100.00
24 Oct 2023	Skyline Taxis	£	126.59
24 Oct 2023	Smiths Fire LLP	£	144.00
24 Oct 2023	Smiths Fire LLP	£	144.00
24 Oct 2023	Smiths Fire LLP	£	144.00
24 Oct 2023	Smiths Fire LLP	£	144.00
24 Oct 2023	Smiths Fire LLP	£	162.00
24 Oct 2023	Rob Bracey Ltd	£	204.00
24 Oct 2023	Smiths Fire LLP	£	225.60
24 Oct 2023	Severn Asbestos Removal Ltd	£	230.40
24 Oct 2023	Smiths Fire LLP	£	309.60
24 Oct 2023	Microsmiths	£	460.80
24 Oct 2023	D&L Environmental	£	700.00
24 Oct 2023	Marcus Young	£	921.60
24 Oct 2023	Bucks LGPS Pension Scheme	£	5,134.85
24 Oct 2023	Milton Keynes City Council	£	10,000.00
25 Oct 2023	SumUp Payments	£	1.88
25 Oct 2023	SumUp Payments	£	3.46
26 Oct 2023	Tesco	£	157.45
26 Oct 2023	Payroll - Cllr Allowances	£	671.09
26 Oct 2023	Payroll - Salaries	£	12,348.35
26 Oct 2023	HMRC	£	3,520.70
27 Oct 2023	PAPA LUIGI	£	67.60
30 Oct 2023	Mailchimp	£	0.72
30 Oct 2023	Mailchimp	£	26.35
31 Oct 2023	SumUp Payments	£	0.75
31 Oct 2023	SumUp Payments	£	1.24
31 Oct 2023	Aldi	£	1.45
31 Oct 2023	Co-op	£	1.50
31 Oct 2023	SumUp Payments	£	1.67
31 Oct 2023	Travis Perkins	£	34.70
31 Oct 2023	Mirus DD	£	185.54
<b>Total</b>			<b>£40,562.76</b>

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

**Chair - Stantonbury Parish Council**

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

## Community Hub Income & Expenditure YTD as at 8th November 2023

Stantonbury Parish Council

For the period 1 April 2023 to 31 March 2024

<b>Account</b>		<b>INCOME</b>	<b>OUTGOING</b>		<b>Running Balance (GBP)</b>	
Income CH VAT Exempt	£	6,542.50	£	147.50	£	6,395.00
CH - £7000 + £2851 + £2088 (2023/24 Reserves) (4390)	£	158.00	£	8,230.41	£	8,072.41
CH - Events (4360)	£	-	£	792.61	£	792.61
CH - General Maintenance and Sundries (4380)	£	35.83	£	726.22	£	690.39
CH - IT/Tel Maintenance Services (4383)	£	-	£	384.00	£	384.00
FC - ASSETS CH Non IT (4381)	£	302.48	£	653.76	£	351.28
FC - CH Utilities (4385)	£	-	£	1,273.74	£	1,273.74
GP - CH Cleaning (4388)	£	-	£	1,257.17	£	1,257.17
GP - CH Security/Fire Services (4389)	£	-	£	888.96	£	888.96
<b>Total</b>	<b>£</b>	<b>7,038.81</b>	<b>£</b>	<b>14,354.37</b>	<b>£</b>	<b>7,315.56</b>

This report uses the most up-to-date exchange rate data available from XE.com to convert foreign currency to base currency, unless you've entered your own rate.

### **Bradwell Road Play Park**

Council agreed on 16<sup>th</sup> August 2023 to spend no more than £5,000 on this play park and this was to replace the slide unit and change one of the swings to a baby / toddler swing seat.

We also agreed if there were any funds left over from Harrowden play park allocation of £5,000 this could be added to the Bradwell Road play park. Harrowden play park has come in around £2,500.

Now the potential allocation for Bradwell Road play park is around £7,500.

Phil Snell has come back to us and is offering to install this climbing unit.



Phil Snell advises this piece of equipment is second hand and has plenty of life and will make sure it has a slide.

The piece of equipment can only be installed on grass (Phil needs to confirm what bit of grass it is going to go on as MK City Council do not own all the land).

Phil is also requesting us to increase our contribution to £10,000.

Phil has not proposed to place anything on the land where the existing unit is but he will make good the area.

### Great Yarmouth Coach Trip.

We have received 2 requests for a refund of a total of 8 tickets for the Great Yarmouth coach trip, this was due to the issues with the vehicle and then waiting for a replacement coach as the original coach broke down.

We have requested a refund from our coach provider, and they have **refused**.

How would we like to proceed:

The coach had total 53 people (1 SPC representative)

Great Yarmouth Coach Trip Breakdown of Ticket Prices for Coach 5				
	Adult Resident	Adult Non-Resident	Child Resident	Child Non-Resident
	<b>£7.50</b>	<b>£15.00</b>	<b>£5.00</b>	<b>£10.00</b>
<b>Total Travellers in each category.</b>	31	4	13	4
<b>Total Money Taken per category.</b>	£232.50	£60	£65	£40
<b>Overall Money Taken</b>	£397.50			

Cost of the coach was £695.00.

If we didn't wish to issue a refund, we could send them a letter, example below.

*Re: Coach Trip Refund Enquiry Conclusion- Great Yarmouth Trip 10.08.23  
Stantonbury Parish Council (SPC) would like to thank you for your patience whilst we considered your request.*

*We arrange a meeting with the coach company requesting some compensation for the passengers and unfortunately none has been offered. As the coach trips costs are already subsidise by the Parish we are not able to offer addition support.*

*We will therefore not be granting your request for a refund.*

*Should you have any questions, please contact me on 01908-227201.*

Document No: VDUSPC200723



# Visual Display Unit Policy (VDU)

Signed: .....

The Chair of HR Committee

Signed: .....

The Chair-Stantonbury Parish Council

Date: .....

Date: .....

## Document History

Document created based on another Parish council policy.	12/07/2023
Reviewed and signed at HR Committee	27/09/2023
Adopted and signed at Main Meeting	15/11/2023



## **Policy Overview**

This policy explains how Stantonbury Parish Council manages risk for officers working on Display Screen Equipment.

## **Employer Obligations**

The Health and Safety (Display Screen Equipment) Regulations 1992 place specific requirements on employers with the aim of protecting workers from the health risks associated with DSE.

Employers' must-

- Analyse workstations, assess and reduce risks. This includes equipment, furniture, work environment, the job being done and any special needs required by staff.
- Provide adjustable chairs and suitable lighting.
- Plan work so there are breaks or changes of activity away from the computer.
- On request, provide eye tests or spectacles if special ones are required.
- Provide health and safety training, information specific to the safe use of working with VDUs and computers

## **Risk Assessment**

Stantonbury Parish Council will perform a risk assessment to mitigate against any negligence regarding their employer obligations.

This risk assessment will be updated yearly and changes implemented where necessary.

## **Eye Tests**

The Health and Safety (Display Screen Equipment) Regulations 1992 Regulation 5 sets out an employer's responsibility for providing eyesight tests. It provides that the employer must ensure that employees who are VDU users, or who are to become VDU users, are provided with an appropriate eyesight test if they request one.

To comply with this Stantonbury Parish Council will fund the cost of eye examinations upon a valid receipt from a suitably qualified and registered ophthalmic optician, optometrist or doctor.

If, after examination, it should prove necessary to purchase spectacles in order to assist the employee, whose vision needs to be corrected for defects at the viewing distance or distances used specifically for the display screen work concerned, the Parish Council will fund such spectacles to a maximum value of £50.00. This is only payable once the employee has passed probation and is a permanent member of staff. An employee who wishes to choose spectacles of a greater value is at liberty to do so, but the Parish Council will only pay the maximum amount as detailed above.

Document No: CAESPC170523.2



# Councillor Allowances and Expenses Policy

Signed: .....L Morgan.....  
The Chair-Stantonbury Parish Council

Date: ...17/05/2023.....

## Document History

Reviewed by RFO	02/02/2022
Reviewed at MM February 2022	16/02/2022
Updated by RFO – Expense Claims	10/03/2022
Updated by RFO – Expense Claims	23/04/2022
Draft Revision – Appendix A added. Changes to Policy Statement.	28/04/2022
Adopted at Main Meeting	04/05/2022
Reviewed & Updated by RFO	30/03/2023
Adopted and signed at the Annual Meeting	17/05/2023
Reviewed and updated by Finance Committee	19/10/2023
Reviewed and Signed at Main Meeting	15/11/2023

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## Policy Statement

This Policy is made under the terms of the Local Authorities (Members Allowances) (England) Regulations 2003.

This Policy takes into consideration the recommendations made by the Independent Parish Remuneration Panel appointed by the principal Authority (Milton Keynes Council) who meet and report every 4 years. Their most recent report was issued in December 2021.

Whilst Stantonbury Parish Council recognises the recommendation of the Independent Parish Remuneration Panel it chooses to expand and clarify elements of the recommendation as set out in Appendix A

### 1. Background

Parish councillors are volunteers, they do not get paid. The allowance although it is not a salary is treated by HMRC as taxable income and is processed on the Parish Councils payroll software. It is a figure which is calculated to cover the expenses which are normally associated with the basic duties of being a councillor.

The amount paid to the Chair may differ from that of other Councillors (i.e. a higher sum may be paid in light of the extra duties and responsibilities that are required of the Chair) but otherwise the sum shall be the same for each Councillor.

The payment of Councillors' allowances is subject to a statutory process which involves a local remuneration (independent of the local council) panel, whose role is to make recommendations as to the level of the various allowances that a council can pay.

The Parish Remuneration Panel was convened by Milton Keynes Council as the 'Responsible Authority' so required by the 2003 Regulations:

- The Local Authorities (Members Allowances) (England) Regulations 2003
- Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Members of a Parish Council is:

*“91. Parish councils may choose to pay their members an allowance, known as ‘parish basic allowance’, to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.*

*92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance.”*

*(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)*

Stantonbury Parish Council does not have the Quality Award as set by [NALC](#).

## **2. Basic Allowance (as of May 2023)**

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Milton Keynes Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 10% of the Basic Allowance for Milton Keynes Council for Quality approved Parish Councils.

For those Councils that are **not Quality approved they should be able to pay an amount up to 7.5%** of the Basic Allowance for Milton Keynes Council.

The recommended Basic Allowance for Milton Keynes Council is £11,688;  
10% of this is £1,169  
**7.5% of this is £877.**

This should **only** be paid to Members who are elected not those co-opted.

## **3. Chairs Allowance (as of May 2023)**

The Chair's allowance that can be recommended by the Independent Remuneration Panel can be for any amount up to 100 percent of the Basic Allowance paid by Milton Keynes Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual parish and town councils, considering individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel therefore recommends the Chair's Allowance for Quality approved Parish and Town Councils should be up to 20% of Milton Keynes Council's recommended Basic Allowance.

The recommended Basic Allowance is £11,688; 20% of this is £2,338.

The Panel further recommends that the Chair's Allowance for those Councils **not Quality** approved should be up to 15% of Milton Keynes Council's recommended Basic Allowance.

The recommended Basic Allowance is £11,688; **15% of this is £1,754.**

The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

## **4. Indexation of Allowances**

The indexation of the allowances paid to Members of the Council should be in line with the indexation applied to Members Allowances at Milton Keynes Council, namely linked to staff salary increases of Council employees.

## **5. Foregoing Allowances**

A Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer.

## 6. Expense Claims

**Travel and Subsistence** - Regulation 26 permits both elected and co-opted members allowances in respect of travelling and subsistence. Travel and subsistence is for approved councillor duties only incurred in connection with the performance of any duty within one or more of the following categories—

- a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- b) the attendance at a meeting of any association of authorities of which the authority is a member;
- c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

The Panel recommends that the Parish Councils should pay a mileage allowance of 45p per mile (for a car) and 45p per mile for an electric car which are in line with the HMRC recommendations. Subsistence rates should be paid in line with Milton Keynes Councillors.

For the purposes of calculating claims, a councillor's normal place of residence (his/her home) is regarded as his or her normal place of work, so expenses associated with travel from home to the council office, and other locations to conduct council business, may be claimed back. Where a councillor travels on council business from his or her employment or business (which is not council related) he or she may be reimbursed for the cost of the journey. However, if the cost of making this journey would have been lower had it started from the councillor's home, then that lower cost is the maximum amount which should be reimbursed. For example if the distance from a councillor's home to council offices is 5 miles and from a councillor's business to council offices is 10 miles, a maximum of 5 miles may be reimbursed.

### **Travel by Private Transport**

In addition to the mileage allowance covered above, Councillors can also claim the costs associated with travelling by private car, motorcycle or bicycle:

- Parking charges - receipted costs of expenses incurred
- Road and bridge tolls (if appropriate) - costs of expenses incurred
- Road pricing/congestion charging - receipted costs of expenses incurred

Parking fines will **not** be reimbursed.

### **Travel by Public Transport**

The following expenses may be claimed back by councillors who use public transport to carry out their duties:

- Buses and trams - expenses incurred, including season ticket/passes where this is considered more cost effective

- Taxis, trains, air travel, ferry travel - receipted cost of fare

It is expected that councillors should travel by standard/economy class for their journeys. Councillors and local authorities should consider cost effectiveness and value for money when choosing the mode and class of transport for a journey on council business.

**Other Expenses** - Any expense incurred at the direction of the council shall be reimbursed.

Incidental costs such as broadband, stationery, use of home, telephone, and printing costs are compensated for by the allowance scheme.

Expense claims should be submitted to the Responsible Financial Officer within three months of being incurred using the appropriate Stantonbury Parish Council expense claim form together with any relevant supporting documentation.

Council may offer to pay for the travel, by taxi or season tickets where they consider it more cost effective to do so. Any such costs should be recorded as a cost to the relevant councillor and published annually on the Council's website.

## 7. IT Equipment

Councillors will be provided with a laptop and printer (if required) which will remain the property of the Stantonbury Parish Council.

## 8. Publicity

Regarding the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

*“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more newspapers”.*

**The Panel recommends that the Parish Clerk should publicise the allowances scheme to all Parish and Town Councillors and the public. Each Parish and Town Council is required to formally adopt the recommendations in the Independent Panel report.**

## 9. Appendix A – Clarification of Travel Expenses

Stantonbury Parish Council choose to provide a Taxi Account managed by the Clerk. **Taxis must be booked by the office.**

**Councillors with the following situations can use the taxi account:**

- Councillors with mobility issues preventing the use of public transport or private vehicle.
- Councillors where a direct route to the Parish Office(s) from the registered place of residence, is unavailable or unnecessarily arduous or time consuming. Arduous also includes consideration of night time travel by councillors who may be vulnerable.



- Notwithstanding the stated approved travel as set out in Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692 - Part 2 Councillor Allowances 5. 1 Items a) to i) (2) items a) to (c) and (3). The Parish Council adopts the following as approved duties for the purpose of qualifying for expenses:-
  1. Clerk request for a meeting with a Councillor
  2. A nominated or elected member of a Committee, sub-committee, working party for their meetings.
  3. Meetings with subcontractors in respect of asset or facilities management of the Council premises. Or at the sub-contractor's premises in respect of Parish Council matters
  4. Meetings with Parishioners at any of the Council offices
  5. Meetings with legal advisers either at the Parish Offices or the offices of the advisors.
  6. To carry out any other duty approved by the Council.

Other travel expenses will be subject to prior approval of the Proper Officer and RFO.

This Policy will be reviewed annually.

Document No: CHC130923



## COMMUNITY HUB COMMITTEE

### TERMS OF REFERENCE

Signed:  
The Chair of Community Hub Committee

Date:

Signed:  
The Chair of Stantonbury Parish Council

Date:

## Document History

<b>Created by Clerk</b>	<b>10/07/2023</b>
<b>Reviewed and agreed by Community Hub Committee</b>	<b>13/09/2023</b>
<b>Reviewed and adopted at Main Meeting</b>	<b>20/09/2023</b>
<b>Deferred back to Community Hub Committee and approved</b>	<b>19/10/2023</b>
<b>Reviewed and adopted at Main Meeting</b>	<b>15/11/2023</b>

DRAFT

## **Community Hub Committee Terms of Reference**

**Purpose:** To promote the use of the Hub as a centre for use by local people, organisations and businesses. To ensure the Hub is an accessible, safe location. To encourage use of the Hub for activities aimed at increasing community links and overcoming social isolation.

### **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.

### **Chair:**

The Chair is to be elected by the Community Hub 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 ensure the efficient operation and management of the Hall, including to consider health and safety issues in relation to the use of Hall.
- Review Booking Conditions and Use of Hall.
- Review charges on an annual basis.
- Liaise/consult with hirers/users of the Hall.
- Review security of the building.
- Arrange publicity and marketing.
- Review budget on a regular basis including income and expenditure.
- Make recommendations to the full Council.

### **Delegated Powers**

- Committee to have delegated powers for all the above items.
- Committee to have a budget allocated annually.
- Authorised to spend up to £5000.

### **Meeting 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.



South Central

# COMMUNITY PAYBACK

## About Us

The South Central Community Payback Team operate 7 days a week supporting people on probation to payback their debt by working on projects in the community for the betterment of society.

We are always looking for new projects to complete and liaise with stakeholders to ensure that all work carried out is to a high standard.

### SOME Ideas



#### Gardening & Landscaping

Work in allotments or Community gardens and open spaces



#### Painting and Decorating

Removal of graffiti, repainting community halls.



#### Fly Tipping and Litter Picking

Removal of eyesore waste and keeping spaces clean from rubbish

## Contact us

If you are interested in soliciting help from the community Payback team for a project in your area please contact us on the email address below and one of our staff will contact you back to discuss your needs and how we can get involved.



[CPNominationsSouthCentral@justice.gov.uk](mailto:CPNominationsSouthCentral@justice.gov.uk)

## Tahnee Campbell

---

**From:** Donna Moore  
**Sent:** 08 November 2023 15:28  
**To:** 2023CIIrs  
**Subject:** Community Support  
**Attachments:** SStantonbur23110815250.pdf

Good afternoon all, today I met with HM Prison and Probation Service, they are looking to work with us to provide us with people who are doing Community payback (Community Service).

They currently work with other Parish Councils and are looking to join with us.

They can offer community support:  
Painting play parks / under passes / buildings.  
Litter picking.  
Clearing paths / alleyways.  
Cutting back hedges.  
Lawnmowing.

The team tends to be no more than 6 and they are accompanied by a supervisor.

They provide all the PPE and most of the tools.

This would tie in nicely with the top up service we were looking to do offer instead of taking on the Devolved Service contract.

These are people who have been found guilty of a crime and instead of prison they have to participate in the Community payback scheme.

I was going to place on the agenda to discuss, but if you did have any questions or concerns before the meeting let me know and I will ask.

Kind regards

# Donna

Donna Moore  
Clerk

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

Tel: 01908 227201  
Mobile: 07305 076483

e mail: [info@stantonburyparishcouncil.org.uk](mailto:info@stantonburyparishcouncil.org.uk)

Facebook [www.facebook.com/stantonburyparishcouncil/](https://www.facebook.com/stantonburyparishcouncil/)

Visit the Parish Council web site at [www.stantonburyparishcouncil.org.uk](http://www.stantonburyparishcouncil.org.uk)

**Please consider the environment and don't print this email unless you really need to:**

This email and any attachments hereto are strictly confidential and intended solely for the addressee. It may contain information which is privileged. If you are not the intended addressee, you must not disclose, forward, copy or take any action in reliance of this email or attachments. If you have received this email in error, please delete it and notify us as soon as possible.

**Reply to:** Kay Pettit  
**Email:** Kay.pettit@milton-keynes.gov.uk  
**Call:** 01908 253099

16 October 2023

Dear Donna

**Second Winter Plan (23/24) – funding for Parishes - award letter**

Please accept this letter as confirmation that **Stantonbury Parish Council** has been awarded **£10,000** in funding to support you with activities relating to the cost of living challenges faced by those in your community, eg to help you open ‘warm places’ and run pop up cafes and other informal social activities where people can meet up, as well as to be warm and enjoy a hot meal. You may already be organising such support and this funding can be used to extend initiatives so that more people can benefit.

By agreeing to accept the funding **Stantonbury Parish Council** agrees to:

- Deliver / support initiatives that support those who are facing challenges in relation to the cost of living crisis
- Provide periodic updates on spend so that we can summarise for the Council how the money has been used
- Advise us of initiatives that you are working on so that we can signpost them through Council communications channels for the benefit of local people

Please confirm your agreement by email to [kay.pettit@milton-keynes.gov.uk](mailto:kay.pettit@milton-keynes.gov.uk) after which payment will be arranged.

Kind Regards



**Sarah Gonsalves**  
Director of Communities and Customer Services