

30<sup>th</sup> November 2023

Minutes of the **Main Meeting** for Stantonbury Parish Council held on **Wednesday 15th November 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>
133/23	<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</p> <p>Donna Moore – Clerk</p>	
134/23	<p><b>Apologies for Absence:</b> Cllr Linda Morgan - <b>9 votes to accept apologies.</b> Cllr Abid Anwar - <b>9 votes to accept apologies.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
135/23	<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.</p> <p><b>Cllr P Baxter for agenda item 152/23.</b> <b>Cllr C Northwood for agenda item 155/23.</b> <b>Cllr D Northwood for agenda item 155/23.</b> <b>Cllr J Kite for agenda item 155/23.</b></p>	
136/23	<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>None.</b></p>	
137/23	<p><b>Chair's Remarks: N/A</b></p>	
138/23	<p><b>Minutes:</b> Full Council to approve and sign the Minutes of the <b>Main Meeting</b> held on Wednesday 18<sup>th</sup> October 2023 – <b>Agreed 10 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
139/23	<p><b>Risk Register and Assessment:</b> Council to discuss the progression of previously identified risks and any new risks that may have arisen.</p>	<b>TC/KF</b>

Signature: **L.Morgan**

Date: **13.12.2023**  
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	<b>Clerk made Council aware the selling of the coach trip tickets for London are slow. Council to decide if they wish to cancel the second coach. If we don't cancel the second coach and not all tickets are sold we might incur charges from the provider. – Council agreed to cancel the second coach.</b> <b>Agreed</b>	
140/23	<b>Reports:</b> a) Crimewave Report – <b>Council acknowledges new report, Council requested a procedure is created to record who is asking for the cameras.</b> b) Parish Ranger Supervisor report – <b>Council acknowledges new report. Cllr Baxter raised concerns over grit bins, Clerk to arrange a meeting with MKCC, via the Clerk access.</b> c) Enforcement Officer Report – <b>No concerns or questions.</b> d) Planning Report – <b>No concerns or questions.</b>  <b>Council acknowledges all reports 9 votes for.</b> <b>Agreed.</b>	<b>KF</b>  <b>DM</b>
141/23	<b>Finance Reports:</b> a) Payments Due over £1000 November 2023 – <b>Cllr Ronaldson queried the staff pension and salary details are missing, Clerk explained this information is not on this report. Agreed 8 votes for, 1 abstained.</b> b) Bank Summary October 2023 – <b>Agreed 9 votes for.</b> c) Payments Made October 2023 – <b>Agreed 9 votes for.</b> d) Community Hub Summary Income and Expenditure YTD 2023/24 – <b>Agreed 9 votes for.</b> <b>Resolved</b>	<b>RFO</b>
142/23	<b>Bradwell Road Play Park:</b> Council to discuss how they wish to proceed. <b>Councillors did not agree with proposal from MKCC reference this play park, Council wish to have a meeting to discuss. Clerk to send a letter.</b> <b>Agree</b>	<b>DM</b>
143/23	<b>Great Yarmouth Coach Trip:</b> Council to discuss and agree if they want to issue refunds to the residents travelling on the coach that had faults and broke down. <b>Council agreed to award a return of 50% to the residents on Coach 5 as a goodwill gesture. Agreed 9 votes for.</b> <b>Agreed</b>	<b>KF</b>
144/23	<b>Finance Committee Vacancy:</b> Council to appoint a new member to the Finance Committee to replace Councillor Kite. <b>Clerk explained 3 councillors had requested to be considered, Cllr C Northwood, Cllr Kennedy, Cllr Morgan.</b> <b>Councillors carried out blind vote and Cllr Kennedy received majority vote.</b> <b>Resolved</b>	<b>TC / DM</b>
145/23	<b>Visual Display Unit Policy:</b> Council to review and adopt Visual Display Unit policy (VDUSPC200723) as recommended by Human Resources Committee. – <b>Agreed 9 votes for.</b> <b>Resolved</b>	<b>TC</b>

146/23	<p><b>Councillor Allowances and Expenses Policy:</b> Council to review and adopt Councillor Allowances and Expenses Policy (CAESPC170523.2) as recommended by Human Resources Committee. <b>*Clerk acknowledged this was recommended by the Finance Committee. After a long discussion, Clerk to amend the policy with the changes requested by Full Council and to present at the next Main Meeting.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	DM
147/23	<p><b>Community Hub Committee Terms of Reference:</b> Council to review and adopt Community Hub Committee Terms of Reference (CHC130923) as recommended by Community Hub Committee. <b>Cllr Smith raised their concerns over the electing the Chair comment on the TOR.</b> <b>All agreed to approve – 9 Votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	TC
148/23	<p><b>Community Payback Scheme:</b> Council to consider working the HM Prison &amp; Probation service to offer Community Support within our Parish. <b>Council agreed to sign up and apply for this service, Clerk asked Councillors to provide any details of areas they wish to be worked on.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	KF
149/23	<p><b>HR Support</b> To consider recommendation from HR Committee agenda item 38/23 to remain with current provider BrightHR, Full Council to review the service we receive from BrightHR and compare against Peninsular. <b>Council agreed with HR Committee recommendation to stay with BrightHR. 8 Votes for, 1 abstained.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	ST
150/23	<p><b>Winter Warmer Funds – MK City Council.</b> Council to confirm to agree to terms below from MK City Council to receive the £10,000 funding.</p> <ul style="list-style-type: none"> <li>• Deliver / support initiatives that support those who are facing challenges in relation to the cost of living crisis.</li> <li>• Provide periodic updates on spend so that we can summarise for the Council how the money has been used.</li> <li>• 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.</li> </ul> <p><b>Council agreed 9 votes for, Office to work on getting more companies to sign up, then produce leaflets and put them through resident doors.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	KF
151/23	<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 9 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 9 votes for.</b></p>	
<b>Confidential - Part 2 - Consideration of matters related to the following items:</b>		

152/23	<p><b>Grant Application:</b> Council to review and discuss the grant application received from Winter Night Shelter at a cost of £500. <b>Council reviewed the application and agreed to award £500 – Agreed 9 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>TC</b>
153/23	<p><b>National Salary Award 2023:</b> Council to acknowledge National Salary Award. – <b>Agreed 9 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>RFO</b>
154/23	<p><b>GDPR:</b> Clerk to advise the Council of a potential GDPR breach. <b>Clerk made Council aware of a potential GDPR breach and it has been reported to the Information Commissioner’s Office. Clerk will update the Council once correspondence has been received.</b></p> <p style="text-align: right;"><b>Noted</b></p>	<b>DM</b>
155/23	<p><b>Community Hub Committee decision:</b> Clerk to advise the Council of a Committee decision which has been changed without following the correct procedures, how does the council wish to proceed.</p> <p><b>Clerk informed the Council a meeting took place outside the normal protocol and a committee decision had tried to be change. Clerk explained the existing decision still stand, but did the Full Council wish to consider changing the decision due to the new factors that had come to light.</b></p> <p><b>Council agreed to send a letter to the Fitness organisation to confirm his conditions of using the MUGA and to extend his allowance of using the MUGA till 31<sup>st</sup> March 2024, however if any of the rules are broken they will be asked to leave immediately.</b></p> <p><b>Agreed 9 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>ST</b>

**Meeting closed 21:20pm**