

17th May 2024

Minutes of the **Main Meeting** for Stantonbury Parish Council held on **Wednesday 15th May 2024 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	Action
01/24	<p>Present: Cllr Linda Morgan Cllr Peter Kirkham Cllr Ann Ronaldson Cllr Paul Baxter Cllr John Warren Cllr Kevin Smith - Chair Cllr Derek Northwood Cllr Carol Northwood Cllr Sandra Kennedy Cllr Judy Kite</p> <p>Donna Moore – Clerk</p>	
02/24	<p>Apologies for Absence: Cllr Abid Anwar – 8 votes for to accept, 2 abstained.</p>	Resolved
03/24	<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>	
04/24	<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).</p> <p>1 member of public attended and wanted to pass on their thanks for sorting the padlock issues at the Allotment site and wanted to personally invite the Councillors to the Allotment open day which is 14th July. (Resident was going to confirm date).</p>	
05/24	<p>Chair's Remarks: Chair thanked Cllr Morgan and Cllr C Northwood for their time as Chair and Vice Chair.</p> <p>a) Reminder Councillors about declaring an interest. Chair and Clerk reminded Councillors to declare an interest, and if they're not sure to please double check with the Clerk.</p>	

06/24	<p>Minutes:</p> <p>a) Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 17th April 2024 – Agreed 10 votes for.</p> <p>b) Annual Meeting to approve and sign the Minutes of the Meeting held on Wednesday 8th May 2024. Clerk made Council aware there is new version which now has Cllr Kennedy apologies noted. – Agreed 10 votes for.</p> <p>c) Finance Committee to approve and sign the Minutes of the Finance Meeting held on Friday 3rd May 2024 – Agreed 4 votes for.</p> <p>d) Annual Parish Meeting (Meet the Councillors) to approve and sign the Minutes for the Meeting held on Wednesday 1st May 2024 – Agreed 10 votes for.</p> <p>e) Community Hub Committee to approve and sign the Minutes for the Meeting held on Friday 10th May 2024.- Agreed 4 votes for.</p> <p>f) Community Projects Committee to approve and sign the Minutes of the Community Projects Meeting held on Wednesday 6th March 2024. - Agreed 9 votes for. 1 abstained.</p> <p>g) Community Projects Committee to approve and sign the Minutes of the Community Projects Meeting held on Wednesday 3rd April 2024. - Agreed 9 votes for. 1 abstained.</p> <p style="text-align: right;">Resolved</p>	
07/24	<p>Risk Register and Assessment: Council to discuss the progression of previously identified risks and any new risks that may have arisen. – None.</p>	
08/24	<p>Standing Orders: Full Council to consider recommendations made by Finance Committee and approve. Chair recommended to go through page by page and for Councillors to raise their hand if they have any comments. First Comment was page 7 Councillors voted to remove Finance Committee recommendation that a “councillor must be appointed to one standing committee” – 9 votes for to remove 1 abstained.</p> <p>Cllr C Northwood proposed and seconded by Cllr Morgan to add a clause to say “a councillor cannot be on more than 3 committees” - Agreed 7 votes for 3 abstained.</p> <p>Councillors then wish to add clause to quote “except where a vacancy remains unfilled. – all agreed 10 votes for.</p> <p>Page 15 – point XV Cllr Kite raised concerns for the single Councillors this could be a lot of work for them to review all their ward applications, Council will review if this problem arises.</p>	

	<p>Council agreed with all other Finance Committee recommendations and Chair asked for any further comments, Councillors raise no further comments. – Agreed 10 votes for.</p> <p style="text-align: right;">Agreed</p> <p>Office to sort the rota for Substitute members.</p>	TC / DM
09/24	<p>Councillors Allowance Policy: Full Council to consider recommendations made by Finance Committee and approve. Chair recommended to go through page by page and for Councillors to raise their hands if they have any comments.</p> <p>Chair confirmed - Chair would only be allowed to take the Chair allowance.</p> <p>First comment was page 7 to remove printing costs, Councillors are allowed to request office to print parish business documents only. Councillors to request office staff to print documents as and when needed.</p> <p>Council agreed with all Finance Committee recommendations and Chair asked for any further comments, Councillors raise no further comments. – Agreed 10 votes for.</p> <p style="text-align: right;">Resolved</p>	DM
10/24	<p>Councillors Allowance: Does the Chair wish to claim the full Chair allowance of £1832.40. – Cllr Smith agreed to take the allowance.</p> <p>Do the elected Councillors wish to claim the full Basic allowance of £916.20. - All elected councillors agreed to take the allowance apart from Cllr Baxter.</p> <p style="text-align: right;">Agreed</p>	RFO
11/24	<p>Grant and Donation Policy: Full Council to consider recommendations made by Finance Committee and approve. Chair recommended to go through page by page and for Councillors to raise their hand if they have any comments.</p> <p>Page 3 under section 2 add wording “School of MK City Council” do not need to supply constitution.</p> <p>Council agreed with all Finance Committee recommendations and Chair asked for any further comments, Councillors raise no further comments. – Agreed 10 votes for.</p> <p style="text-align: right;">Agreed</p> <p>Office to sort a rota</p>	TC
12/24	<p>Community Hub Terms and Conditions: Full Council to consider recommendations made by Community Hub Committee and approve. Chair recommended to go through page by page and for Councillors to raise their hands if they have any comments.</p>	

	<p>Council agreed with all Finance Committee recommendations and Chair asked for any further comments:</p> <ul style="list-style-type: none"> • Cllr Smith raised concerns over furniture that is broken (chairs and tables), and recommends we have a stronger worded sign for warning people not to park on paving slabs and potentially adding something into the Terms and Conditions – Community Hub Committee to look into a sign and potentially doing an inventory list. • Cllr Kite requested to have clarification over point 3b) Council agrees if it was to become a problem we would look further into it. <p>- Agreed 10 votes for.</p> <p style="text-align: right;">Resolved</p>	ST
13/24	<p>Licence Application: Roman Park Residents Club (Second Licence), 1 Constantine Way, Bancroft Park, Milton Keynes, MK13 0RA Does the Council wish to make a comment about the extension of opening hours? Cllr Morgan called into question the application form and wished for it to be noted to MK City Council. The Council agreed to make a comment to MK City Council over the concerns of the extended hours as it is on a residential estate and to comment about the application form details.</p> <p>All agreed 10 votes for.</p> <p style="text-align: right;">Agreed</p>	KF
14/24	<p>Finance Reports:</p> <p>a) Payments Due over £1000 May 2024 – Agreed 10 votes for. b) Bank Summary April 2024 – Agreed 10 votes for. c) Payments Made April 2024 – Agreed 10 votes for. d) Community Hub Summary Income and Expenditure YTD 2024/25 – Agreed 10 votes for.</p> <p style="text-align: right;">Agreed</p>	RFO
15/24	<p>Bank Transfer: Council to agree to the transfer of £125,000 from the COOP Current Account to CCLA PSDF in both May and September 2024, after receipt of precept instalments. – Agreed 10 votes for.</p> <p style="text-align: right;">Resolved</p>	RFO
16/24	<p>Payment: Full Council to retrospectively agree the payment made to The Community Heartbeat Trust of £8478.00. – Agreed 10 votes for.</p> <p style="text-align: right;">Resolved</p>	RFO
	<p>Council agreed to Defer all the below items apart from the Private and Confidential section and to call an Extraordinary meeting on Wednesday 22nd May at 10am. - agreed 10 votes for.</p>	
17/24	<p>Committees:</p> <p>a) Council to review the Committees structures. b) Council to vote to dissolve any Committee/s. c) Council to agree Terms of References for Committees. i. Allotment Committee</p>	

	<ul style="list-style-type: none"> ii. Community Hub Committee iii. Community Projects Committee iv. Finance Committee v. General Purposes Committee vi. Human Resources Committee <ul style="list-style-type: none"> d) Council to appoint members to each committee. e) Committee members to elect their Chair. 																																					
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18/24	<p>Schedule of Meetings for 2024-2025: Council to agree the Schedule of Council Meetings for 2024-2025.</p>																																					
19/24	<p>Milton Keynes Ward Boundary Review Consultation. Full Council to discuss the consultation and agree next steps.</p>																																					
20/24	<p>Reports:</p> <ul style="list-style-type: none"> a) Parish Ranger Supervisor Report. b) Enforcement Officer Report. c) Planning Report. d) Crimewave Report. e) TSID Report. f) Community Hub. 																																					
21/24	<p>Job Club: Council to discuss moving Milton Keynes Job Club services to the Parish office instead of The Community Hub.</p>																																					
22/24	<ul style="list-style-type: none"> 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). – Agreed 10 votes for. b) Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. – Agreed 10 votes for. 																																					
	<p>Confidential - Part 2 - Consideration of matters related to the following items:</p>																																					

23/24	<p>Flexible working request: Full Council to consider recommendations made by Human Resources Committee reference Flexible working request.</p> <p>Full Council agreed to HR Committee recommendation, to allow the reduction in working hours and place of work. Full Council request to have a report from HR Committee and discuss again in 6 months' time. – Agreed 10 votes for.</p>	DM
24/24	<p>Maternity Leave cover: Full Council to consider recommendations made by Human Resources Committee reference the Contract for the temporary member of staff. Full Council agreed with the HR Committee recommendation, to extend the contract of employment.</p> <p>Also agreed due to Document Controller returning to work, unfortunately there is no position available to offer to the temporary member of staff. - Agreed 10 votes for.</p>	DM
25/24	<p>Flexible working request: Full Council to consider recommendations made by Human Resources Committee reference Flexible working request. Full Council agreed with the HR Committee recommendation, to allow the reduction in working hours - Agreed 10 votes for.</p>	DM

Meeting Closed 21:49