

19th April 2024

Minutes of the **Main Meeting** for Stantonbury Parish Council held on **Wednesday 17th April 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	Actions
237/23	<p>Present: Cllr Linda Morgan - Chair Cllr Peter Kirkham Cllr Ann Ronaldson Cllr Paul Baxter Cllr John Warren Cllr Kevin Smith Cllr Derek Northwood Cllr Carol Northwood Cllr Sandra Kennedy Cllr Abid Anwar</p> <p>Donna Moore – Clerk</p>	
238/23	<p>Apologies for Absence: Cllr Judy Kite – 10 votes for to accept.</p>	
239/23	<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>	
	<p>Cllr Baxter proposed to move agenda item 244/23 and seconded by Cllr Smith.</p>	
244/23	<p>Grant Application Presentation from Emily Star representative. Council to review and discuss the grant application received from Emily Star at a cost of £950.00. Emily Star representative gave presentation and answered all questions asked by the Councillors. Vote will be taken in Private and Confidential part of the meeting.</p> <p>Representative left meeting 19:15pm</p>	
240/23	<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). 3 members of public attended.</p>	

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	<p>A member of public asked a question why an agenda item was in Private part of meeting - Clerk answered. The 3rd member of public attended later in meeting after the public session had closed.</p> <p>Additional member of public attended via zoom.</p>	
241/23	<p>Chair's Remarks:</p> <p>a) MIB – Joint litter pick in Linford Wood – Chair explained there is a potential joint litter pick opportunity, and she will come back to Council with more details.</p> <p>b) CIF Application – Clerk reminded Council window is open to apply and to submit all suggestions to the Clerk.</p>	
242/23	<p>Minutes:</p> <p>a) Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 20th March 2024 – 7 votes to accept. 3 abstained.</p> <p>b) Allotment Committee to approve and sign the Minutes of the Allotment Committee Meeting held on Monday 4th December 2023 – 5 votes to accept.</p> <p>c) Community Hub Committee to approve and sign the Minutes of the Community Hub Meeting held on Wednesday 6th March 2024 - 4 votes to accept.</p> <p>d) Finance Committee to approve and sign the Minutes of the Finance Meeting held on Tuesday 5th December 2023 - 3 votes to accept.</p> <p>e) General Purpose Committee to approve and sign the Minutes of the General Purpose Meeting held on Wednesday 13th March 2024 – 5 votes to accept.</p> <p style="text-align: right;">Resolved</p>	
243/23	<p>Risk Register and Assessment:</p> <p>Council to discuss the progression of previously identified risks and any new risks that may have arisen. – None.</p>	
244/23	<p>Grant Application</p> <p>Presentation from Emily Star representative.</p> <p>Discussed earlier in the meeting.</p>	
245/23	<p>Reports:</p> <p>a) Parish Ranger Supervisor report – Noted 10 votes for. David to add litter pick to next report. (how many members of public attending) Council also want to try and build up Parish Guardian list and to increase the amount of litter picks on each estate.</p> <p>b) Enforcement Officer Report – Noted 10 votes for.</p> <p>c) Planning Report – Noted 10 votes for.</p> <p>d) Crimewave Report January – Noted 10 votes for.</p> <p>e) TSID Report – Noted 10 votes for.</p> <p>f) Community Hub – Noted 10 votes for.</p> <p style="text-align: right;">Agreed</p>	DO

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246/23	<p>Finance Reports:</p> <p>a) Payments Due over £1000 April 2024 – Agreed 10 votes for. Clerk explained 1 invoice is on hold till query is sorted. Council agreed to pay once query is sorted.</p> <p>b) Bank Summary March 2024 – Agreed 10 votes for.</p> <p>c) Payments Made March 2024 – Agreed 10 votes for.</p> <p>d) Community Hub Summary Income and Expenditure YTD 2023/24 – Agreed 10 votes for.</p> <p>e) Community Hub Summary Income and Expenditure YTD 2024/25 – Agreed 10 votes for.</p> <p>f) *Quarterly Income and Expenditure Report – Agreed 10 votes for.</p> <p>g) *Quarterly Budget Variance Report – Agreed 10 votes for.</p> <p>h) Quarterly Payments over £500 for - Agreed 10 votes for.</p> <p>i) *Reserves as of 31st March 2024 – Agreed 10 votes for.</p> <p>*Clerk explained 3 reports are draft and if there are any changes the reports will appear at another meeting</p> <p style="text-align: right;">Agreed</p>	RFO
247/23	<p>Planning:</p> <p>Alleged breach reference Bradville Reserve Sites 1 & 2 Bradville (Tarry Court) reference number 24/00135/ENF Council to discuss and decide if they wish to make a comment. Cllr Ronaldson raised concerns the Contractors are blocking resident's driveways, parking on path, removing resident's trees. Council requested to log a complaint to MKCC.</p> <p style="text-align: right;">Agreed</p>	KF
248/23	<p>Citizens Advice Bureau Drop- In Sessions with GLPC Deferred from Main Meeting agenda item 184/23 / 206/23.</p> <p>Council to debate and agree to engage in a joint venture with GLPC to provide weekly Citizens Advice Bureau drop-in sessions to be held at GLPC offices every Thursday 10am to 1pm open to all SPC residents. Total annual project cost £6388, funded £3194 from GLPC and £3194 from SPC Reserves. Full Council agreed to service but ensure GLPC confirm with us how many residents from SPC are attending. - Agreed 10 votes for.</p> <p style="text-align: right;">Agreed</p>	KF
249/23	<p>S106 Funding – Defibrillators and Bleed Kits.</p> <p>a) Council to discuss installing Bleed kit and Defib at New Bradwell Cricket club at a cost of £3,065.00. Council agreed 8 votes for and 2 against.</p> <p>b) Council to discuss installing Bleed kit at Woodend First School at a cost of £500. Council agreed 10 votes for.</p> <p style="text-align: right;">Agreed</p> <p>Council wishes to consider another location on Stantonbury, Councillors to make enquiries and report back.</p>	TC
250/23	<p>Utility Supplier:</p> <p>Full Council to discuss and agree on which energy supplier to use as our current fixed term contract is ending. Council discussed backing paper and queried the figures, Clerk requested to come back to the agenda item later in the meeting so she could find the answer to the question. – All agreed.</p>	RFO

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251/23	<p>MUGA: Following on from the successful CIF Application, Council to discuss and agree on a contractor to complete the work. Surfacing I. Option A - 10 votes for. II. Option B – No votes Full Council agreed to Option A, plus the optional extra 1 to install a layer of Polyurethane, Council also agreed to coating colour to be the lighter blue option.</p> <p>a) Ball Stop Netting I. Option A – No votes. II. Option B – 10 votes for. III. Option C - No votes. Full Council agreed to Option B, Clerk made them aware this would cost more, but Council preferred the warranty offer.</p> <p style="text-align: right;">Agreed</p>	TC / RFO
252/23	<p>Hobbies at Hub: a) Council to discuss if they wish to carry on with Hobbies at the Hub event. Agreed to carry on running the event, and Cllr Morgan, Cllr Smith, Cllr Ronaldson, and Cllr Kite (via zoom) offered to run event, agreed to do 1 event each month on a rota basis – agreed 8 votes for, 2 against as they wished to have a break and start event from September.</p> <p>b) If yes, Council to agree to carry on using the Winter Warmer funding. – Agreed 10 votes for.</p> <p style="text-align: right;">Agreed</p>	TC
250/23	<p>Utility Supplier: - Full Council to discuss and agree on which energy supplier to use as our current fixed term contract is ending. Clerk made Chair aware she was ready to re-discuss this agenda item and answered the query on costings. Council agreed to remain with existing supplier – Agreed 10 votes for.</p> <p style="text-align: right;">Resolved</p>	RFO
253/23	<p>Coach Trip costings: Full council agree to residents and non-residents price structure.</p> <p>Council agreed to Stratford Upon Avon adult resident cost £7.50 and non-resident adult costs £10.00 Council do not wish to allow children on this trip.</p> <p>Council agreed for Southend on Sea £7.50 adult resident, £5.00 child resident £15.00 non resident adult and £10.00 no resident child.</p> <p>Agreed 10 votes for</p> <p style="text-align: right;">Agreed</p>	TC / KF
254/23	<p>Coach Trip Invoice: Full Council to give delegated authority to the RFO to pay invoice for the Stratford Upon Avon trip once date has been agreed. – Total cost £1,190.00. Agreed 13th June 9:15am – Full Council agreed 10 votes for.</p> <p style="text-align: right;">Agreed</p>	RFO / KF

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255/23	<p>Draft Newsletter: Full Council to review Draft Newsletter and provide any feedback: Council commented they liked the new layout but had concerns on font size, Office will address concerns and forward them final draft when ready.</p> <p style="text-align: right;">Noted</p>	TC
256/23	<p>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.</p> <p>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:		
257/23	<p>Grant Application: Following on from Agenda item 244/23, Full Council to discuss and vote on Emily Star grant application.</p> <p>Full Council agreed to award funding, however, to place conditions, Emily Star must place signs to say, “private event”, and try a place barrier around the event. Agreed 10 votes for.</p> <p style="text-align: right;">Resolved</p>	TC / RFO
258/23	<p>Donation: Council to discuss issuing a Donation to YMCA of £500 Councillors were concerned of YMCA other funding options and the high volume of money in their account.</p> <p>4 votes against, 3 votes for, 3 abstained.</p> <p style="text-align: right;">Against</p>	
259/23	<p>Minutes from Community projects. Full Council to discuss the minutes from meeting Wednesday 6th March 2024 and Wednesday 3rd April 2024</p> <p>Clerk explained the concerns with the minutes and the need to action the work.</p> <p>Council agreed to revise the drafts minutes for 6th March 2024 and to approve at next available meeting.</p> <p style="text-align: right;">Agreed</p>	DM

Meeting closed 9:00pm

9th May 2024

Minutes of the **Annual Parish Council Meeting** for Stantonbury Parish Council held on **Wednesday 8th May 2024 at 6pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX For the purpose of transacting the business as set out below.

Minutes

	Existing Chair Welcomes and Introduction to meeting	Actions
1/24	<p>Present: Cllr Linda Morgan Cllr Peter Kirkham Cllr Kevin Smith Cllr John Warren Cllr Paul Baxter Cllr Abid Anwar Cllr Ann Ronaldson Cllr Judy Kite Cllr Derek Northwood Cllr Carol Northwood Cllr Sandra Kennedy – Arrived 19:17pm</p> <p>Donna Moore – Clerk</p>	
2/24	<p>To elect the Chair of the Council and to receive the Chair’s Declaration of Acceptance of Office.</p> <p>Cllr Baxter nominated Cllr Smith, Cllr Kite nominated Cllr C Northwood, both Councillors agreed to stand. Clerk reminded Councillors vote needs to be taken blind.</p> <p>Cllr Smith requested the vote to be recorded.</p> <p>Vote taken 5 votes for Cllr C Northwood, 5 votes for Cllr Smith, existing Chair used their casting vote.</p> <p>Councillor Smith is the newly appointed Chair.</p> <p>Cllr Baxter, Cllr Ronaldson, Cllr Smith, Cllr Morgan, Cllr Kirkham voted for Cllr Smith</p> <p>Cllr Anwar, Cllr Kite, Cllr C Northwood, Cllr D Northwood, Cllr Warren voted for Cllr C Northwood.</p> <p style="text-align: right;">Resolved</p>	
3/24	<p>To elect the Vice Chair and to receive the Vice Chair’s Declaration of Acceptance of Office.</p> <p>Cllr Ronaldson nominated Cllr C Northwood, Cllr Anwar nominated Cllr Morgan, Cllr Northwood declined to stand – Cllr Morgan agreed to stand. Council voted Cllr Morgan to be Vice Chair. - 9 votes for, 1 abstained.</p> <p style="text-align: right;">Resolved</p>	
4/24	<p>Apologies for Absence: - None</p>	

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5/24	Public Forum for members of the public to speak: <i>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).</i> 1 member of public attended, they did not wish to speak.	
6/24	Declarations of Interest: <i>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</i>	
7/24	Code of Conduct: To approve and adopt the Code of Conduct for Councillors and Co-opted Councillors Policy for Stantonbury Parish Council Clerk made Councillors aware there is no changes from last year version, no comments from Councillors - Agreed 9 votes for, 1 abstained. Agreed	TC
Cllr Morgan purposed to move Agenda item 8/24 till later in the meeting as waiting the arrival of Cllr Kennedy. – Seconded Cllr Ronaldson.		
8/24	To appoint representatives on the under mentioned bodies as required: Discussed later in the meeting.	
9/24	General Power of Competence: General Power of Competence – to approve the following resolution: In accordance with Sections 1-8 of the Localism Act 2011, Stantonbury Parish Council confirms that it meets the prescribed conditions and is eligible to use the General Power of Competence. Eligibility to use the power will last from 8th May 2024 until the next Annual Meeting of Council. - Agreed 9 votes for. 1 abstained. Resolved	
10/24	Assets Register: Council to review the Council assets register. Chair asked for a volunteer to physically go and check the Asset around the Parish, Cllr Morgan volunteered – Cllr Baxter proposed and Cllr Kirkham Seconded. – Agreed 10 votes. Agreed	RFO
Cllr Kennedy joined the meeting 18:17pm.		
8/24	To appoint representatives on the under mentioned bodies as required: a) To attend Parishes Forum meetings (2 members). Chair asked for volunteers, Cllr Kennedy and Cllr Baxter offered – Agreed.	

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b)	To review Planning Consultation/Notification from Milton Keynes City Council (5 members). Clerk made Council aware when the decision is agreed we need to update the Standing Orders to reflect it. Council agreed that all applications are to be sent to the relevant Councillors for the estates and no longer use “the planning email group.” – Agreed 11 votes. Agreed	KF
11/24	Insurance: a) Full Council to acknowledge insurance cost £4,870.25 this is 2 nd year in a 3-year agreement. - Agreed 11 votes for. Clerk explained the reason for the increase is because we claimed twice last year. b) Full Council to agree to take shortfall from General Reserves of £1370.25.- Agreed 11 votes for. Agreed	RFO
13/24	Subscriptions to other bodies: Full Council to review Subscriptions. Chair asked for any comments or suggestions, Councillors acknowledge backing paper. – Agreed 11 votes for. Agreed	RFO
14/24	Standing Orders: Council to review backing paper for Standing Orders section 5j. Council to vote to defer items till they are ready to present to the Council. Councillors agreed to defer till next meeting, and to keep a record till all items have been discussed. - Agreed 11 votes for. Agreed	DM
15/24	Annual Parish Council meeting 2025: Council to agree the date for the next Annual Parish Council Meeting Wednesday 7th May 2025 at 6:00pm - Agreed 11 votes for. Agreed	TC
16/24	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 11 votes for. b) Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. - Agreed 11 votes for.	
	Confidential - Part 2 - Consideration of matters related to the following items:	
17/24	Minutes: HR Committee to approve and sign the Minutes of the HR Committee meeting held on Thursday 25th April 2024 - Agreed 4 votes for. Resolved	

Meeting closed 18:40

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9th May 2024

Minutes of the Finance Meeting held on Friday 3rd May 2024 at **10.00am** at **Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX.**

For the purpose of transacting the business as set out below:

Minutes

61/23	Welcome and Introduction to Finance Committee meeting.	Action
62/23	<p>Present: Cllr John Warren Cllr Peter Kirkham Cllr Kevin Smith Cllr Ann Ronaldson - Chair Cllr Sandra Kennedy</p> <p>Donna Moore – Clerk</p>	
63/23	Apologies for Absence: - None	
64/23	<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>	
65/23	<p>Public Forum for members of the public to speak: <i>Public participation at a meeting in accordance with standing order 3€ 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.</i></p>	
66/23	<p>Chairs Remarks: None.</p>	
67/23	<p>Risk Management: None.</p>	
68/23	<p>Council Insurance: Committee to acknowledge the Loss of revenue cover for Community Hub was an additional total cost of £16.33 which has now been authorised. Committee Acknowledge.</p>	Noted
69/23	<p>Internal Scrutineer: Confirmation of Cllr C Northwood, Bank Summary verifications for Q3. – Committee acknowledge report - Agreed 5 votes for. (Remind C Northwood to date report).</p>	Agreed

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70/23	<p>Standing Orders: Committee to review and make recommendation to Full Council Committee’s aim is to change the Standing Orders to simplify them to make them easier to understand.</p> <p>Under Rules of debate remove bullet point C / D / E / G / H / I / J / K / L / M / N / O / Q / R / S / T</p> <p>And to Add</p> <ul style="list-style-type: none"> • The chair’s procedural authority is derived from the council as a whole, and his/her rulings must be obeyed by an individual councillor. The chair’s decision on any point of order shall not be open to any discussion or argument, and should the chair stand, raise hand or speak, the council is to come to order and be silent. • The extent and length of discussion is entirely a matter for the chair, who should exercise a careful but firm balance between ensuring full discussion and avoiding irrelevant matter, verbosity, or repetition. • The meeting chair may request an appropriate officer to speak by way of explanation of, or to draw the attention of the meeting to, any legal, technical, or administrative matter. <p>Clerk to go through suggestions above.</p> <p>Committee requested under section 3 “Meetings Generally” instead of different colours to highlight which Council or Committee is responsible, it should be a symbol method – Office to change.</p> <p>Committee requested under section 4 “Committees and Sub – Committees” to add under d iv, a Councillors to stand on at least 1 standing committee. Under d v – Council to have substitute members, full council to agree the members and they are placed on a rota system, in alphabetical order, and to action it even if quoracy isn’t threatened. Remove 4 hours and change to the day before in office working hours and remove the reason line.</p> <p>**** Chair allowed a break****</p> <p>Still under section 4 d vi – agreed at The Annual meeting the new elected committee to elect their Chair.</p> <p>Under section 7a “Previous Resolutions” Committee recommends adding the following wording: items can only be discussed if the initial concept has significantly changed.</p> <p>Under section 9 “Motions for a meeting” d – To change from 7 days to 4 days</p>
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	<p>Committee requested to change proposal form to remove 2nd signature and a log to be sent to all Councillors. Also if Clerk has rejected proposal, to explain why.</p> <p>Clerk to look into a private section on system for Councillors' documents.</p> <p>Under section 15 "Proper Officer" Committee's recommendation XV to re-look at the planning applications process. This is on the Annual meeting to discuss. Standing Orders will then change from that agreement. XVII Remove custody of seal.</p> <p>Under section 18 "Financial Controls and Procurement" 18a to add: published by NALC and applied by</p> <p>Under section 19 "Handling Staff Matters" 19b add: Chair or HR Committee member to inform all HR Committee for absence. 19C add: Full Council Chair / HR Chair, however if this is same Councillor than a different member from HR Committee. D and E to be removed and quote Grievance procedure for staff are covered by SPC Grievance policy.</p> <p>Agreed to make recommendation to Full Council – 5 votes for.</p> <p style="text-align: right;">Agreed</p>	<p>TC</p> <p>DM</p>
71/23	<p>Councillors Allowance and Expenses Policy: Committee to review and make recommendation to Full Council</p> <p>Committee agreed with Policy up to section 3 "Chair Allowance". Committee recommends to Full Council, that Chair can only claim the Chair allowance.</p> <p>Under section 6 "Expense Claims" to add a section (F) "The attendance at an adhoc meeting for councillors with representatives of MKCC (staff or Councillors), other Parish Councils, or potential external partners at the written invitation of the Clerk or the Chair of the Council."</p> <p>Also to add a clause: Parish Council will only contribute to travel costs up to 3 miles.</p> <p>Under Section 7 "Other Expenses" Committee recommends removing printing costs, however for Councillors to be aware Staff is only to print documents relating to Parish business.</p> <p>Agree to make recommendation to Full Council – 5 votes for.</p> <p style="text-align: right;">Agreed</p>	
	<p>*** Councillor Warren left meeting*****</p>	

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72/23	<p>Grant and Donations Policy: Committee to review and make recommendation to Full Council</p> <p>Under section "Grant Application Process" 3 - Committee recommends to add: a councillor from a "Rota" will be allocated. 4 - To remove Non – Parish based Grants – Separate vote taken 3 votes agreed. 5 – To remove common award and remain with max £1,000 but every organisation needs to pitch.</p> <p>Under section "Condition of Funding" 5 – To add: only allow if within the parish. 6 – To keep, but add to Grant form: 2 representatives need to approve payments (add to form as a tick box). To also add a section that the RFO / Clerk need to do checks and sign it off.</p> <p>***Chair requested to extend meeting for a further 30 minutes - Agreed 4 votes****</p> <p>Under section "Donation" Remove the section to say local charity, and to only allow grants in an emergency situation and the office to run checks on organisations and issue report.</p> <p>Agree to make recommendation to Full Council – 4 votes for.</p> <p style="text-align: right;">Agreed</p>	<p style="text-align: center;">TC</p> <p style="text-align: center;">TC</p>
73/24	<p>Asset Register: Committee to discuss the Asset Register Committee to ask Full Council for a volunteer to check the register. - Agreed 4 votes</p> <p style="text-align: right;">Agreed</p>	

Closed 13:25

8th May 2024

Minutes of the **Annual Parish Meeting** for Stantonbury Parish Council held on **Wednesday 1st May 2024 at 6.00pm at The Community Hub, Mercers Drive, Bradville, Milton Keynes, MK13 7AY**, when the business set out in the following agenda will be transacted.

Minutes

1/24	<p>Present: Cllr Linda Morgan - Chair Cllr Peter Kirkham Cllr Ann Ronaldson Cllr Paul Baxter Cllr John Warren Cllr Kevin Smith Cllr Derek Northwood Cllr Carol Northwood Cllr Judy Kite Cllr Sandra Kennedy Cllr Abid Anwar</p> <p>Donna Moore – Clerk</p>
2/24	<p>Chairs Introduction to meeting and welcome Chair thanked the residents for attending and thanked the Councillors for their support in the past 12 months.</p> <p>12 residents attended.</p> <ul style="list-style-type: none"> • Bancroft - 0 • Bancroft Park - 2 • Blue Bridge - 2 • Bradville - 4 • Linford Wood - 0 • Oakridge Park - 0 • Stantonbury – 4
3/24	<p>Chairs presentation report: Chair explained what estates are in our Parish and our aim is to try and engage with all the estates. Chair went through the presentation slides of what we have achieved in last 12 months:</p> <ul style="list-style-type: none"> • Installation of Defibs and Bleed Kits. • The location of our coach trips. • Our funding contribution towards play parks. • Who has received Grants funding from us. • Working with MK City Council for the Transformation projects in Bradville and Stantonbury. • Litter picks efforts. • Community Hub activities. <p>Chair then introduced the speakers.</p>

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4/24	<p>Presentations: -</p> <p>a) Luke Denton-Crimewave: Luke introduced himself and explained what his organisation does and what they do for the Parish Council, Residents raised concerns:</p> <ul style="list-style-type: none"> • Parking in Bancroft Park Constantine way / Corner of Cleveland Bradville / Gardiner Court and Culbertson Lane Blue Bridge. • Groups of people gathering at small play park behind Mercers Drive Bradville. • Litter and Drug related concerns on Crosslands Stantonbury. • Litter on Harrowden Bradville. <p>Luke confirmed he would look into these locations to see if any cameras can be installed.</p> <p>b) Dave Barnes-Enforcement Officer: Dave introduced himself and explained he investigates dumped rubbish, he issues reports, statements, and pictures to MK City Council to help them prosecute.</p>
5/24	<p>Residents Questions/Comments/Requests:</p> <p>Opportunity for residents of the parish to ask questions/make requests of the Councillors present for the new parish year May 2024-April 2025.</p> <p>A resident raised concerned for a potential HMO (House of Multiple Occupation) in Blue Bridge Gardiner Court, resident was requested to email into the office.</p> <p>Chair thanked residents and speakers for attending.</p> <p>Clerk made residents aware for any feedback or suggestions to let us know or place their suggestion in the box available.</p>

Meeting Finished 19:15

10th May 2024

Minutes of the Community Hub Committee Meeting for Stantonbury Parish Council held on **Friday 10th May 2024 at 10.00am** at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX for the purpose of transacting the business as set out below.

Minutes

93/23	Welcome and Introduction to Community Hub Committee meeting.	Actions
94/23	<p>Present: Cllr Carol Northwood Cllr Peter Kirkham Cllr Ann Ronaldson Cllr Judy Kite – Chair Cllr Paul Baxter – Arrived 11am.</p> <p>Donna Moore – Clerk</p>	
95/23	Apologies for Absence: - None	
96/23	<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>	
97/23	<p>Public Forum for members of the public to speak: <i>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).</i></p> <p>2 x members of public, Chair asked if they would like to speak – No comments.</p>	
98/23	Chairs Remarks: - None	
99/23	Risk Management: - None	
100/23	<p>Terms and Conditions of Hire: Committee to review terms and conditions of hire and make recommendation to Full Council Committee agreed to not allow block bookings on a Saturday, organisations are not able to book more than 6 months in advance. Committee also agreed to add a section that clarifies a block booking. A Block booking is a hirer hiring it more than 3 days or 3 occasions.</p> <p>Committee agreed to all other amendments. Section 4, 9, 12 and Hire Charges.</p>	TC

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	<p>Committee wish to discuss in future meeting the hire of MUGA, Clerk made Committee aware we can look into this once refurbishment work is completed.</p> <p>Also to note to look into the refund process could this be done via our Sum Up machine.</p> <p>Agreed 4 votes for.</p> <p style="text-align: right;">Agreed</p>	<p>DM</p> <p>ST/RFO</p>
101/23	<p>Block Booking request: Committee to review block booking request to potentially hire the Hub from 29th July – 22nd August 5 hours per day to run a school holiday camp. Committee agreed this proposal in principle but wanted to make them aware of our events already in diary, Tennis and Basketball, Football and MKPA. Office to talk to organisation and report back to Committee via email.</p> <p>Also make enquires of how our residents could sign up to attend.</p> <p style="text-align: right;">Agreed</p>	ST
102/23	<p>Block Booking request: Committee to review block booking request to potentially hire the Hub for a yoga class on a Wednesday morning. Committee agreed with block booking but to make them aware of the potential block booking in August.</p> <p style="text-align: right;">Agreed</p>	ST
103/23	<p>Decorations: Committee to discuss installing hooks to the Community Hub ceiling. Committee agreed to install small hooks around the hall to stop hirers damaging for walls.</p> <p>Agreed – 4 votes for.</p> <p style="text-align: right;">Agreed</p> <p>Cllr Kirkham requested more pictures in Community Hub, Office to look into.</p>	<p>DO/NC</p> <p>ST</p>
104/23	<p>May half term events: Does the Committee wish to hold any events in the May half term. Committee agreed to not hold the any events. – Agreed 4 votes.</p> <p style="text-align: right;">Agreed</p>	
105/23	<p>Bingo: Committee to discuss the success of our Bingo Events and consider if there is a need to put in some restrictions on the attendance. Rangers to set up bingo every month and to look into putting the tables in a row to try and get maximum allowance 60 chairs.</p> <p>Office to arrange for a sign to say “Full” (no more than 60 residents) – Rangers to do reccy on chairs as some are broken.</p>	<p>DO/NC</p> <p>ST / DO / NC</p>

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

	Office to look into folding chairs prices and report back.	ST
	(Table feet can we replace office to look into).	ST
	Cllr Baxter joined 11:00am	

Meeting Closed 11:05am

6th March 2024

Minutes of the **Community Project Committee Meeting** held on **Wednesday 6th March 2024 at 10:00am** at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK137DX.

Minutes

68/23	Welcome and Introduction to meeting.	Actions
69/23	<p>Present: Cllr Abid Anwar-arrived 10.06am Cllr Paul Baxter Cllr Sandra Kennedy Cllr Linda Morgan – Chair Cllr Carol Northwood Cllr Derek Northwood Cllr Ann Ronaldson Cllr Kevin Smith Cllr Peter Kirkham Cllr Judy Kite</p> <p>David Outram-Parish Ranger Supervisor Minute-Taker Kerry Fane-Senior Administrator</p>	
70/23	<p>Apologies for Absence: Cllr John Warren – 9 votes for. Cllr Anwar not present during vote.</p> <p style="text-align: right;">Resolved</p>	
71/23	<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> <p style="text-align: right;">Noted.</p>	
72/23	<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> <p style="text-align: right;">Noted.</p>	
73/23	<p>Chair’s Remarks: -Chair reminded Committee had voted against D-Day landing due to coverage elsewhere.</p> <p style="text-align: right;">Noted.</p>	
74/23	<p>Minutes: To approve and sign the Minutes of the meeting held on: Wednesday 7th February 2024. Agreed by 10 votes for.</p> <p style="text-align: right;">Resolved</p>	TC

75/23	<p>Skip Amnesty 2024-See backing paper. Committee to have update on progression of Skip Amnesty 2024. Chair confirmed following: -skips booked. -arrive by 8am. -layby's to be blocked off. -parking available at Wylie and Parish Offices. -money received from Ward Councillor Chantelle de Villiers and Naseem Khan. LM to query amount from NK. -letters finalised. Stuffing volunteers for 7.3.24-all Cllrs attending Hobbies at the Hub. Delivery for 11.3.24. JK volunteered to help Rangers. DO left meeting following discussion.</p> <p style="text-align: right;">Noted.</p>	KF
76/23	<p>Newsletter Paper Samples-See backing paper. Committee to discuss and agree to paper choice for 2024/2025 Newsletter from samples provided. Paper samples and backing paper circulated. Committee agreed preference of higher quality cover than internal pages. Request to defer to future Meeting to allow for sample cost availability using 170gsm gloss for cover, 130 bond inside pages if possible. If not possible, KF to obtain closest alternatives. Defer to MM 20.3.24 pending prices.</p> <p style="text-align: right;">Deferred</p>	KF
77/23	<p>Great Linford Parish Council Citizen Advice Support: Deferred from Main Meeting agenda item 206/23. – See backing paper. Agreed to recommend for trial period. AR requested records kept.</p> <p style="text-align: right;">Agreed.</p>	KF
78/23	<p>Summer Events – MKPA-See backing paper. Committee to discuss and agree to Milton Keynes Play Association session requirements for 2024. Defer to next Community Projects Meeting. Deferred.</p>	KF
79/23	<p>Summer Events – Circus Skills Committee to decide if they want to hold Circus Skills play sessions with the Great Gappo at a cost of £180 per session. Defer to next Community Projects Meeting.</p> <p style="text-align: right;">Deferred.</p>	KF
80/23	<p>Summer Events – Tennis & Basketball – See backing paper. Committee to discuss and agree to Tennis & Basketball sessions for 2024. Defer to next Community Projects Meeting.</p> <p style="text-align: right;">Deferred.</p>	KF
81/23	<p>Summer Events – Football-see backing paper. Committee to discuss and agree to football sessions for 2024. Defer to next Community Projects Meeting.</p> <p style="text-align: right;">Deferred.</p>	KF
82/23	<p>Summer Coach trip prices 2024-2025-see backing paper. Committee to review coach trip suggestions and costings and discuss where we would like to visit this year. Committee decided trip should be a beach. Suggestions given were-Skegness, Southend on Sea and Clacton. Staff to get quotes. Must be sand beach. Deferred to next Community Projects Meeting.</p>	KF

Meeting Closed 11.12am.

Signature:.....

Date:..... Page 2 of 2

3rd April 2024

Minutes of the **Community Projects Committee Meeting** held on **Wednesday 3rd April 2024** at 10.30am at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX

Minutes

83/2	Welcome and Introduction to meeting.	
84/23	Present: Cllr Linda Morgan (Chair) Cllr Paul Baxter Cllr Sandra Kennedy Cllr Carol Northwood Cllr Derek Northwood Cllr Ann Ronaldson Cllr Peter Kirkham Cllr Judy Kite Cllr Abid Anwar Cllr John Warren Sue Tozer – Minute Taker	
85/23	Apologies for Absence: Cllr Kevin Smith – 10 votes for	Resolved
86/23	Declarations of Interest: Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared – None.	Noted
87/23	Public forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the Chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g) – None.	Noted
88/23	Chair's Remarks: <ul style="list-style-type: none"> • Chair thanked all those that attended the recent skip amnesty event and confirmed it was a successful day. • Cllr Baxter confirmed that he had received a complaint regarding the tabletop sale as it appeared to finish earlier than expected. Cllr Northwood advised that it was agreed to finish at 1.20pm due to lack of attendance at that time. 	

	<ul style="list-style-type: none"> • Cllr Baxter advised the meeting of his nomination for reaching the top 6 in MK Inspiration Awards and was congratulated for this. 	
89/23	<p>Minutes: To approve and sign the Minutes of the meeting held on: Wednesday 6th March 2024. These Minutes were deferred until the next Committee Meeting, Cllrs advised they had already voted on some of the forthcoming agenda items. 10 abs.</p> <p style="text-align: right;">Deferred</p>	
90/23	<p>Newsletter Paper Samples-See backing papers. Deferred from CPM 6.3.24 Item:76/23 Committee agreed on Option 1 (170gsm silk cover 130gsm silk inner pages at a cost of £2311.40). 8 votes for 2 Abs.</p> <p style="text-align: right;">Agreed</p>	KF
91/23	<p>Summer Events – MKPA-See backing paper. Following on from CPM 6.3.24 Item: 78/23. Committee to debate and agree to hold Milton Keynes Play Association sessions for the following. Each option costs £725.93 and includes basic package and Wikidizer. a) Bancroft Park-Off Constantine Way – Agreed 10 votes for b) Oakridge Park-Winchcombe Meadows - Agreed 10 votes for c) Community Hub-Bradville - Agreed 10 votes for d) Cawarden Park-Stantonbury - Agreed 10 votes for</p> <p style="text-align: right;">Agreed</p> <p>e) Committee to decide if they wish to add 2 x zorb balls at an additional cost of £170.62 per session. Committee agreed not to add zorb balls Against 9 votes 1 Abs</p> <p style="text-align: right;">Against</p>	KF
92/23	<p>Summer Events – Circus Skills. Following on from CPM 6.3.24 Item: 79/23 Committee to debate and agree to hold Circus Skills play sessions with the Great Gappo in addition to Milton Keynes Play Association at a cost of £180 per session. Against 9 votes 1 Abs</p> <p style="text-align: right;">Against</p>	
93/23	<p>Summer Events – Tennis & Basketball – Following on from CPM 6.3.24 Item: 80/23. Committee to debate and agree to hold 4 Tennis & Basketball sessions during the summer holidays at a cost of £140 per session. Committee agreed to these sessions, but it was noted that the Muga could be undergoing maintenance works, however dates have not been agreed as yet. Agreed 10 votes for</p> <p style="text-align: right;">Agreed</p>	KF

94/23	<p>Summer Events – Football - Deferred from CPM 6.3.24 Item:81/23 Committee to debate and agree to hold 4 Football sessions during the summer holidays at a cost of £140 per session. Agreed 10 votes for Agreed</p>	KF
95/23	<p>Summer Coach trip prices 2024-2025-see backing paper. Deferred from CPM 6.3.24 Item: 82/23 Committee to decide the following for the summer coach trip on Thursday 1st August 2024:</p> <p>a) Which location:</p> <ol style="list-style-type: none"> 1. Skegness – Agreed 4 votes for 4 against 2 Abs. Chair applied casting vote*. 2. Southend on Sea – 10 votes Abs 3. Clacton – 4 votes for 6 Abs <p>Committee agreed coach trip to Skegness 5 Votes for 4 Against 2 Abs (casting vote by Chair) Agreed</p> <p>*However, after these votes were taken more information came to light and Chair asked the Committee to re-vote.</p> <p>a) 1. Skegness – No vote taken 2. Southend on Sea – Agreed 5 votes for 5 Abs 3. Clacton – 4 votes for 6 Abs</p> <p>Committee agreed coach trip to Southend on Sea 5 votes for 5 Abs Agreed</p> <p>b) Which coach provider option: Option 1 - Agreed 10 votes for Option 2 – 10 Abs Option 3 – 10 Abs</p> <p>Committee agreed to Option 1 10 votes for Agreed</p> <p>c) Committee to decide how many coaches. Committee agreed total of 5 coaches. Agreed 9 votes for 1 ABS. Agreed</p> <p>d) Committee to decide if any coach should be a double decker where available. Committee decided not to hire a double decker. 10 votes for Agreed</p> <p>Cllr Northwood proposed that the coaches do not leave at 7.00am and suggested they depart from SPC at 7.45am. This was seconded by Paul Baxter. Noted</p>	KF
96/23	<p>Stratford On Avon – Spring Coach Trip Following their agreement at the CPM 07.02.24 item 63/23. Council to debate and agree to cost of £1190 for 2 coaches, with second coach to be cancelled if not required. Committee agreed costing for the Stratford Upon Avon Spring Coach Trip. Agreed 10 votes for Agreed</p>	KF

	Committee agreed for 2 coaches to be booked for this trip. Agreed 10 votes for	Agreed
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Meeting finished at 11.20am

DRAFT

Document No: SOSPC_____



STANDING ORDERS

Signed:
The Chair of Stantonbury Parish Council

Date:

Document History

Reviewed using NALC Model Standing Orders 2020 (England)	14/10/2020
EU Regulations Review	Jan 2021
Reviewed at Annual Meeting	19/05/2021
Adopted at Main Meeting	08/07/2021
Reviewed using NALC Model Standing Orders 2022 (England)	May 2022
Reviewed By General Purpose Committee and recommended to Main Meeting to Adopt	12/05/22
Adopted at Annual Meeting	18/05/22
Clerk Review against NALC	09/05/23
Review at Annual - Deffered	17/05/23
Review and approved at Main Meeting	21/06/23
Review at Finance Committee	03/05/24

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- d During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- e The chair's procedural authority is derived from the council as a whole, and his/her rulings must be obeyed by an individual councillor. The chair's decision on any point of order shall not be open to any discussion or argument, and should the chair stand, raise hand or speak, the council is to come to order and be silent.
- f The extent and length of discussion is entirely a matter for the chair, who should exercise a careful but firm balance between ensuring full discussion and avoiding irrelevant matter, verbosity or repetition.
- g The meeting chair may request an appropriate officer to speak by way of explanation of, or to draw the attention of the meeting to, any legal, technical or administrative matter.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ■
- Sub-committee meetings ▲

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or

Commented [DM1]: FC recommendations - c,d,e,g,h,l,j,k,l,m,n,o,q,r,s,t (REMOVED) from current standing order.

Commented [DM2]: FC recommendations ADDED

Commented [DM3]: FC recommendations - symbols instead of colour

at a reasonable cost.

- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for 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.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-

- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**
- ▲ *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise¹, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions**

¹ Please refer to section 8 – Voting on Appointments.

under the code on his/her/their right to participate and vote on that matter.

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of (3) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee; Councillors must be appointed to at least one standing committee
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend. The substitute members will be called upon in an alphabetical rota system. You will be asked even if quoracy isn't threatened.
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee, from the newly elected committee members.
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee

Commented [DM4]: FC recommendations Added

Commented [DM5]: Changed from 4 hours to day before.

Commented [DM6]: FC Recommendations - Added

Removed: The council will only accept Work commitments, Health, Holiday, and Family Emergency for an acceptable reason to not attend a meeting they have been summonsd to

Commented [DM7]: FC Recommendations Added

and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the**

Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of Member Allowances;
- xvii. Review of the Council's complaints procedure;
- xviii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xix. Review of the Council's policy for dealing with the press/media;
- xx. Review of the Council's employment policies and procedures;
- xxi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee/sub-committee may convene an extraordinary meeting of the committee/sub-committee at any time.
- d If the chair of a committee/sub-committee does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the committee/sub-committee, any (2) members of the committee/sub-committee may convene an extraordinary meeting of the committee/sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months **unless the initial concept has significantly change and must be by** either a special motion, which requires written notice by at least (2) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee/sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council, the Council will count the vote as a blind vote and if none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

Commented [DM8]: Added

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (4) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee/sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee/sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

Commented [DM9]: FC Recommendations

- was 7

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	■
Sub-committee meetings	▲

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, the chair shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area;**
or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee/sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7) days before the meeting confirming his/her/their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Councillors representing their wards or in their absence the Chair within two working days of receipt. If application requires consideration before the next ordinary meeting Councillors to contact the Chair and the Clerk to facilitate an extraordinary meeting.
- xvi. manage access to information about the Council via the publication scheme.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;

Commented [DM10]: Original wording.
xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

Commented [DM11]: Points removed as FC recommend:

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations published by NALC and applied by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender

Commented [DM12]: Wording added

process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer / RFO in the presence of at least one councillor from finance committee after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee/sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee/sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council, Human Resources (HR) committee or any formed sub-committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the (HR) Committee or one of its members of absence occasioned by illness or other reason. The Chair or one of its members is then responsible for notifying the other members of the HR Committee. All other staff absences are reported to the Clerk.
- c. The Chair and the Chair of the HR committee shall conduct a review of the performance and annual appraisal of the work of the Clerk (If the Chair is the appointed Chair for the (HR) Committee then a member of the (HR) committee must be put in its place). Other staff appraisals are conducted by the relevant line manager. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the (HR) Committee.
- d. ~~Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the (HR) committee~~

Commented [DM13]: ADDED From recommendation from Finance Committee

Commented [DM14]: ADDED From recommendation from Finance Committee,

~~or in their absence, a member of the (HR) committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the (HR) committee.~~

- e ~~Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff's job title relates to the chair or vice-chair of the (HR) committee, this shall be communicated to another member of the (HR) committee, which shall be reported back and progressed by resolution of the (HR) committee.~~

Commented [DM15]: Remove Finance Committee recommendation.

Grievance procedure for staff is covered by Stantonbury Parish Council's grievance policy.

Commented [DM16]: Added as per Finance Committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in

respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) ~~and (xvii)~~.

Commented [DM17]: Removed as recommend by FC

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (2) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Document No: CAESPC150524



Councillor Allowances and Expenses Policy

Signed:
The Finance Committee Chair-Stantonbury Parish Council

Date:

Signed:
The Chair-Stantonbury Parish Council

Date:

Document History

Reviewed by RFO	02/02/2022
Reviewed at MM February 2022	16/02/2022
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Updated by RFO – Expense Claims	23/04/2022
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Full Council requested changes Clerk amended	05/12/2023
Reviewed and Signed at Main Meeting	13/12/2023
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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 City 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.

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 City 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 2024)

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 City 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 City 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 City Council.

The recommended Basic Allowance for Milton Keynes City 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 2024)

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 City 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 City 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 City Council's recommended Basic Allowance.

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

The Council have agreed not to award the basic allowance in addition to the Chairs's allowance.

Commented [DM1]: Added

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

Commented [DM2]: Removed

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 City 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.

Stantonbury Parish Council allows the additional option of:-

- f) The attendance at an ad hoc meeting for councillors with representatives of MKCC (staff or Councillors), other Parish Councils, or potential external partners at the written invitation of the Clerk or the Chair of the Council.

Commented [DM3]: Added

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 City 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, **except where the councillor lives more than three miles outside the boundaries of the parish. Where this is so, a councillor can claim from three miles outside the border of the parish, closest to their home, to the council office or other locations, to conduct council business. This, for the purpose of travel expenses, will be considered as the councillor's home.**

Commented [DM4]: Added

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.

Councillors with the following situations can use taxis and claim back cost:

- 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 nighttime 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).

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

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

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

Commented [DM5]: Remove, but make it clear printing is only for Parish business

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.

This Policy will be reviewed annually.



MKC Parish and
Town Council Report



The Local
Authorities (Members)



The Local
Authorities (Members)



Document No: GDPSPC150524



Grant and Donations Policy

Signed:

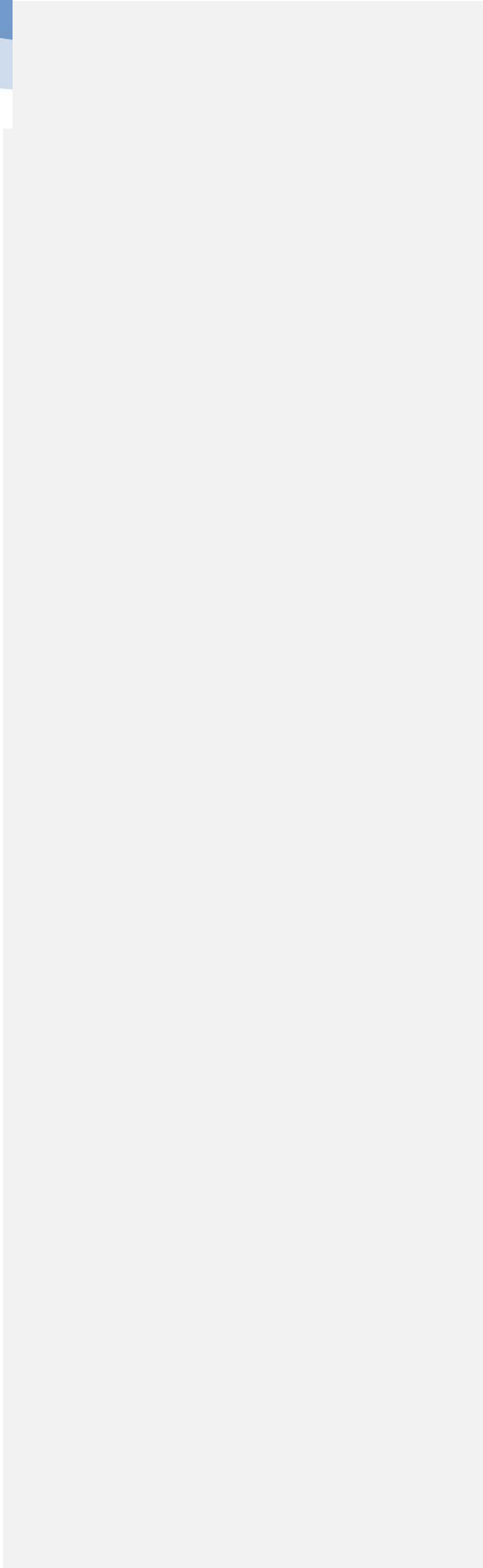
The Chair of Finance Committee

Date:

Signed:

The Chair-Stantonbury Parish Council

Date:



Document History

Draft Created by Cllr Morgan	01/12/20
Reviewed by council for changes	27/01/21
Reviewed and amended and submitted to Finance Agenda	29/10/21
Further amendments made including version change from 9 to 10. Passed to Main Meeting on 31.11.21 to recommend to adopt (with v10 changes).	17/11/21
Reviewed and amended as per SLCC Notes	13/03/2023
Reviewed and signed at Finance Committee	05/04/2023
Adopted and signed at Main Meeting	19/04/2023
Reviewed Finance Committee	03/05/2024
Reviewed Main Meeting	15/05/2024

Introduction to Policy

A grant is any payment made by the Council to be used by organisations for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Stantonbury Parish in a positive way

Grant Application Process

1. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided:
 - a copy of their written constitution or details of their aims and purpose,
 - full details of the project or activity,
 - demonstration that the grant will be of benefit to the local community within the Parish,
 - A copy of this year's accounts.
2. The only exceptions to the above process if the organisations are:
 - Religious organisations, for whom a constitution will not be required.
 - Newly constituted organisations and groups for which accounts will not yet exist.
 - Informal groups that gather for a common social purpose or other activity, having clear aims and objectives and whose members act collectively. Some form of documentation /identification of members must be produced.
 - Schools of Milton Keynes City Council-supported organisations are not required to submit full accounts.
 - Very small clubs or societies that have a basic bookkeeping system or monies in and expenditure.
3. The Clerk to the council will receive all applications in the first instance, **the Clerk or RFO will forward them to a Councillor once they have done initial checks. Then a designated Councillor from the rota will then review** ~~collate~~ all the necessary information from the applicant **and contact the organisations**, ready for presentation and discussion at the appropriate Council meeting.
4. ~~Grant applications are divided into two categories:~~
 - ~~Category 1 – Parish-Based Grants~~
These are for groups and organisations based in the Parish supporting or benefiting parishioners of the Parish.
 - ~~Category 2 – Non-Parish Based Grants~~
These are for groups and organisations that are based outside of the Parish, but whose wider ranging activities may benefit the Parish and/or particular Parish residents, groups, and organisations. ~~Category 2 applications will only be considered by the council from the end of September until the end of March.~~

Commented [DM1]: Added

Commented [DM2]: Added

Commented [DM3]: If agree with the below this will be changed

Commented [DM4]: To remove

5. ~~Our common award is usually no more than £500 however~~ an applicant may request an amount of up to £1000 ~~which and~~ they will then be invited to attend a full Council meeting and provide a supporting verbal statement for the grant.

Commented [DM5]: Changed, added must pitch for all applications and the most common award section removed

In exceptional circumstances, the Full Council has the discretion to modify the grant value requested.

6. The Council reserves the right to refuse any grant that they feel does not meet the criteria or is not beneficial to the wider community. Similarly, the Parish Council reserves the right to seek return of the full value of any grant where the monies have not been spent as per the details set out in the grant application.
7. Where funding is being sought to meet costs arising from a community event, the applicant is responsible for any licenses and permissions when needed. The Council requires all community events to have an appropriate insurance policy which includes but is not limited to cover if the event is cancelled for any reason. The Council can request for the grant amount to be returned when an event does not take place for which the grant was issued.
8. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision, and this decision is final.

Conditions of Funding

1. The organisations must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Payment will be made by bank transfer and payable to the group or organisations concerned within 28 days. Under no circumstances will payments be made payable to individuals (or third-party representatives). Exceptionally, payment may be made payable to the vendor of the goods or service for which the grant was made.
3. Grants will not be made to individuals.
4. Grants will not be made retrospectively.
5. ~~Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.~~ **Applications will only be considered if organisations are within the Parish.**
6. An organisation should have a bank account in its own name with two authorised representatives required to approve payments.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council within 28 days of completion using the standard report form provided by the Council.
8. ~~The sum total of grants made to any one group or organisations within a single financial year (1 April – 31 March) shall not exceed £1000. £500 unless special motions are made as explained in our Grant Application Process paragraph 5.~~
9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
10. Each application will be assessed on its own merits.

Commented [DM6]: Added red wording

Commented [DM7]: Remove

11. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. For example, you may be required to include our logo in any advertising for which the funding was received.
12. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
13. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
14. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

1.0 Consideration of a Donation.

A donation request may be made by any Parish Councillor on behalf of organisations and must be supported in writing with evidence of requirements and application of the donation.

A qualifying donation is for ~~one that will assist either a local charity (within the boundary of Milton Keynes)~~ or in an emergency situation where the action of the Charity will have a direct impact on our members of our community. This would be classed by the Local Authority/National Government as an emergency situation e.g., Pandemic, flooding, fire, building collapse, transport disaster. Other local emergencies of similar type may be considered by the Full Council if proposed.

Commented [DM8]: Removed only used for emergency

Alternatively, where circumstances are such that the full council are fully aware of the situation e.g., emergency circumstances, where a donation will be of benefit to our Parishioners this will be discussed as a formal agenda item for the full Council.

In cases of doubt with respect to the interpretation of the above conditions, the applicant must seek the advice and guidance of the Parish Clerk.

Document No: CH-TCH

The Community Hub
Mercers Drive
Bradville
MK13 7AY

Terms & Conditions of Hire

It is important to read the conditions as they form part of your contract with Stantonbury Parish Council.

1. Stantonbury Parish Council will hereafter be referred to below as SPC.
2. All bookings are made at the discretion of SPC.
 - a) Under the Milton Keynes Council Entertainments Licence, functions must end no later than **10.00pm**.
 - b) The main hall has a **maximum capacity of 80 persons**.
 - c) The hirer shall ensure that there is present a responsible adult person aged 21 years or more in charge throughout the period of hire.
3. Block bookings:

A block booking is defined as an event held over 3 or more days / 3 or more occasions, e.g., once a week for 3 weeks.

 - a) Accepted on a first come first serve basis.
 - b) If SPC require the hall for any reason a notice will be sent out **7 days** prior to the date of booking.
 - c) Any changes to a block booking will need to be made in writing to SPC no later than **one month** before the date of booking.
 - d) **Block bookings cannot include Saturdays.**
 - e) A block booking can only book 6 months in advance. If the hirer requires the block booking for longer than 6 months, they must complete a new block booking form for the Council's consideration every 6 months. Completion of a block booking form does **not** guarantee the block booking will be accepted by Council.
4. All hire charges and refundable deposit must be paid in full no later than **one month** prior to the booking, or at the time of booking if less than one month away. **(deposits are returned usually within 4 weeks from date of hire)**

Commented [DM1]: Added as per C/Hub committees recommendation

Commented [DM2]: Added as per C/Hub committees recommendation

Commented [DM3]: Added as per C/Hub committees recommendation

Commented [DM4]: Added

Block bookings are invoiced a month in advance at the beginning of the month (deposits will be returned at end of agreement). If payment has not been made, the booking will be cancelled and no access to the Hub will be allowed.

Cancellation of any booking must be made in writing (email: info@stantonburyparishcouncil.org.uk)

The following charges may apply:

1 month's notice	no charge
More than 7 days notice	- 50% of charge
Less than 7 days	no refund

5. The hirer will indemnify SPC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It will be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by groups or organisations. Proof of Public Liability insurance is required when booking.

Note: The key holder will unlock the building at the commencement of hire. The building will remain unlocked until the end of the hire period. The hirer(s) should ensure that someone is present within the building throughout this period. They will also explain to the hirer(s) the fire procedures in place in the buildings. The key holder will remain at the building for a maximum of **15 minutes** after the commencement of the hire period, the key holder will then lock the building if the hirer has not arrived. No refund will be given.

6. **No** betting, gaming or lotteries shall take place on the premises except that allowed by law and the Hirer(s) shall obtain any licence or certificate required, prior to booking the hall for such use.
7. The hirer(s) shall submit details of the planned activity to SPC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of liquor. No intoxicating liquor will be supplied by SPC. All liquor (if required) must be supplied by the Hirer. It is the Hirer's responsibility to ensure that local licensing laws are complied with.
8. The hirer(s) must **not** cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
9. **Under the discretion of the council** with the exception of assistance dogs, no animals will be allowed on the premises, or in the caged area behind the building.
10. SPC has a policy of **no smoking** in all of their buildings and associated grounds. This must be adhered to at all times. This includes electronic cigarettes.
11. **SAFETY - All hirers must read and be aware of the SPC Fire Evacuation Procedure and the SPC Fire Safety Policy.**
- A system of emergency lighting is installed in the hall and must not be interfered with.
 - Fire exits and signs and doors must **not** be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building. Tables and chairs must be arranged such that free access is possible at all times to all internal doors and fire exits.
 - The firefighting equipment must not be removed from the designated fire points and shall only be used for the purposes for which it is installed.

Commented [DM5]: Added

- d) Users must not interfere with the boiler and heating system installed in the hall.
- e) No form of cooking apparatus may be used inside the hall, other than the standard equipment provided in the kitchen.
- f) Fireworks are not permitted to be used either inside the hall or in the hall grounds for safety reasons and due to the close proximity of neighbouring houses.
- g) Barbecues are not permitted. Outside caterers such as hog roasts can be used with written permission from SPC. This must be requested at the time of booking.

12. All refuse must be removed from the building by the Hirer. **Black sacks are available.**

13. All SPC equipment can only be used within the facility and must **not** be removed.

14. The hirer(s) must leave the premises clean and tidy, and all equipment and furniture should be stored away or placed tidily as required by SPC. Cleaning and tidying up must be carried out **during the hire period**. The hirer(s) is/are liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **Refund of any deposit is at the discretion of SPC.**

15. In case of block bookings, the hirer(s) must not leave hirer(s) or group belongings/equipment on the premises without the written consent of SPC. Any items left in the building with SPC's approval, are left at the owners' risk and the responsibility for such belongings lies solely with the hirer(s). Any belongings left on the premises without prior agreement from SPC will be treated as abandoned and may be disposed of by SPC and will be **disposed of after one month**. Storage is not part of the contract. The provision of such storage is entirely at the discretion of SPC. Hirer(s) must not use unallocated storage space nor overfill allocated space.

16. If the building is **not** vacated promptly (**within 15 minutes**) at the end of the hire period an additional charge of **1 hour** hire will be deducted from the deposit.

17. The premises shall be used for **community purposes only** and shall not be used as the hirer(s) postal address.

18. **No** advertising or publicity material will be displayed inside or outside the building without the prior approval of SPC.
Blu Tack only to be used to secure decorations. No decorations to be attached to the acoustic panels on the ceiling.

19. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated.

20. SPC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.

21. SPC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.

22. Hirers should not drive onto the paving slabs surrounding The Hub.

The Community Hub will be closed to all users on bank holidays and statutory holidays unless prior agreement has been made with SPC.

The Community Hub Hire Charges

Group 1	Hire Charge	Deposits
Charity Status Residents of the Parish (proof will be required on booking) Community Groups	£15 per hour	£100
Day Hire (8.00am-10.00pm)	£195	£100
Group 2		
Non-residents Commercial Hire	£25 per hour	£100
Day Hire (8.00am-10.00pm)	£325	£250

Please note all tables and chairs (50) are included in the hire charge.

An invoice will be raised once the booking form has been received.

Data Protection: Stantonbury Parish Council will store your data in line with our data protection policy. Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Full details of our privacy policy can be seen on our website or upon request.

Stantonbury Parish Council

126 Kingsfold

Bradville, Milton Keynes, MK13 7DX

Telephone: 01908 227201

Website: www.stantonbury-pc.org.uk

Email: info@stantonburyparishcouncil.org.uk

Regulatory Services

Reply to Licensing
Call 01908 252800 Ref: 170231
E-mail licensing@milton-keynes.gov.uk



Clerk to Council

02 May 2024

Dear Sir/Madam

Roman Park Residents Club (Second Licence), 1 Constantine Way, Bancroft Park, Milton Keynes, MK13 0RA
New premises licence application
LICENSING ACT 2003

The above application for a premise in your area was received by Milton Keynes Licensing Authority on **01/05/2024**. Brief details of the application are as follows:

Application Details

Sale of Alcohol for on and off supply:
Monday to Thursday 1200 – 2300hrs
Friday and Saturday 1200 – 0000hrs
Sunday 1200 – 2230hrs plus non-standard timings
Late Night Refreshment non-standard timings in application

Opening hours
Monday to Thursday 1000 – 2330hrs
Friday and Saturday 1000 – 0030hrs
Sunday 1000 – 2300hrs plus non-standard timings

Full details of the application can be viewed via the Licensing Register at the Civic Offices of the Council. This is accessible Mondays to Thursdays between the hours of 9.00 am to 5.00 pm, and Fridays 9.00 am to 4.00 pm (excluding Bank Holidays).

A copy of the application is also available to view online at:-

<https://licensing.milton-keynes.gov.uk/elr/start.aspx>

To alert people and businesses living in the vicinity of the premises, the applicant is required to post a blue notice on the outside of the premises for 28 days. Additionally, they must place an advertisement in a local newspaper within 10 working days of the application being made.

You may wish to note that we, as the licensing authority, also alert the responsible authorities under the legislation, which include the police and the fire & rescue service as well as certain

departments of the Council, such as Environmental Health, Development Control, child protection and Trading Standards.

Any person or business can make representation both for and against the proposal within 28 days of the date the application was made. The Parish / Town Council may make a representation as the Parish Council or as a body representing persons who live in your area. The Parish / Town Council should note that they may be asked to demonstrate that this is the case.

Please note that any representation must relate to one or more of the Licensing Objectives and will be sent to the applicant. Representations requesting personal details be withheld from the applicant will only be considered in exceptional circumstances. Anonymous representations will not be accepted. The Licensing Act 2003 does state that it is an offence to knowingly or recklessly make a false statement in connection with this matter.

Please remind your Council that, as the Code of Conduct also applies to licensing matters, any member who may be affected by the application is likely to have a 'personal and prejudicial interest' in the matter. As well as disclosing their interest and withdrawing from the chamber during relevant discussions, that member may not represent your council at any subsequent Licensing Hearing.

If you are approached by persons or businesses for advice on how to make a representation there is information on our website (www.milton-keynes.gov.uk/licensing) and I enclose a copy of a form that you are free to copy for them to use if they wish.

If you have any queries regarding the contents of this letter, please do not hesitate to contact members of the Licensing Team on MK 252800.

Yours sincerely

Milton Keynes Licensing Team

Notification of Representation -

IMPORTANT:

To submit a representation to the application above you may use this form or contact us in writing separately. Once submitted to us your representation will become a public document and will be provided to the applicant. The applicant may wish to speak to you about your representation. Anonymous representations are only accepted in exceptional circumstances. It is an offence to make a false statement knowingly or recklessly in connection with this application.

Roman Park Residents Club (Going to have 2 Licences), 1 Constantine Way, Bancroft Park, Milton Keynes, MK13 0RA	
Last Date for Representations: 28 days from 01/05/2024	
Your Name:	
126 Kingsfold Bradville Milton Keynes MK13 7DX	
Tel	Email

Which of the Licensing Objectives does your representation relate:

1. Crime and Disorder:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Public Safety:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Public Nuisance:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Protection of children from harm:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please explain how the above objectives would be undermined if a licence is granted?		
You can continue on a separate sheet if necessary.		

Can the applicant do anything to address your concerns?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please state any measure or requirement that the applicant could undertake to resolve your concerns.		

Signed.....

Dated:

PAYMENTS DUE OVER £1000

Stantonbury Parish Council

May 2024

Contact	Description		Amount
Bill's Minibus & Coach Hire Limited	Coach Trip	£	1,190.00
Clear Councils	Parish Insurance	£	4,870.25
Cloudy IT	IT Services	£	4,828.36
Marcus Young	Dog Waste inc. new replacement bin	£	1,392.72
Soft Surfaces	50% Deposit MUGA upgrade surface	£	6,746.76
Total		£	19,028.09

Signed: _____ (Chair) Date: _____

Signed: _____ (Bank Signatory) Date: _____

Bank Summary

Stantonbury Parish Council

For the period 1 April 2024 to 30 April 2024

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Bank				
CCLA PSDF - PS3078877	391,442.66	1,739.40	-	393,182.06
Charity Bank Ethical Easy Access	125,432.77	-	-	125,432.77
Co-operative Bank Current	26,694.89	277,526.00	62,066.52	242,154.37
Nationwide 125 Day Saver	142,372.61	450.52	-	142,823.13
Petty Cash	151.04	-	2.00	149.04
Santander Business Reserve	92,315.73	256.79	20,000.00	72,572.52
Santander Current	1,126.90	-	0.35	1,126.55
Soldo Prepaid Debit Cards	1,120.46	-	214.34	906.12
SUMUP Card Charges Taken at Source	-	14.70	14.70	-
Unity 12 Month Fixed Term Deposit	125,000.00	-	-	125,000.00
Unity Trust Bank - Instant Access	2,264.30	-	-	2,264.30
Total Bank	907,921.36	279,987.41	82,297.91	1,105,610.86
Total	907,921.36	279,987.41	82,297.91	1,105,610.86

Payments Made

Stantonbury Parish Council

For the period 1 April 2024 to 30 April 2024

Date	Description	Amount
02 Apr 2024	Transfer from Santander to Co-operative Bank	£ 20,000.00
02 Apr 2024	PAPA LUIGI	£ 93.60
02 Apr 2024	Co-op	£ 1.50
03 Apr 2024	One4All	£ 280.00
03 Apr 2024	Soldo DD	£ 10.08
04 Apr 2024	Micaela Perez-Amaro	£ 60.00
04 Apr 2024	Xero (UK) Ltd	£ 56.40
04 Apr 2024	O2 DD	£ 45.00
04 Apr 2024	SumUp Payments	£ 4.99
04 Apr 2024	Poundland	£ 3.00
04 Apr 2024	Milton Keynes City Council	£ 2.00
05 Apr 2024	BrightHR DD	£ 99.62
05 Apr 2024	Tesco	£ 70.00
05 Apr 2024	SumUp Payments	£ 3.46
08 Apr 2024	O2 DD	£ 27.12
09 Apr 2024	British Gas DD CH Elec	£ 96.35
09 Apr 2024	Co-op	£ 1.50
11 Apr 2024	Aldi	£ 1.45
12 Apr 2024	British Gas DD CH GAS	£ 346.93
12 Apr 2024	PHS Group DD	£ 217.61
12 Apr 2024	PHS Group DD	£ 171.06
12 Apr 2024	Heart Internet DD	£ 71.86
12 Apr 2024	SumUp Payments	£ 2.96
15 Apr 2024	fuelGenie DD	£ 158.03
16 Apr 2024	Aldi	£ 8.22
16 Apr 2024	Co-op	£ 2.80
16 Apr 2024	Santander	£ 0.35
17 Apr 2024	Heart Internet	£ 23.98
17 Apr 2024	Aldi	£ 2.10
18 Apr 2024	Milton Keynes City Council	£ 10,000.00
18 Apr 2024	The Community Heartbeat Trust (Solutions)	£ 8,478.00
18 Apr 2024	Bucks LGPS Pension Scheme	£ 5,103.83
18 Apr 2024	MetroSigns (2000) Bedford Ltd	£ 4,051.20
18 Apr 2024	HMRC	£ 3,045.34
18 Apr 2024	Turtle Engineering Limited	£ 2,880.00
18 Apr 2024	Milton Keynes City Council	£ 2,500.00
18 Apr 2024	Buckinghamshire & Milton Keynes Association of Local Councils	£ 1,638.63
18 Apr 2024	Roman Park Management Limited	£ 1,071.00
18 Apr 2024	Roman Park Management Limited	£ 1,008.00
18 Apr 2024	Emilys Star	£ 950.00
18 Apr 2024	Marcus Young	£ 921.60
18 Apr 2024	D & L Environmental	£ 700.00
18 Apr 2024	Hanover Court	£ 518.00
18 Apr 2024	Jackie Bennett	£ 455.00
18 Apr 2024	Empires Property Management	£ 453.00
18 Apr 2024	Rainbow Children Centre	£ 390.00
18 Apr 2024	The Woodside Cafe	£ 171.50

18 Apr 2024	Smiths Fire LLP	£	162.00
18 Apr 2024	George Browns	£	118.80
18 Apr 2024	George Browns	£	118.80
18 Apr 2024	George Browns	£	118.80
18 Apr 2024	CH Deposit Refund	£	100.00
18 Apr 2024	CH Deposit Refund	£	100.00
18 Apr 2024	CH Deposit Refund	£	100.00
18 Apr 2024	CH Deposit Refund	£	100.00
18 Apr 2024	CH Deposit Refund	£	100.00
18 Apr 2024	CH Deposit Refund	£	100.00
18 Apr 2024	George Browns	£	91.74
18 Apr 2024	Cllr Expenses	£	85.93
18 Apr 2024	Amazon	£	75.07
18 Apr 2024	Amazon	£	41.93
18 Apr 2024	Amazon	£	33.08
18 Apr 2024	Cllr Expenses	£	33.05
18 Apr 2024	Cllr Expenses	£	23.09
18 Apr 2024	Staff Expenses	£	22.00
18 Apr 2024	Amazon	£	21.90
18 Apr 2024	Amazon	£	19.61
18 Apr 2024	Amazon	£	14.15
18 Apr 2024	Amazon	£	12.90
18 Apr 2024	NetWise UK	£	12.00
18 Apr 2024	Trade UK	£	10.16
18 Apr 2024	Amazon	£	7.93
18 Apr 2024	Amazon	£	5.55
18 Apr 2024	Amazon	£	5.52
18 Apr 2024	Amazon	£	5.49
18 Apr 2024	Trade UK	£	5.36
18 Apr 2024	Trade UK	£	4.00
19 Apr 2024	Aldi	£	1.20
22 Apr 2024	Co-op	£	4.70
23 Apr 2024	CH Deposit Refund	£	100.00
23 Apr 2024	SumUp Payments	£	3.29
25 Apr 2024	British Gas DD CH GAS	£	198.28
26 Apr 2024	Payroll - Salaries	£	12,944.86
26 Apr 2024	PAPA LUIGI	£	93.60
26 Apr 2024	British Gas DD CH Elec	£	83.56
26 Apr 2024	Payroll - Cllr Allowances	£	671.29
26 Apr 2024	ICO DD	£	35.00
26 Apr 2024	Aldi	£	28.19
26 Apr 2024	British Gas DD CH GAS	£	10.81
29 Apr 2024	Mailchimp	£	25.68
30 Apr 2024	Mirus DD	£	194.32
30 Apr 2024	Brinnick Locksmiths and Security Ltd	£	57.20
Total			£ 82,297.91

Signed: _____ (Chair) Date: _____

Signed: _____ (Bank Signatory) Date: _____

Community Hub Income & Expenditure YTD

Stantonbury Parish Council

For the period 1 April 2024 to 9 May 2024

Account Code & Name	INCOME	EXPENSE	TOTAL
1705 - Income - Community Hub Vatable	0.00	0.00	0.00
1715 - Income - Community Hub	2,692.50	180.00	2,512.50
1720 - Other Income - Community Hub Events	0.00	0.00	0.00
			2,512.50
4010 - FC - ASSETS COMMUNITY HUB EQUIPMENT	0.00	0.00	0.00
4011 - FC - ASSETS COMMUNITY HUB IT	0.00	0.00	0.00
4045 - FC - INSURANCES / LICENCES - COMMUNITY HUB	0.00	0.00	0.00
4056 - FC - IT & TELEPHONE SERVICES - COMMUNITY HUB	0.00	0.00	0.00
4066 - FC - MAINTENANCE - COMMUNITY HUB	0.00	101.74	101.74
4085 - FC - SECURITY & FIRE SAFETY - COMMUNITY HUB	0.00	135.00	135.00
4115 - COMMUNITY HUB CLEANING	0.00	277.08	277.08
4120 - COMMUNITY HUB EVENTS	0.00	0.00	0.00
4125 - COMMUNITY HUB NEW PROJECT YOUTH CLUB / FOOD BANK	0.00	0.00	0.00
4471 - SPC RATES - COMMUNITY HUB	0.00	0.00	0.00
4491 - SPC UTILITIES - COMMUNITY HUB	0.00	663.12	663.12
			1,176.94
Total			1,335.56

9th May 2024

Committee Structure.

Stantonbury Parish Council Committee structure is:

- Allotment Committee
- Community Hub Committee
- Community Projects Committee
- Finance Committee
- General Purpose Committee
- Human Resources Committee

Copy of their existing Terms of Reference below



Allotment Committee
TOR - ACTOR120623.



Community Hub



Community Projects



Finance Committee



General Purposes
Committee Terms of f



Human Resources
Terms of Reference -

From conversations with Councillors at our informal meetings there has been discussions of dissolving General Purposes Committee and merging those items with other Committees.

Please see below Draft suggested Terms of References.



Allotment Committee
TOR - ACTOR____ DF



Community Hub
Committee TOR - CHI



Community Projects
Committee TOR DRAF



Finance Committee
Terms of Reference W



Human Resources
Terms of Reference W

Please consider the number of councillors you would like on the Committees and how often they should meet.

Meeting Schedule 2024 - 2025

Terms and Conditions and rents

	May	June	July	August	September	October	November	December	January	February	March	April	May before Annual 2025
Allotment Committee	3rd June at 7pm			Summer insepction plus T&C meeting late August			Autmn inspection				meeting late March Winter Inspection		
Community Hub Committee		Friday 28th June 10am											Early may
Community Project Committee		Wednesday 12th June 10am											
Finance Committee		Wednesday 5th June 10am										Early April	
Gerenal Purpose Committee			Wednesday 10th July 10am										
HR			Wednesday 3rd July 10am										
Main Meetings	Wednesday 15th 7PM	Wednesday 19th 7PM	Wednesday 17th 7PM	Wednesday 21st 7PM	Wednesday 18th 7PM	Wednesday 16th 7PM	Wednesday 20th 7PM	Wednesday 11th 7PM	Wednesday 15th 7PM	Wednesday 19th 7PM	Wednesday 19th 7PM	Wednesday 16th 7PM	

Comments
Spring - April - Summer - July -
Autum - October - Winter early
March

Sign AGAR

Send Precept

Review Financial Regulations and insurance /
Standing Orders and Risk Register

Moved to 2nd Wednesday of the month because of Christmas

Newsletter prints

- 1st issue – ready for print on 13th May 2024.
- 2nd issue – ready for print on 8th July 2024.
- 3rd issue – ready for print on 1st November 2024.
- 4th issue – ready for print on 12th February 2025.

Rangers report April 2024

Tip Runs-5 tip runs totalling 740KG.

80KG from grass cutting from the Community Hub

150KG from Litter picks this is from ABRA, Cllr Baxter and rangers.

390KG from Allotment. Wood from plot 47, Tool store from plot 53A, Wood from plot 39.

60KG from Parish Office

60KG from Fly tipping.

TSID- Has been on Mercers Drive Bradville and has recorded a top speed of 60MPH.

Blocked Drain- When we report any blocked drains to MKCC this is the automated reply that we get.

Enquiry Closed: No Further Action. Thanks for letting know about this issue. We'd like to carry out more repairs and maintenance on our highway network, but as we have limited resources we have to prioritise all our work. We do this by using safety criteria and carry out emergency repairs first. This particular problem does not yet require an immediate emergency repair but we'll keep monitoring it in case this changes. We may also schedule in the necessary repairs as part of our ongoing maintenance programmes.

We will carry on reporting any issues that we find in the hope that this will be sorted.

Fly tipping – reported this month.

Bradville 8 reported, and all collected.

Bancroft-None

Bancroft Park-None

Stantonbury 12 reported, and all collected.

Linford Wood- 4 reported, and all collected.

Stantonbury Fields-None

Great British spring clean- from the main meeting on 17th April 2024 item 245/23 how many members of the public / guardians helped on each estate.

Bradville – 2 members of public / guardians

Bancroft Park and Bluebridge- 2 members of public / guardians

Bancroft -3 members of public / guardians

Stantonbury- 1 members of public /guardians

Oakridge Park-1 members of public/guardians

Linford Wood- 0

Power tools- Are currently having their annual service and should be ready within a few weeks.

Shopping trolleys- 6 Aldi trolleys have been returned this month.

David Outram

Parish Ranger Supervisor

D & L Environmental

Enforcement activities month April 2024 (Stantonbury Parish Council)

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

Waste collection issues, there have been issues with MKC saying waste jobs have been completed when it's not the case, have now informed me that the system that they are using is not syncing with the Suez system therefore an update will be done sometime in April, which should rectify the issues. UPDATE, it seems to be working well at the moment.

Pigeons- We now have two locations in the parish were someone is feeding the pigeons with either scrap foods or seeds, i have been trying to catch these people in the act as this causes mess,

Asana issues, I have been having issues with Asana the past few weeks with items not loading/and details being deleted from it, I have now managed to resolve it, **Update** unfortunately after completing an update around 21 days of work has disappeared off Asana, it has also affected the work I do for Wolverton and Greenleys Town Council, it's an issue with the mobile app, Jemma at Wolverton and Greenleys Town Council is working with Asana and myself to hopefully resolve the issues, but as they are based in America there is some delay in getting responses, **UPDATE,** this is still continuing, but for the time being I have managed to do a work around by changing it to desktop mode on my tablet,

Over the month of April I have patrolled the estates as follows

Week	Estate	Time
1	Bradville Stantonbury/Stantonbury fields. Oakridge Park/stanton low Bluebridge/Bancroft/Bancroft Park	2.5hrs 2.5hrs 2hr 3hr
2	Stantonbury/Stantonbury Fields Bradville Annual leave rest of the week	3hrs 2.5hrs
3	Oakridge Park/stanton low/Stone pit Bluebridge/Bancroft/Bancroft Park Bradville Stantonbury/stantonbury Fields	2.5 2hrs 3 2.5
4	Bradville	3hrs

	Stantonbury Bluebridge/Bancroft/Bancroft Park Oakridge park/Stanton low	3hrs 2hrs 1.5hr
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Estate,	Activities	Outcome	Extraordinary
Bradville	7 Fly tips in this area	All of the flytips have been investigated, And reported to MKC for removal,	None have been found with evidence,
Bancroft Bancroft Park Oakridge Park Bluebridge	No issues reported No issues reported No issues reported No issues reported		I have been monitoring this and now I have put it into MKC to be removed as there has not been any activity around it,
Linford wood	4 reported Littering by Pulsant?Rockingham drive	All of the flytips have been investigated, And reported to MKC for removal, there has been some littering in this street, which I reported to MKC for clearance	One has been found with Evidence and is now under further investigation. They sent me an email. saying that this area is not covered by MKC, and it won't be cleared,I've asked them to investigate
Stantonbury Fields NOS canisters Graffiti	No issues reported 10 found by myself this month		Update This still has not been cleaned by Aldi,
Stantonbury	9 Fly tips in this area	All have been investigated and then cleared by Mkc	Lincoln, large fly tip at rear of the property, I visited the property in question but the occupier was not home, i left a calling note, and they called me back that day, they said

			that they was trying to arrange for it to be removed, I informed them that they should of arranged collection before removing the waste from their property onto MKC land, the waste was cleared by themselves,
Fines issued	1 in April		resident of Temple issued a FPN for fly-tipping
Abandoned Vehicles	Five have been reported		Two have been removed

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, 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, this I do in the way of using my vehicle to check the hotspots, jobs completed by MKC, and the rest of the time spent on foot If any of the Councillors feel there are certain areas that require more attention please let me know

**Planning Backing Paper for MM 13.12.23
For period 07.12.23 – 10.01.24**

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Blue Bridge	HOU Householder Application	15 Van Der Bilt Court, Blue Bridge MK13 OLB	24/00868/HOU	Proposed elevation changes to the front elevation including replacement of the bay window with new glazed sliding doors and removal of the existing front door.	18.05.24	Ongoing.

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Bradville	HOU- Householder Application	Windmill Cottage 5 Mill Lane Bradville Milton Keynes MK13 7JH	24/00364/HOU	Demolition of single storey side extension & construction of new single storey side extension.	Closed	Full Planning Permission Granted
Bradville	FUL- Full applications (including householder applications)	Sports Pavilion Bradwell Road Bradville Milton Keynes	24/00649/FUL	New sports area fencing and floodlights.	09.05.24	Ongoing.
Bradville	HOU- Householder Application	23 Wallingford Bradville Milton Keynes MK13 7DN.	24/00861/HOU	The erection of a ground floor rear extension and removal of existing conservatory.	23.05.24	Ongoing.

**Planning Backing Paper for MM 13.12.23
For period 07.12.23 – 10.01.24**

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Linford Wood	COU- Change of Use. The change of use of land is development as defined in Section 26 of the Planning Act.	Avalon House, Breckland, Linford Wood, Milton Keynes, MK14 6LD.	24/00768/COU	Change of use from offices to a mixed use comprising a day centre and respite care facility with ancillary laundry and offices.	11.05.24	Ongoing.

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Stantonbury	HOU- Householder Application	6 Melton Stantonbury Milton Keynes MK14 6BH	24/00391/HOU	The erection of proposed single storey front extension.	N/A	Full Planning Permission Granted.
Stantonbury	CLUP Certificate of lawfulness for the change of use.	69 Ashfield Stantonbury Milton Keynes MK14 6AT	24/00882/CLUP	Certificate of lawfulness for the change of use from a dwellinghouse (use class 3a) to a childrens home for up to two children, with up to three carers, two sleeping overnight working on a rota basis (use class C2)	Notification only.	Ongoing.

**Planning Backing Paper for MM 13.12.23
For period 07.12.23 – 10.01.24**

Name	Licence Reference Number	Location	Date Received	Complaint Details/Outcome.
Charlie Browns Ice Cream Van	W395 EOK	Boroughwide street trading consent-Renewal	11.04.2024	Ongoing.
MK Ices Ice Cream Van	DG10 HCV 143299	Boroughwide street trading- 1 ice cream van	10.05.2024	Ongoing.
MK Ices Ice Cream Van	EK09 XXE 158206	Boroughwide street trading- 1 ice cream van	10.05.2024	Ongoing.
MK Ices Ice Cream Van	SV64 WSJ 143306	Boroughwide street trading- 1 ice cream van	10.05.2024	Ongoing.
Mister Softee Ice Cream Van	147614 J192 NVV	Boroughwide Street Trading Consent – Renewal	14/05/2024	Ongoing.
Mister Softee	147552 T402 POA	Boroughwide Street Trading Consent – Renewal	17/05/2024	Ongoing.
Roman Park Residents Club	170231	Roman Park Residents Club (Second Licence), 1 Constantine Way, Bancroft Pk, Milton Keynes, MK13 ORA New premises licence application	28/05/2024	Ongoing.

No new applications/updates received for Bancroft/Bancroft Park/Oakridge Park.

No new Enforcement notifications received for the Parish during the period stated.

UPDATE: APRIL 2024

Stantonbury Parish Council

Cameras currently deployed:

- **Edwards Croft, Bradville**
- **Temple, Stantonbury (Taken Down)**
- **Breckland, Linford Wood**
- **Kingsfold, Bradville**

April Findings:

Edwards Croft, Bradville:

Install date: 2nd November 2023

Requested by: STPC and TVP

Reason for install:

This camera is in place due to reports of motorbikes in the area.

Reports/Identified incidents:

There have been no reported incidents during the month of April. It may be that the camera is having a deterrent effect.

We note that the new trees have been planted in this area.

Outcomes:

There are no outstanding outcomes for this location.

Status:

N/A

Redeploy?

This camera is due to be redeployed.

Temple, Stantonbury:

Install date: 22nd February 2024

Requested by: STPC (on behalf of Councillor Baxter)

Reason for install:

This camera is in place due to environmental issues.

Reports/Identified incidents:

There have been no reported incidents during the month of April.

Outcomes:

There are no outstanding outcomes for this location.

Status:

This camera has now been redeployed to Kingsfold, Bradville.

Redeploy?:

N/A

Breckland, Linford Wood:

Install date: 28th March 2024

Requested by: STPC

Reason for install:

This camera is in place due to environmental issues.

Reports/Identified incidents:

On the 1st April 2024, 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 2nd April 2024, 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 4th April 2024, 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 April 2024, 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 15th April 2024, 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 16th April 2024, 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 17th April 2024, 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 17th April 2024, we observed a second 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 19th April 2024, 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 20th April 2024, 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 20th April 2024, we observed a second 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 23rd April 2024, 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 April 2024, 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 26th April 2024, 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 28th April 2024, 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 28th April 2024, we observed a second littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

N/A

Kingsfold, Bradville:

Install date: 25th April 2024

Requested by: STPC

Reason for install:

This camera is in place due to ongoing ASB issues.

Reports/Identified incidents:

The camera was installed onto a lamp column however there is a fault with the power supply. This has been reported for repair. This has been left in situ in readiness for the power to be repaired but also as a deterrent.

Outcomes:

There are no outstanding outcomes for this location.

Status:

Fault with power supply.

Redeploy?

N/A

TSID Summary – 09.04.24-25.04.24

Mercers Drive - Bradville

Traffic Report Period	From:	09.04.2024	To:	25.04.2024
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85th Percentile:	Speed:	27.3 MPH
	Vehicles:	6180

Max Speed:	60 MPH on 11/04/2024 at 15.55
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Total Vehicles:	7271
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Volumes – Weekly Counts

	Time	5 Day	7 Day
Average Daily:		463	424
AM Peak:	08:00	58	43
PM Peak:	18:00	44	37

Speed

Speed Limit:	30
85th Percentile:	27.3
Average Speed:	19.97

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit:	37	52	49	55	53	41	49
% over limit:	3.4	3.3	3.6	5.2	5.8	5.6	8.5
Avg Speeder:	33.9	32.7	33.6	34.1	33.3	34.3	33.5

Community Hub Report for the period Monday 15th April to Sunday 12th May 2024.

This is the fourth monthly report of activities held at the Community Hub.

The weekly programme of Knit & Natter, Hobbies and Bingo continues now added to with 'Fit While You Sit' and a bi-weekly Community Singalong Group.

Attendance at Bingo continues to increase every month with numbers in April pretty much meeting capacity for the hall. Thought might be given to ways of restricting attendance,

MKCC used the Hub all day (6am to 11pm) on Thursday 2nd May for use as a Polling Station.

There have been four residents, no non-resident and eight church bookings.

The total income from bookings was £1370 with £30 expenditure to Cleaning Buddy.

Maintenance issues continue, including adding bollards to prevent parking on the flagstones, white lines and a 'No Parking' sign.

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