

Minutes

of the **Meeting of the Parish Council** held on 28 April 2008

Present: D Livingstone (Chair) E Cooper
C DeMyers-Robinson D Edmonds
K Perkins G Small
I. Stewart K Thomas
N Warden

Visitors: 2 members of public

Clerk: C Gallacher

	Action
<p>1. Apologies and declarations of Interest</p> <p>Apologies were received from J Nicholas, C Osler and C Williams.</p> <p>There were no declarations of interest</p> <p>2. Public Time</p> <p>No issues were raised.</p> <p>3. Minutes</p> <p>Minutes of the meeting on 17 March 2008 were agreed and signed as a true record. It was agreed that the working group on the business plan would meet at the parish office on 27 May to take this project further.</p> <p>4. Reports</p> <p>The clerk’s report was noted. The Police were not in attendance and no Ward councillors were present</p> <p><u>Planning & Environment Committee</u></p> <p>Minutes of the meeting of 7 April 2008 were presented unsigned as a report and accepted. The meeting discussed possible funding of Civil Enforcement Officers from MK Council to deal with parking issues. It was agreed, however, that more information is required on the extent of problems and the possible effectiveness of any such deployment. The clerk reported he has been in touch with officers at MK Council and it was decided to await response from them before any further action is considered, but a meeting with officers would be advantageous.</p> <p><u>Community Committee</u></p> <p>Minutes of the meeting of 14 April 2008 were presented unsigned as a report and accepted. It was resolved to make grants of £189.98 to Kingsmead Pre-school (01) and £500 to MK City</p>	

Korfball (02) as recommended by the committee. The clerk was authorised to provide material assistance to residents in Tattenhoe setting up a residents association.

Policy & Finance Committee

Minutes of the meeting of 21 April 2008 were presented unsigned as a report and accepted. The meeting then discussed recommendations from this committee in detail.

It was resolved that the council's land holdings in open space and allotments be valued at a nominal £1 for each location and external auditors be given the reasons for this.

It was resolved to approve the committee recommendations for amendments to Standing Orders and Risk Assessment as presented and to approve amendments to Financial Regulations with a further change to clause 9.3, where the threshold value was increased to £2000.

It was resolved to employ a bookkeeper on a self-employed contract basis to assist the clerk with operation of the accounts. Proposed action for employment of additional part time youth workers and a replacement for the clerk were noted.

The clerk was authorised to obtain quotations from both HR Consultants and solicitors with specialist HR facilities to undertake a review of the council's existing procedures, recommend new procedures and prepare a basic handbook for staff and provide at least annual review to ensure that any changes in law were incorporated in procedure. Any organisation being considered for the work must be able to offer full indemnity to the council.

It was resolved that a Health & Safety manual should be prepared in house and K Thomas agreed to undertake the initial investigations and preparation of this.

clerk

K Thomas

5. Finance

- a) The finance report for end year 2007/08 had been circulated and was approved.
- b) Arrangements for the external audit of year 2007/08 were noted and the clerk was authorised to pass the accounts papers to accountants for preparation of the Statement of Accounts and any other documentation necessary for the Annual Return to be considered at the June meeting.
- c) The monthly finance report was circulated and the meeting adjourned while members considered this. The retrospective approval list was approved and the finance report was then approved to be signed by the Chairman and clerk.

clerk

It was resolved to authorise signature of cheques to make the following payments:

Inland revenue	paye/nics	2527.1	2117
M Aitkins	landscape SBE	446.50	2118
M Aitkins	landscape EVCC	141.00	2119
A H Contracts	bin installation	715.58	2120
A H Contracts	bin service	697.01	2121
MKC	business rates	1178.0	2122
Mirus IT	IT support	293.75	2123
C Gallacher	expenses (mileage)	109.87	2124
Dor-2-Dor	n/letter distribution	953.00	2125
Brinnicks	door locks	732.55	2126
Steeles Law	legal fees	1825.2	2127
Thomas Wood	payroll	470.00	2128
G Leaver	Legal fees Wimborne Crescent	1264.3	2129
MKPA	play scheme	2310.4	2130
MKREC	subscription	100.00	2131

British gas	office supply	954.28	2132
(aq) ltd	webspace	64.63	2133
Anglian water	rates windmill Hill	25.81	2134
information Commissioner	entry renewal	35.00	2135
K Light	rental refund	2.70	2136
Kingsmead Preschool	grant	189.98	2137
MK Korfbal	grant	500.00	2138

6. Confidential Business

Following a motion to exclude the public, by reason of the confidential nature of the business to be discussed, the meeting considered:

a) Possible judicial review on Planning Application

Advice from specialist solicitors on application 07/02088/ful had been circulated and was now discussed. It was agreed that further action was unlikely to achieve success and it was resolved to take no further action on this matter and a note to that effect should be inserted on the website and in the next issue of the newsletter.

b) A proposal had been circulated for a 5 year contract for the basic management of the council's land holdings on fixed prices with inflation only increases. It was noted that only two contractors had quoted for this but the meeting decided that due diligence had been performed and the contract should be placed on the available quotes. It was resolved that the contract be awarded to Mark Aitkins Landscape Services and the clerk was authorised to finalise the details of the contract. It was noted that additional items would need separate negotiation in the future.

7. Correspondence

The correspondence list had been circulated for information and the meeting had no queries, but noted the resignation of J Napper.

8. Meeting dates

Meeting dates were agreed/noted as:

Planning & Environment Committee	12 May 2008
Community Committee	19 May 2008
Parish Council	28 May 2008

There being no further business, the Chair declared the meeting closed at 21h06.

SIGNED.....Chair