

## Minutes

of the **Meeting of the Parish Council** held on 22 June 2009

**Present:** D Livingstone (Chair) C DeMyers-Robinson  
D Edmonds J Nicholas  
C Osler K Perkins  
G Small I Stewart  
N Warden

**Visitors:** C Johnson and K Jaffer (Tattenhoe FC) and 1 resident

**Clerk:** C Gallacher

Item 5 (grant application) was taken out of turn by agreement of the meeting but all items are reported in agenda order.

	Action
<p><b>1. Apologies and declarations of Interest</b></p> <p>Apologies were received from K Thomas, C Williams and T. Wylie.</p> <p>J Nicholas declared a personal interest in item 5 (grant application) as some of her family are members of Tattenhoe FC.</p> <p><b>2. Public Time</b></p> <p>No issues were raised.</p> <p><b>3. Minutes</b></p> <p>Minutes of the Annual Meeting and regular meeting on 28 May 2009 were agreed and signed as true records of each meeting.</p> <p>Item 3 of the minutes of the regular meeting were amended to show that the minutes of the meeting of 27 April 2009 had been agreed and signed, and not as stated.</p> <p><b>4. Reports</b></p> <p>The clerk's report was noted.</p> <p>The Police were not in attendance.</p> <p><u>Ward Councillors</u></p> <p>G Small reported on a planned upgrade of the play area at Killerton Grove, Westcroft by MK</p>	

Council and the clerk confirmed the council had offered to assist with the public consultation on this. G Small also advised that large recycling bins were also being provided for apartment blocks in Westcroft.

#### Planning & Environment Committee

Minutes of the meeting of 1 June 2009 were presented unsigned as a report and accepted.

#### Community Committee

Minutes of the meeting of 8 June 2009 were presented unsigned as a report and accepted.

### **5. Grant Application**

The representatives of Tattenhoe FC gave a detailed presentation on the club activities in the parish and the reasons for their application for new kit and for coach training. They answered questions from members before the issue was discussed in depth. It was resolved to grant the club £2594 for these purposes.

### **6. Review of work on Business Plan**

N Warden had circulated a review of the previous consideration of the Plan, with recommendations on the best way forward in developing this. His report was noted and accepted. It was specifically agreed that:

The clerk will circulate monthly comparisons of actual vs budgeted expenditure. These will be reviewed by the committees to determine progress or need in their areas of activity, before being considered at full council;

Staffing needs will be reviewed on a regular basis by Policy & Finance Committee to ensure that council operations remain sustainable, especially in the absence of the clerk;

An action plan will be developed from the draft operational plan, with timescales and estimated costs to assist in budget setting;

The communications strategy to be updated and an action plan created, with timescales and estimated costs. Immediately, the questionnaires for the website survey and the next newsletter to be prepared in time for the July meeting;

The working party dealing with this issue is disbanded and responsibility for future work will pass to councillors and committees;

Each councillor will accept responsibility for a discipline and/or an area within the parish.

### **7. Parish Boundary Review**

Proposals from MK Council had been circulated and the meeting confirmed that we would cede the area north of H6 Childs Way (formerly Witney) to Shenley Church End parish as this lies within Oxley Park. It was resolved to object to the proposals for further warding of the parish on grounds that this would not greatly encourage democratic involvement but could be divisive and a barrier to community cohesion strategies. The sub-division of Emerson Valley and Furzton was seen as particularly inappropriate as there are few social, environmental or economic differences between the respective areas. Administration of the elections would become more complicated and costly with nine wards being contested instead of the current two. The only gain would be an improvement on the ratio of councillors to electors, but the council already

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<p>enjoys a ratio much better than found at ward level. These proposals would also require an additional two councillors, yet we struggle to find enough councillors at the present level. The clerk was instructed to write to MK Council to express these views.</p> <p><b>8. Annual External Audit</b></p> <p>Members had been provided with copy documents prior to the meeting. It was resolved:</p> <p>a) To approve the Statement of Accounts prepared by accountants and to approve the Annual Return. Both documents were then signed by the Chairman and clerk. Members also approved the draft Explanation of Variances and the supporting financial documents.</p> <p>b) Members took note of the report from internal auditors regarding two issues and it was agreed that the internal scrutiny is an essential element of financial control and this would be completed as a matter of urgency and reported back to the internal auditor. The meeting also reviewed the effectiveness of internal audit, which was found to be satisfactory. The terms of reference for the audit, which have been in place for a number of years, were also reviewed, found to be suitable and re-approved for future use.</p>	<p>clerk</p>
<p>The clerk was instructed to prepare all documentation for submission to auditors and to arrange publication of the Notices in due time.</p> <p><b>9. Finance</b></p> <p>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 and signed by the Chairman. It was resolved to authorise signature of cheques to make the payments listed on the appendix to these minutes.</p> <p><b>10. Correspondence</b></p> <p>The correspondence list had been circulated for information and no issues were raised. Members were asked to note:</p> <p>Correspondence from managing agents confirming that our landlords had agreed a new three year lease, exactly as current including the favourable break clause;</p> <p>Correspondence from agents for Thames Valley Police advising they are in position to begin negotiations on the lease for the planned new building;</p> <p>Report of an attack on a member of hirer's staff at Emerson Valley Community Centre, which fortunately did not result in injury;</p> <p>A request from MK Council to allow staff to use office facilities when working within the area:</p> <p>The clerk was authorised to deal with all of the above.</p> <p>Members also noted:</p> <p>the date of the Village Fete, at which council will have a stall;</p> <p>the Green Infrastructure Consortium workshops regarding Whaddon Chase;</p> <p>the forthcoming Bucks County Show</p>	<p>clerk</p>

**9. Meeting dates**

Meeting dates were agreed/noted as:

Policy & Finance Committee	29 June 2009
Planning & Environment Committee	6 July 2009
Community Committee	13 July 2009
Parish Council	27 July 2009

There being no further business, the Chair declared the meeting closed at 21h46

SIGNED.....Chair