

Minutes

of the **Meeting of the Parish Council** held on 27 October 2008

Present: D Livingstone (Chair) C DeMyers-Robinson
J Nicholas C Osler
K Perkins G Small
I Stewart K Thomas
C Williams

Clerk: C Gallacher

	Action
<p>1. Apologies and declarations of Interest</p> <p>Apologies were received from D Edmonds and N Warden. C Osler and C Williams apologised for late arrival.</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 meetings on 22 September 2008 were agreed and signed as a true record of the meeting.</p> <p>4. Reports</p> <p>The clerk's report was noted.</p> <p><u>Police</u></p> <p>The Police were not in attendance.</p> <p><u>Ward Councillors</u></p> <p>G Small reported briefly on issues he has been dealing with. C Williams advised he has been engaged on Authority issues since returning from holiday.</p> <p><u>Planning & Environment Committee</u></p> <p>Minutes of the meeting of 6 October 2008 were presented unsigned as a report and accepted. It was noted that responses are being prepared to recent consultations from MK Council.</p> <p><u>Community Committee</u></p>	

Minutes of the meeting of 13 October 2008 were presented unsigned as a report and accepted. It was agreed that the final councillor surgery this year would be on 6 December from 10am -12pm and C Williams and K Thomas volunteered to be present.

It was resolved that the newsletter would be produced in 100gsm white silk finish paper, in colour throughout at an indicated price of £2,416.00 per issue. The change to be effected after the December issue. Members were also asked to submit suggestions for a change of name.

It was agreed that councillors would invite staff and partners as their guests at the annual dinner as a gesture of appreciation for their work.

It was resolved to support the winter basketball training and tournament programme organised by MK Lions Basketball team at a cost of £1000.

5. New Office

The meeting considered alternative materials for the section of wall at the Community Centre and it was resolved to accept Trespa NA06/ST panelling as offering a better finish and greater flexibility. The architects also brought additional drawings for information and were thanked for their efforts and attendance.

6. Prospective Councillors

The item was not discussed as neither of the prospective councillors attended the meeting.

7. Community Facilities

The meeting considered the outline proposals from Milton Keynes Council for the devolvement of certain sports and meeting facilities. While accepting that these represented an opportunity to acquire property, it was felt that the council did not have the resources to manage these and that the figures quoted would not cover all costs involved. It was resolved to decline the offer of devolvement of facilities.

8. Freedom of Information

It was resolved to adopt the model scheme proposed by the Information Commissioners, and to include the guidance for this on the website and in hard copy at the parish office. No charge would be made for providing information, but a small charge would be made for any copies requested.

9. Council Vehicle

It was resolved to buy the current vehicle from Citroen at the end of the lease period and to investigate roadside assistance in case this was needed in the future, and arrange servicing at appropriate intervals.

10. Finance

a) The meeting noted the report on financial year 2007/08 from external auditors and it was agreed that the Community Centre be added to the Asset Register from year 2008/09 as recommended by auditors.

b) 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 and clerk.

It was resolved to authorise signature of cheques to make the payments listed on the appendix to these minutes. It was also agreed that N Warden be added to the list of bank signatories to replace E Cooper.

11. Correspondence

The correspondence list had been circulated for information and the meeting noted :

Responsible Authorities group, where D Livingstone to be nominated for the position as urban parishes representative; Seminar on Employment Law, which N Warden will attend; MK Council Funding Partnerships; Consultation on byelaws and a study project on two-tier working.

10. Meeting dates

Meeting dates were agreed/noted as:

Planning & Environment Committee	3 November 2008
Community Committee	10 November 2008
Policy & Finance Committee	18 November 2008
Parish Council	24 November 2004

There being no further business, the Chair declared the meeting closed at 20h49

SIGNED.....Chair

Appendix 1 to Minutes 27 October 2008

Monthly Finance Report

Revenue Account

Month October
 period Sept/Oct

Reconciliation

29/09/2008

cash at bank	27680.02
uncleared receipts	275.73
less returned cheque	-28.34
less uncleared cheques	<u>-9328.32</u>
available funds	<u>18599.09</u>

Retrospective Approval

cheques signed since last meeting

		amt	vat	chq no
Anglian water	rates Maybach Court	63.00		2273*
PHS Group	Office waste services	49.74	7.41	2274
City print	newsletter print	2242.00		2275
MK Council	youth registration	10.00		2276
Pear Technology	mapping system	235.00	35.00	2277
MK Council	clr training day	20.00		2278
Anglian Water	rates - office	188.99		2279
ESPO	office supplies	740.03	110.23	2280
E Sherrin	refund allotment rent	6.10		2281
M Sargent	refund allotment rent	10.00		2282
Anglian watre	rates Windmill Hill	238.10		2283
		<u>3802.96</u>		

Bank Transfers

* (on September accounts)

Citroen Contract (dd)	van hire	195.28	29.08
Arval (dd)	van fuel	57.62	8.58
B Gas	Gas supply	170.85	8.13
Orange PCS	mobile phones	118.90	17.71
Staples	office supplies	276.87	
Bucks CC (SO)	pensions	1919.16	
Salaries (SO)	salaries	<u>5160.25</u>	
		<u>7898.93</u>	

New Payments

cheques to be signed

Inland revenue	paye/nics	2696.32		2284
M Aitkins	pond dredging - SBE	5287.50	787.50	2285

M Aitkins	water connection - Wimborne	3113.75	463.75	2286
M Aitkins	landscape contract	1361.05	202.71	2287
A H Contracts	bin servicing	1012.43	150.79	2288
MKC	business rates	1178.00		2289
Mirus IT	IT support	293.75	43.75	2290
C Gallacher	expenses (mileage)	160.12		2291
C Gallacher	authorised purchases	157.74		2292
M Webber	authorised purchases	76.60	11.41	2293
E Cooper	basic allowance october	43.70		2294
schedule	staff salary adjustment	154.79		2295-98
Cash	petty cash	47.09		2299
MKC	cllr training day	10.00		2300
Nu-swift	fire extinguisher rental	1376.06	204.94	2301
Stenton Obhi	architects fees	11593.73	1726.73	2302
TVP	PCSO costs	3909.50		2303
DAC Services	boiler service office	169.20	25.20	2304
TME Fabrications	new gates EVCC	652.13	97.13	2305
D&I Windows	window cleaning	32.31	4.81	2306
ESPO	door lock	17.20	2.56	2307
Mazars	audit fees	1233.75	183.75	2308
SBE School	astro turf hire	28.05		2309
Hertsemere Leisure	astro turf hire (oct-dec)	468.00		2310
Stannah Lifts	lift service	87.83	13.08	2311
MK Play Associations	subscription	25.00		2312
MK Dons Assoc	grant	250.00		2313
		<u>35435.60</u>		

Forward Position

cash at bank	18599.09
lodgement	40000.00
allotment rents	1896.04
retro chqs	-3802.96
bank transfers	-7898.93
payments	<u>-35435.60</u>
	<u><u>13357.64</u></u>