

Emberton Parish Council

Minutes of Annual Meeting – 9th May 2016

Present:

Councillor Vicki McLean – Vice Chairman
 Councillor Cynthia Cheney
 Councillor Paul Flowers
 Councillor Soo Hall
 Councillor Mike Horton
 Councillor Harry White

Mrs Karen Goss – Clerk and RFO

Election of Chairman

Prior to the Meeting, Councillor Gibson had intimated that he was willing to stand as Chair. It was proposed by Councillor White and seconded by Councillor Hall that Councillor Gibson be elected Chairman. Councillor Gibson to sign the Acceptance of Office at the next meeting.

Election of Vice Chairman

It was proposed by Councillor White and seconded by Councillor Horton that Councillor McLean be elected Vice Chairman. The Meeting continued with Councillor McLean in the Chair in the absence of Councillor Gibson.

Election of Parish Council representative to the Playing Field Committee

A discussion took place regarding the membership of the Playing Field Committee as it had been noted that volunteers were being stretched to their limit and whether or not the Playing Field Committee should become a sub committee of the parish council and that somebody should be employed to manage the facility. Councillors Flowers to take these concerns back to the Playing Field Committee. It was agreed that as Councillors Flowers was the Chairman of the Playing Field Committee that Councillor Hall would be appointed as representative to the Playing Field Committee.

Election of one Parish Council representative to the Emberton Park Liaison User's Group

Councillor Cheney and Councillor Horton were appointed as the representatives to attend PLUG.

Nominate Parish Council representatives to attend Milton Keynes Council Meetings – Parishes Forum (2 representatives)

The clerk commented that it was normally the Chair and Vice Chair that attended this meeting. Councillors Gibson and McLean to attend this meeting.

Nominate Parish Council representatives to attend the Olney Ward Forum

Councillor McLean and Councillor Horton were appointed as the representatives to attend this meeting.

Nominate Parish Council representative to attend NAG Meeting – The clerk to attend this Meeting as she was the NAG Secretary and Vice Chair.

Apologies for Absence

Apologies for Absence were received from Councillor Gibson and Ward Councillors Keith McLean, David Hosking and Peter Geary.

Declarations of Interest

There were no Declarations of Interest.

1. MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous Meeting held on the 11th April 2016 were agreed and initialled by the Vice Chairman.

2.0 MATTERS ARISING FROM THE LAST MEETING

254 - Dates for Commitment – The dates for meetings were noted.

254 - Clerk's Report - The Clerk's report was previously circulated.

Update from Ward Councillor – No update requested from clerk.

2.1 Councillor's Concerns from previous Minutes

2.1.1 **Village Plan** – Councillor McLean commented that as things had now moved on from a village plan to a Neighbourhood Plan that this item be removed from the Agenda and a new item created.

2.1.17 **Footpath, Petsoe End** – Nothing to report.

2.1.63 **Village name signs** – The clerk sought advice from MKC who stated that the rules had changed regarding village signs and that parish councils could choose and design their own colouring as long as it was legible. MKC would need to see the chosen design/wording for authorisation/approval and the parish council could either ask MKC to design, supply and install the signs through Ringway or they could procure the signs from elsewhere and get their own contractor to install the signs although the contractor must be approved by MKC and must hold £5m public liability insurance. They must also liaise with streetworks co-ordination to obtain a permit for opening up the public highway. It was agreed that the clerk get in touch with MKC to provide an estimate for the signs. KG

2.1.85 **Kerb stones, West Lane** – The clerk wrote to Kim Hills, MKC regarding the kerb stones in West Lane and the service road of Olney Road and received an email stating that this would require further discussion to find an appropriate way forward. It was noted that Ward Councillor McLean had requested a site visit to have a look also at Home Farm Court. The clerk to contact MKC with regard to a site visit. KG

2.1.91 **Damaged fence around Field 13** – Letter sent to Mr Reynolds and the sheep have since been moved out of the field and no response received from Mr Reynolds.

2.1.94 **Dog waste bin, Newport Road** – The clerk made enquiries with MKC for permission to site the dog waste bin on MKC grass verge and in error an application form for a licence was received. The clerk confirmed that MKC had stated that it was down to the parish council to decide on the location and not to obstruct any identification mark on street furniture. The clerk to contact A H Contracts. KG

2.2 **High Street, resurfacing** – It was noted that the High Street had been resurfaced between the 3rd and 5th May and that the contractors had done an excellent job. Ward Councillor McLean had received a note of thanks from a resident which had been passed to MKC. Councillor Horton asked why the bank by the clock tower had not been done at the same time. The clerk to ask if this could be looked at during a site KG

visit. It was agreed that this item could be removed from the Agenda.

3.0 SPECIFIC AGENDA ITEMS

3.1 **Emberton Park** - The clerk commented that there was traffic queuing on the A509 on the weekend of 7th/8th May. Councillor Cheney confirmed this and it was agreed to take this back to the next PLUG meeting.

CC/
MH

3.6 Parish Related

3.6.1 **Website** – The clerk reported that the website was up and running. It was discussed whether the magazine should be on the website.

3.6.15 **Rat running and restricted access** – It was noted that the recent SID deployment had shown a maximum speed of 62mph in Olney Road.

3.6.16 **Clock tower – upgrade of time side** – Mr K Harris confirmed that he was willing to be key holder. Mr Andy Harris has agreed to undertake flag raising although it had been noted that there was not a St George’s flag. It was proposed by Councillor Horton and seconded by Councillor Hall that a St George’s flag be purchased in the sum of £55.96 (2 yard digitally printed). The clerk to arrange this.

KG

3.6.97 **Clean for the Queen** – Footpath by Church Lane and also West Lane to be jet washed on 13th May. Estimate received in the sum of £284.50 and the clerk confirmed that Pro Max were able to use the water supply in the churchyard on the same basis as before.

3.23 **Localism Bill and Community Right to Bid** – It was agreed that this should be taken back to the Playing Field Committee Meeting on the 10th May.

3.39 **Olney Neighbourhood Plan** – Councillor Cheney and the clerk to have a look at the Neighbourhood Plan for Olney and circulate comments.

3.62 **Plan:MK** – Nothing to report.

4. PLANNING APPLICATIONS

4.2 **Wind Farm Community Benefit Fund** – Councillor Horton reported that the new Chair of the Wind Farm Committee was Mike Hughes from Olney and that a meeting had taken place with two applications being approved; one for Chicheley village hall (£4,000) and one for the Church Hall in Olney (£6,000). Councillor Horton went on to state that no further applications would be received this year until the next round of funds had been received from the wind farm.

4.109 **14/00407/FUL** – Solar Farm and Community Benefit Fund. The committee to meet in July.

4.165 **16/00712/TCA** – Notification of intention to reduce and reshape by 1 to 2 metres to 2 x Cherry Tree (T1 and T2), 1 x Field Maple (T3) to to crown raise to 2.5m to Silver Birch group (G1) at 1 Home Farm Court for Mr K McLean – **no objections**.

4.166 **16/00584/FUL** – Variation of condition 1 attached to application 1500366/FUL for amendments to the approved plans at Emberton Solar Park, Newton Road – **pending**.

- 4.167 **15/02832/FUL & 15/02833/LBC** – Listed Building Consent and Partial removal of wall and new gates to create new vehicular access to front garden at 2 Gravel Walk for Mr & Mrs Pauley. There were no objections to this application, provided there were no objections from neighbouring properties.
- 4.168 **16/00766/FUL** – Single storey rear extension at 8 Gravel Walk for Mrs H Knight. The clerk confirmed that the changes only amounted to 3m². There were no objections to this application, provided there were no objections from neighbouring properties.
- 4.169 **16/01122/MMAM** – Minor material amendment to application 15/01862/FUL for addition of dual pitch porch, continuation of front canopy onto extension and increased projection and fine texture render applied to brickwork at ground floor level at 79 Olney Road for Mrs S Chaplin. There were no objections to this application, provided there were no objections from neighbouring properties.
- 5. ACCOUNTS** – to agree payments and items, as listed below
- 5.1 **RFO's Report** - The RFO's report for the 9th May was accepted. The clerk recommended that in future, the payments could be listed as one schedule on the Agenda and Minutes rather than as individual payments, this was agreed.
- 5.2 **Cooperative Bank, second current account and internet banking** – The clerk reported that the second current account with the Cooperative Bank was in hand.
- 5.3 **Approval of Accounts** – It was agreed to carry this item forward to the June meeting as the Accounts were not back from the Auditor.
- 5.4 **Approval of Annual Return and confirmation of Internal Auditor's Report** – To be carried forward to the June meeting.
- 5.5 **Approval of Mazars as external auditors and adoption of suggested dates** – To be carried forward to the June meeting.
- 5.6 **Approval of Standing Orders** – To be carried forward to the next meeting.
- 5.7 **Approval of Financial Regulations** – To be carried forward to the next meeting.
- 5.8 **Approval of Fixed Asset Register** – To be carried forward to the next meeting.
- 5.9 **Approval of Risk Assessment for 2015/2016** – To be carried forward to the next meeting.
- 5.10 **Clerk's Salary Review** – It was proposed by Councillor Flowers and seconded by Councillor Hall that the clerk's hourly rate be increased by 3%.
- 5.11 **Schedule of Payments – to approve the Schedule of Payments.**
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|-------------------------------|----------|
| A H Contracts | 51.65 |
| EPFC | 4,500.00 |
| EUC | 600.00 |
| Well & Towers | 500.00 |
| Well & Towers History Society | 520.00 |

Dr J Taylor	500.00
Mrs K Goss	442.57
Mrs K Goss	82.79

Payments proposed by Councillor Flowers, seconded by Councillor Hall and unanimously agreed by all those present.

6. CORRESPONDENCE – is now listed in the Wallet

7. PARISH RELATED MATTERS

7.1 **Village publicity** – It was agreed that the only article for the Well & Towers was to refer residents to the parish council website.

7.2 **Councillors' Concerns**

Councillor White asked whether residents could subscribe to the website to receive updates. The clerk to raise this with It'seeze. **KG**

Councillor Horton commented that EUC gave away money at Christmas to senior citizen's who were capable of looking after themselves and that the whole grant process of the parish council giving away money should be looked at. The clerk commented that this could be looked at in line with the Transparency Code and that community organisations could be invited to a meeting to make their application. Councillor McLean stated that this should be an Extraordinary Meeting in November. The clerk to notify community organisations. **KG**

Councillor McLean reported that Keep Britain Tidy had launched a campaign called "We're watching you" to deter dog fouling and where it had been introduced there had been a 90% reduction in fouling. The clerk to make enquiries. **KG**

8. DATE OF NEXT MEETING

The date of the next meeting is confirmed as Monday 6th June 2016 at 7.30pm in the Meeting Room of the Institute.

The meeting closed at 8.45pm