

Emberton Parish Council

Minutes of Annual Meeting – 14th May 2018

Present:

Councillor Vicki McLean (Chairman)
 Councillor Paul Flowers
 Councillor Steve Gibson
 Councillor Mike Horton
 Councillor Harry White

Ward Councillor Keith McLean (part meeting)

Mrs Karen Goss – Clerk and RFO

Election of Chairman - It was proposed by Councillor Gibson and seconded by Councillor White that Councillor V McLean be elected Chairman. Councillor V McLean accepted the nomination and accordingly signed the Acceptance of Office.

Election of Vice Chairman - It was proposed by Councillor V McLean and seconded by Councillor White that Councillor Gibson be elected Vice Chairman. Councillor Gibson accepted the nomination.

Update of Register of Members' Interests – Councillor V McLean and Councillor Flowers updated their Register of Members' Interests. Councillors Gibson, Horton and White confirmed that there were no changes to their Register of Members' Interests and these were signed accordingly. Councillors Hall and Laval to sign at the next meeting.

Election of Parish Council representative to the Playing Field Committee – Prior to the meeting, Councillor Hall confirmed that she was willing to continue to act as a parish council representative to the Playing Field Committee. Councillor Hall was duly nominated.

Election of one Parish Council representative to the Emberton Park Liaison User's Group – It was noted that a PLUG Meeting had not been held for some considerable time and therefore no Councillors were nominated as representatives.

Nominate Parish Council representatives to attend Parishes Forum (2 representatives) - The clerk commented that it was normally the Chair and Vice Chair that attended this meeting. Councillors V McLean and S Gibson to attend this meeting.

Nominate Parish Council representatives to attend the Olney Ward Forum – Councillor White agreed to attend these meetings when possible.

Nominate Parish Council representative to attend NAG Meeting – It was agreed that the NAG Meeting would be attended by the clerk.

Apologies for Absence - Apologies for Absence were received from Councillor Hall, Councillor Laval and Ward Councillors David Hosking and Peter Geary.

Declarations of Interest in items on the Agenda – There were no Declarations of Interest in items on the agenda.

1. **MINUTES OF THE MEETING HELD ON MONDAY 9TH APRIL 2018 -**
The Minutes of the Meeting held on Monday 9th April 2018 were agreed and initialled by the Chairman.

2. **MATTERS ARISING FROM THE LAST MEETING**

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

Update from Ward Councillor

Elections – Ward Councillor McLean reported that the elections had taken place on the 3rd May with Peter Geary being elected for Olney Ward. Results across MK were 24 Conservative, 24 Labour and 12 Liberal Democrats and there would be a joint partnership between Labour and Liberal Democrats. There was a Motion put forward to move the Leader of the Council.

Serco – Serco are no longer collecting cardboard that is not in the pink or clear sacks although households were not made aware of or consulted upon this. Peter Geary as shadow spokesperson for Waste & Environment would be raising this.

Emberton Park – There was no update on the Cadets moving out of Emberton Park but it was noted that Commander David Moth had passed away. Ward Councillor McLean to contact Maurice Barnes for an update on the Sea Cadets.

Thames Valley Police (Operation Drover) – Ward Councillor McLean reported that he had been involved in Operation Drover and TVP went to a number of farms, 15 of which had unlocked gates, providing easy access. TVP want to get on top of rural crime but there were not enough resources and the crime level across the country was going up.

- 2.1 **Councillor's Concerns from previous Minutes**

- 2.1.13 **Parking around Institute** – MKC wrote to the Bridge Club on the 4th April requesting that they park considerately.

- 2.1.63 **Village name signs** – It was agreed to continue to leave this with Councillor Hall and Andy McGrandle.

3. **SPECIFIC AGENDA ITEMS**

- 3.1 **Emberton Park** – Nothing to report. Councillor K McLean suggested that as there was no PLUG, that the parish council could write to Maurice Barnes to attend the next parish council meeting to provide an update on Emberton Park. This was agreed. The clerk to contact Maurice Barnes.

KG

- 3.6 **Parish related**

- 3.6.15 **Rat running and restricted access** – The clerk reported that Nigel Spencer, MKC had attended Emberton on the 3rd May to undertake Speed Watch training for volunteers, including 3 representing Emberton. However, Mr Spencer stated that MKC did not look at the data collated from the Speed Indicator Device Deployments. Ward Councillor McLean stated that this was disappointing but it

was probably down to lack of officers.

- 3.6.16 **Clock tower damage** – The clerk to contact Ringways regarding traffic management for repair to the clock tower.
- 3.6.48 **Alison Fraser Walk** – Councillors agreed that EPC could not insist that Mrs Soul re-instated her boundary fence but the parish council should make sure that the boundary fence belonging to EPC was not being damaged by Mrs Soul's activities.
- 3.74 **Emberton Neighbourhood Plan** – Councillor McLean reported that the Steering Group had engaged a professional organisation, Town Planning Services to develop the Neighbourhood Plan. They had worked with Sherington and were working with Lavendon and Ravenstone. There were 101 returned questionnaires and the group were moving forward with the analysis of responses. The Steering Group looked at identifying potential areas for development and the three main ones were owned by Milton Keynes Council. The Steering Group would be contacting Milton Keynes Council to understand ownership of these areas. Councillor V McLean commented that she was also confident that the Steering Group would be able to obtain a full grant for producing the Neighbourhood Plan.
- 3.86 **Reform of data protection legislation and introduction of the General Data Protection Regulation** – It was proposed by Councillor V McLean and seconded by Councillor S Gibson that the General Contact Privacy Notice, Councillor Privacy Notice, Staff/Volunteer Privacy Notice and the Information and Data Protection Policy be adopted. The clerk to make the necessary arrangements for the advertisement of the policies on the parish council website and to register the parish council with the ICO. Councillor Flowers asked about the new email address for councillors. The clerk confirmed that this was councillors@embertonparishcouncil.co.uk

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4. PLANNING APPLICATIONS & ENFORCEMENT ISSUES

- 4.2 **Wind Farm Community Benefit Fund** – Councillor Horton reported that a meeting would be held in June.
- 4.109 **Solar Farm & Community Benefit Fund** – Nothing to report.
- 4.167 **15/02832/FUL and 15/02832/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 (refused permission). A response had been received from MKC stating that planning training days for Councillors were being looked at. It was therefore agreed to remove this item from the agenda.
- 4.206 **17/03386/FUL** – Public airsoft events scheduled for once every two weeks throughout the year (with a break in Winter of variable length according to weather conditions). Occasional private bookings (retrospective) at Hollington Wood, Newport Road for Mr C Williams – **pending**. An email that had been received from Mr Solt regarding the Woodland Management Plan of Hollington Wood was discussed. Councillor White commented that Mr Solt had stated that he was preserving the wood but he was doing an activity that prevented people from coming to the woods. It was felt that the parish council needed a better

understanding of what Mr Solt was doing with airsoft and it was agreed to invite him to the next parish council meeting.

- 4.208 **18/00414/FUL** – Oak framed single storey rear extension, including demolition of existing conservatory at 3 Battle Close for Mr N Adams – **approved**
- 4.210 **18/00643/FUL** – Conversion and extension of an existing stone barn to a two bedroom residential property at barn set back from West Farm Way for Mr D Soul – **pending**. The clerk reported that an update had been received from the planning officer stating that the application would be amended.
- 4.211 **18/00523/DISCON** – Details submitted pursuant to discharge of condition 6 (new access) attached to planning permission 14/01497/FUL at Chaff Barn, 2 Manor Court for Mr P Geary – **approved**.
- 4.212 **18/00871/FUL** – Partial demolition of existing structure. Bespoke lean-to glass structure at 7 Church Lane for Mr & Mrs Buck. There were no objections to this application. The clerk to respond accordingly. **KG**
- 4.213 **18/00867/DISCON** – Details submitted pursuant to discharge conditions 4 & 5 attached to planning permission 17/03332/FUL at Land adj to Emberton House Farm, Newport Road for Mr R Fryer. It was noted that a 6ft timber fence was now proposed with the removal of the box hedge and that the original application had stated that the box hedge was to remain. The clerk to write to MKC accordingly. **KG**
- 5. ACCOUNTS** – to agree payments and items, as listed below
- 5.1 **RFO's Report** – The RFO's Report for the 14th May 2018 was accepted.
- 5.2 **Approval of Accounts** – It was proposed by Councillor Horton, seconded by Councillor Gibson and unanimously agreed that the accounts be approved.
- 5.3 **Approval of Risk Assessment** – It was noted that the parish council should look into the clerk having a computer for the sole use of parish council business. Councillor V McLean to look into this. It was proposed by Councillor Horton, seconded by Councillor Flowers and unanimously agreed that the Risk Assessment be approved.
- 5.4 **Approval of Fixed Asset Register** – It was proposed by Councillor Gibson, seconded by Councillor Flowers and unanimously agreed that the Fixed Asset Register be approved.
- 5.5 **Approval of Annual Governance Statement** – It was proposed by Councillor Gibson, seconded by Councillor Horton and unanimously agreed that the Annual Governance Statement be approved.
- 5.6 **Approval of Accounting Statement** – It was proposed by Councillor Gibson, seconded by Councillor Horton and unanimously agreed that the Accounting Statement be approved.
- 5.7 **Confirmation of Internal Auditor's Report and appointment for 2018/2019** –

The suggestions and recommendations made by the internal auditor were noted. It was proposed by Councillor Flowers, seconded by Councillor White and unanimously agreed that the Internal Auditor's Report be accepted and that Mr C Davies be appointed for the financial year ending 31st March 2019 as internal auditor, should he be willing.

5.8 **Approval of PKF Littlejohn as external auditors and adoption of suggested dates** – It was proposed by Councillor Flowers, seconded by Councillor White and unanimously agreed that PKF Littlejohn be approved as external auditors.

5.9 **Approval of Standing Orders** – It was proposed by Councillor V McLean, seconded by Councillor Gibson and unanimously agreed that the Standing Orders be approved. The clerk commented that she would look at updating the Standing Orders as per the suggestion from the internal auditor.

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5.10 **Approval of Financial Regulations** – It was proposed by Councillor V McLean, seconded by Councillor Gibson and unanimously agreed that the Financial Regulations be approved. The clerk commented that she would look at updating the Financial Regulations as per the suggestion from the internal auditor.

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5.11 **Internet Banking Policy** – It was proposed by Councillor Gibson, seconded by Councillor V McLean and unanimously agreed that the Internet Banking Policy be approved.

5.12 **Schedule of Payments – to approve the Schedule of Payments.**

A H Contracts – emptying dog waste bins (April – 1 week)	£19.37
Emberton Sports & Social Club – pavilion hire	£120.00
Emberton Playing Field Committee – maintenance grant	£3,650.00
Well & Towers – grant for 2018/2019	£500.00
Well & Towers History Society – grant for 2018/2019	£520.00
Mrs K Goss – clerk's April salary	£801.84
Mrs K Goss – clerk's April comp/telephone expenses	£19.21

Payments proposed by Councillor Gibson, seconded by Councillor Flowers and unanimously agreed by all those present. The clerk to make the payments by BACS transfer.

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6. **CORRESPONDENCE** – It was noted that an email had been received from Ms L Pauley regarding the viability of Emberton School and the suggestion of a nursery on the premises. Councillors agreed that Ms Pauley should be directed to the Governors of the school. The clerk to respond accordingly.

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Councillor V McLean reported that a communication had been received from MK Dons Set asking whether the parish council would like to fund football for the school holidays at £50 per session for 3-16 year olds. Councillor V McLean went on to state that she had contacted them and had provisionally arranged for 4 sessions at Emberton. MK Dons Set worked on a ratio of 1-16 and were FA compliant. Councillor Horton enquired about insurance. Councillor V McLean to ensure this is in place. Funding was discussed on the basis that the parish council supported the Senior Citizen's Christmas Party but there was not any funding for the provision/promotion of sporting activities. It was proposed by Councillor White, seconded by Councillor Flowers and unanimously agreed that the parish

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council fund 4 sessions at a total cost of £200.

7. PARISH RELATED MATTERS

7.1 **Village publicity** – Chairman, Vice Chairman, new email address for Councillors, GDPR, Speed Watch. **KG**

7.2 **Councillors' Concerns**

Councillor Flowers stated that he had reported a light out and this had not been rectified.

Councillor White reported that the grass bank at the allotments had not been strimmed. The clerk to report this. **KG**

Councillor White reported fly tipping of a drawer front at Prospect Place. The clerk to report this. **KG**

8. DATE OF NEXT MEETING

The date of the next meeting is confirmed at Monday 4th June 2018 at 7.30pm in the Pavilion. **All**

The meeting closed at 9pm