

Emberton Parish Council

Minutes of Meeting – Tuesday 4th June 2019

Present:

Councillor Victoria McLean (Chairman)
 Councillor Stephen Gibson
 Councillor Harry White

Ward Councillor Keith McLean

Mrs Karen Goss – Clerk and RFO

Apologies for Absence - Apologies for Absence were received from Cllrs Flowers, Hall and Horton and Ward Cllrs David Hosking and Peter Geary.

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

1. **MINUTES OF THE ANNUAL MEETING** held on 14th May. These were confirmed and signed by the Chairman.
- 1.2 **Register of Member’s Interest** – These were completed and signed.
- 1.3 **Public questions, comments or representations** – No members of public present.
- 1.4 **Dates for Commitment** – These were noted.
- 1.5 **Risk – to identify and action where necessary** – Reported on under item 5.3.
2. **TO RECEIVE REPORTS AND AGREE ANY DECISIONS/ACTIONS**
 - **Olney Ward Community Forum (15/5/19)** – Residents were encouraged to attend this meeting on the basis of the meeting held at Moulsoe. Feedback received that the meeting did not appear to be a public meeting; a lot of the attendees knew each other. The clerk to take this back. **Action KG**
 - **EPFC/ESSC** - Friday evening openings had been well attended. The cricket square had been used by Thurleigh and they had commented on the excellent facilities.
 - **Ward Councillors** – Annual Council Meeting held on the 15th May but there hadn’t been many other meetings on which to report. The A422 closure at Whirlypits roundabout had caused a few issues. **Emberton School** – one of the 3 ward councillors would be at the Delegated Decision meeting to support the parish council. **Bell & Bear** – not much the ward councillors could do; but would support action by the parish council and community.
- 3.1 **Emberton Park** – A letter had been sent to Mr Bracey on the 21st May but no response received as yet. Cllr K McLean commented that an email had been received from Nick Hannon stating that he was hoping PLUG would be re-instated.
- 3.23 **Bell & Bear Public House** – Letter sent to Criterion Asset Management on 4th June asking for the intentions of Wellington Pub Company to be known. The clerk to complete the Community Right to Bid application. **Action KG**

3.74 **Emberton Neighbourhood Plan** – Report from the Chairman of the Steering Group as follows; need to rewrite the housing section of the plan in response to the initial consultation, primarily because cannot guarantee that the preferred development sites will be available during the period the plan covers and so development sites have to be reconsidered. A meeting took place with MKC planning to discuss some aspects regarding the sites east of the A509 and a meeting was being arranged with MKC highways to discuss any issues they may have with the remaining sites as they only responded on the previous sites.

3.85 **Emberton School** – The Chairman and clerk to draft a letter to be read out at the Delegated Decision Meeting on the 20th June to include the feedback from residents. **Action VMc/KG**

3. SPECIFIC AGENDA ITEMS

3.47 **Draft Affordable Housing Supplementary Planning Document** – It was agreed that this would be dealt with within the Neighbourhood Plan and no comment was required.

4. PLANNING APPLICATIONS AND ENFORCEMENT ISSUES

new applications

4.236 **19/00993/FUL** – partial removal of wall and gates to re-instate previous vehicular access to front garden; installation of new gates at 2 Gravel Walk for Mrs L Pauley. It was noted that the access had been amended to permit access to the property from the High Street. The clerk to respond that the parish council hoped that the site visit by highways would allow the officer to make an informed decision. **Action KG**

4.237 **19/00994/LBC** – listed building consent for above application. Comments as above.

4.238 **19/01177/FUL** – erection of rear balcony (amendment to approval reference 18/00290/FUL) at 21 High Street for Mr P Flowers. The clerk to respond that a site visit should be undertaken before a decision was made to determine the application. The parish council to be notified as to when the site visit would be undertaken. **Action KG**

4.239 **19/01123/FUL** – new single storey ground floor extension, replacement roof, skylights, new cladding materials and associated alterations at Hollington Wood Cottage, Newport Road for Mr & Mrs Lawrence. The clerk to respond that there were no objections. **Action KG**

5. ACCOUNTS

5.1 **To receive the RFO's Report for the 4th June 2019 and approve payments.** The RFO's Report was received. It was proposed by Cllr Gibson and seconded by Cllr White that the payments be approved as per the RFO's Report.

5.2 **Approval of Accounts** – It was proposed by Cllr Gibson and seconded by Cllr White that the accounts be approved.

5.3 **Approval of Risk Assessment** – It was proposed by Cllr Gibson and seconded by Cllr White that the Risk Assessment be approved. **Resolved** – It was agreed to include Risk as an agenda item for future meetings.

5.4 **Approval of Fixed Asset Register** – It was proposed by Cllr Gibson and seconded by Cllr White that the Fixed Asset Register be approved. **Resolved** – It was agreed to exclude the

pavilion and playing field from the Fixed Asset Register and to review next year. WW1 litter bin to added to the register for next year. **Action KG**

- 5.5 **Approval of Annual Governance Statement** – It was proposed by Cllr Gibson and seconded by Cllr White that the Annual Governance Statement be approved.
- 5.6 **Approval of Accounting Statements** – It was proposed by Cllr Gibson and seconded by Cllr White that the Accounting Statements be approved.
- 5.7 **Confirmation of Internal Auditor’s Report (with suggested proposals) and Appointment for 2019/2020** – The auditor’s report was discussed and note taken of the points that had been raised. The clerk had made the proposed amendments to the Standing Orders and Financial Regulations. Cllr V McLean made reference to the comments made in the internal auditor’s report regarding EPFC not being compliant with their constitution and commented that she had brought it to the attention of the parish council to notify them that an audit of the EPFC was being undertaken and that there was going to be a legal review. There would be a proposal from Cllr V McLean at the next meeting. It was proposed by Cllr Gibson and seconded by Cllr White that the Internal Auditor’s Report (with suggested proposals) be approved. **Resolved** – The clerk to purchase 2 hard drives for computer backup. **Action KG. Resolved** – Cllr V McLean to submit the EPFC proposal to cllrs before next meeting. **Action VMc**
- 5.8 **Approval of PKF Littlejohn as external auditors and adoption of Notice of Public Rights** – It was proposed by Cllr V McLean and seconded by Cllr Gibson that PKF Littlejohn be appointed as external auditors. The dates for Notice of Public Rights were noted and approved.
- 5.9 **Approval of Standing Orders** – It was proposed by Cllr Gibson and seconded by Cllr White that the Standing Orders be approved.
- 5.10 **Approval of Financial Regulations** – It was proposed by Cllr Gibson and seconded by Cllr White that the Financial Regulations be approved.
- 5.11 **Approval of Internet Banking Policy** – It was proposed by Cllr Gibson and seconded by Cllr White that the Internet Banking Policy be approved.

7. PARISH RELATED MATTERS

- 7.1 **Village publicity** – weeds, Emberton School, Bell & Bear, Pavilion opening – **Action KG**
- 7.2 **Councillors’ concerns**
Cllr White queried the ownership of the trees between Stone Court and Westpits. The clerk commented that this had been looked at previously. **Action KG**

Cllr Gibson stated that he was stopped by a resident complaining of park users parking in Hulton Drive and blocking driveways. Cllr K McLean commented that the resident needed to write to MKC highways to express their concerns and possibly resurrect the idea of a residents parking scheme.

Cllr Gibson made reference to the recent elections and the fact that there were no residents east of the A509 elected as parish councillors. There were 150 residents on the eastern side of the A509 which would justify one parish councillor representing Petsoe. Cllr Gibson put

forward two suggestions; in the short term to ascertain whether residents had any concerns by appointing Cllr Gibson as a named contact and in the long term to consider the option of a Governance Review and speaking to Democratic Services. Cllr K McLean responded that the parish council might not necessarily get what they wanted out of a review and suggested putting something on the agenda. **Resolved** – The clerk to include an agenda item of East of A509 for the next meeting. **Action KG**

8. DATE OF NEXT MEETING – confirmed as Tuesday 2nd July 2019

The meeting closed at 9pm.