

Emberton Parish Council
Minutes of Virtual Meeting
Tuesday 9th June 2020 at 7pm

Present:

Councillor Victoria McLean - Chairman
Councillor Steve Gibson – Vice Chairman
Councillor Melanie Duncan
Councillor Paul Flowers
Councillor Richard Logsdail
Councillor Fred Markland
Councillor Harry White

Mr Colin Jamieson - observer
Mr Joe Walker - observer

Mrs Jane Brushwood – Clerk to Lavendon Parish Council

Mrs Karen Goss – Clerk and RFO

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

Welcome to Councillor Fred Markland and Signing of Register of Member's Interests – Cllr McLean welcomed Fred Markland to the parish council meeting and also welcomed Colin Jamieson and Joe Walker who were listening in on the proceedings. Councillor Markland to sign the Register of Member's Interests.

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

1. **MINUTES OF THE MEETING** held on 12th May 2020. These were confirmed and will be signed by the Chairman when the next face to face meeting takes place.
- 1.2 **Public questions** – There were no questions from the public.
- 1.3 **Risk – Covid 19 update** – Cllr McLean commented MKC were producing a road map in the next couple of weeks for MK to open. They thanked all parish councils for their hard work and this should be directed to Emberton Cares who had picked up the tasking of checking on the vulnerable.
- 1.4 **Clerk's sabbatical** – Cllr V McLean commented that she was confident that this would not cost the parish council any more money but the clerk would need to purchase a parish council computer. **Action: KG** Cllr McLean also stated that the parish council needed to use the zimbra emails rather than personal emails. The clerk to set this up. **Action: KG**
2. **TO RECEIVE REPORTS AND AGREE ANY DECISIONS/ACTIONS** – Nothing to report.

2. Clerk's Report

- 2.1.17 **Bridleway claim at Petsoe End** – It was noted that any further work on the bridleway has now had to stop as there was a requirement to advertise in the newspaper. There was the possibility that the MK Citizen may not survive the Covid crisis. Cllr Logsdail asked if this could be advertised in The Phone Box. Cllr McLean commented that Cllr K McLean had given MKC this option. Cllr Logsdail asked that as the bridleway was under discussion, should it remain open? Cllr McLean responded that it should remain closed as this was where the discussion landed. Cllr Logsdail stated that he had a comment from a resident that it should be open whilst it was being decided. Cllr Duncan commented that she had spoken to MKC and the parish council would not know until the application took its course and if there was a bridleway there, it should have remained open. The landowners were asked to keep it open but didn't. Cllr McLean responded that MKC had advised that it was closed.
- 2.1.82 **Residents parking – Hulton Drive** – This issue was raised as there had been parking issues in Hulton Drive and Olney Road due to the park access not being open for vehicles and park users having to park in the village. The clerk previously circulated some information regarding this and it was felt that it needed to be resident led. Cllr Gibson stated that he would look at this. **Action: SG**
- 2.1.95 **Milestone (A509 north)** – Awaiting painting of lettering; contractor working on a template to repaint text properly.
- 2.1.105 **Newport Road (speed limit)** – Awaiting new speed limit order. The clerk to chase this. **Action: KG**
- 3.6.15 **Rat running and restricted access** – nothing to report.
- 3.6.28 **Parking restrictions (Olney Road)** – Nothing to report. The clerk to chase this. **Action: KG**
- 3.6.50 **Dog waste bins** – David Pibworth has now given permission to site the bin on his land. The clerk to arrange for the bin to be sited. **Action: KG**
- 3.6.68 **Well at Petsoe End** – Cllr Markland stated that the first piece of work was to take the tree down, repair and rebuild the well along the lines of the black and white photograph of the original. Cllr McLean commented that the History Society might have some more photographs of the well. **Action: FM**
- 3.6.88 **Leylandii trees (13/15 Gravel Walk)** – Site visit to be arranged.
- 3.6.106 **Farm traffic sign for junction of Petsoe End** – Nothing to report. The clerk to chase this. **Action: KG**
- 3.6.107 **Street lighting – Prospect Place (column 1)** – Nothing to report. The clerk to chase this. **Action: KG**
- 3.6.109 **Newton Road** – Awaiting feedback from Davina Millership, Head of Highways at MKC. The clerk to chase this. **Action: KG**
- 3.6.110 **Erosion of grass verges in Olney Road (15, 17, 19)** – Nothing to report.

- 3.6.111 **Bench (The Forge)** – On closer inspection, the bench was not in a poor condition and needed some cosmetic work (rubbing down and re-oiling). This has now been done, the plaque taken off and polished and the shrubbery cut back. The clerk to send the invoice for Mrs Garvey for payment. **Action: KG**
- 3.1 **Emberton Park** – Cllr McLean reported that Cllr K McLean had been speaking to MKC about Emberton Park reopening and traffic management. It was noted that Maurice Barnes had resigned and was leaving in June. **Action: KG** to email Nicholas Hannon to request the date for the next PLUG meeting. Cllr Logsdail commented that he had noticed no bbq signs tacked to the trees, some of which were 10m away from a bbq disposal bin. Cllr McLean stated that she could understand the confusion with this.
- 3.23 **Bell & Bear Public House** – Nothing to report.
- 3.74 **Emberton Neighbourhood Plan** – Cllr M Duncan reported that the first meeting of the new committee was held on the 26th May with Fred as the only continuing committee member. Jason Bevan was appointed Chairman and Joe Walker was appointed Vice Chairman. It was generally felt that the HNA should be refreshed. The next meeting was on the 16th June. Cllr Gibson asked if there was a timeline for completing the plan. Cllr Duncan responded that it would be a date sometime next May, so the timeline would be a question of working back. Cllr Gibson asked if something could be produced for the next meeting. **Action: MD** Cllr McLean commented that the parish council had received some communication stating that the Castlethorpe plan had gone through the next stage at exactly the same time as the Emberton plan had been told to stop consultation by MKC. The biggest concern was that the parish would have another 12 months so there could be planning applications coming forward so something needed to be on the table sooner rather than later. Cllr Markland commented that he had spoken to Cllr Geary regarding the Castlethorpe plan. The clerk to forward the Minutes of the NP meeting to Cllr McLean to make enquiries with MKC. **Action: VMc**
- 3.85 **Emberton School** – It was noted that Mr Handler was going ahead with his complaint. Cllr Logsdail asked if there was a plan to use the school as a contingency space for children returning to school. The clerk commented that she needed to contact the school regarding trees in the school field overhanging in the High Street and would also make enquiries regarding use of the school. **Action: KG**
- 3.97 **Sports & Recreation Committee** – Cllr Logsdail commented that Olney were talking about coming back and training under strict guidelines in relation to ratio of coach to children and use of the toilets. The clerk stated that she was arranging a meeting for the Sports and Recreation Committee. Cllr McLean commented that an update on the committee set up needed to be provided to advise that Cllr Logsdail was now the parish council representative and Joe Walker had also joined the committee. **Action: KG**

3. SPECIFIC AGENDA ITEMS

- 3.96 **MK Futures 2050** – Nothing to report.

4. PLANNING APPLICATIONS AND ENFORCEMENT ISSUES

- 4.1 **Wind Farm Community Benefit Fund** – Cllr White reported that there were no new applications in as far as he was aware and that he was working with Cllr Geary regarding the make up of the committee.

4.2 **Solar Farm Community Benefit Fund** – Nothing to report.

previous applications status

- 4.257 **19/03142/FUL** – Retrospective permission for the demolition of an existing stone barn, its rebuild, extension and conversion into a two bedroom residential dwelling at Mounts House, West Lane for Mr D J Soul and Dr Diane Soul – **no objection**
- 4.266 **20/00822/FUL** – New 2 bedroom single storey dwelling with attic accommodation and associated garden and amenity space on land West of West Lane (former orchard) at West Lane House, West Lane for Mr J Shurey – **no objection**
- 4.267 **20/00833/TCA** – Replace existing trees on the rear boundary with 8 x Pleached Carpinus trees. The removal of the following trees are required: 1 Cotoneaster, 2 Norway Maple (Acer platanoides), 1 Weeping Birch (Betula pendula), 1 Flowering Cherry (Prunus c. “Nigeria”) at 3 West Farm Way – **no objection**
- 4.268 **20/00991/FUL** – Single storey rear extension to dwelling and former garage (hobby room). Installation of window to front elevation of former garage (hobby room) and driveway works. Re-submission of 19/03231/FUL at 24 Gravel Walk - **pending**
- 4.269 **20/01061/TCA** – Notification of intention to fell to ground 3 Lawson Cypress (G1) closely set together. Too close to property, causing excessive shading to owner’s garden and neighbours. These trees have grown too large for their current environment at 28 Olney Road – **pending**

new applications

- 4.271 **20/001127/FUL** – Replacement extension to the southeast at 3 Battle Close. There were no objections to this application.
- 4.272 **20/01198/FUL** – Single storey front extension at 3 Battle Close. There were no objections to this application.

5. ACCOUNTS

- 5.1 **To receive the RFO’s Report for the 9th June and approve payments.** Cllr McLean commented that there was a contingency of £8,560 and that some of this could be used for repair to the well if it was match funded. Cllr Logsdail stated that he had noted people using the bench in The Forge. The RFO’s Report was received. It was proposed by Cllr Gibson and seconded by Cllr Logsdail that the payments be approved as per the RFO’s Report. Cllr White to approve the payments online. **Action: HW**
- 5.2 **Approval of accounts** – It was proposed by Cllr Gibson, seconded by Councillor White and unanimously agreed that the accounts be approved.
- 5.3 **Approval of Risk Assessment** – Cllr McLean reiterated the point regarding councillors using the zimbra account for emails and not personal emails in relation to GDPR. The clerk to look at the filing system for the zimbra email account. **Action: KG** It was proposed by Cllr McLean, seconded by Cllr Gibson and unanimously agreed that the accounts be approved.
- 5.4 **Approval of Fixed Asset Register** – Cllr Markland asked about the value of the clock tower and stone bus shelter. The clerk to provide Cllr Markland with further information. **Action:**

KG It was proposed by Cllr McLean, seconded by Cllr Logsdail and unanimously agreed that the Fixed Asset Register be approved with the proviso that it be reviewed for the 2020/2021 financial year.

5.5 **Approval of Annual Governance Statement** – It was proposed by Cllr Gibson, seconded by Cllr Logsdail and unanimously agreed that the Annual Governance Statement be approved. The clerk to pass the paperwork to Cllr McLean for signing. **Action: KG**

5.6 **Approval of Accounting Statements** – It was proposed by Cllr McLean, seconded by Cllr Flowers and unanimously agreed by all those present that the Accounting Statement be approved. The clerk to pass the paperwork to Cllr McLean for signing. **Action: KG**

5.7 **Confirmation of Internal Auditor’s Report (with suggested proposals) and Appointment for 2020/2021** – It was noted that the Internal Auditor’s Report did not contain any recommendations or proposals. It was proposed by Cllr McLean, seconded by Cllr White and unanimously agreed that the Internal Auditor’s Report be accepted.

5.8 **Approval of PKF Littlejohn as external auditors and adoption of Notice of Public Rights** – It was proposed by Cllr Gibson, seconded by Cllr McLean and unanimously agreed that PKF Littlejohn be approved as external auditors and that the adoption of Notice of Public Rights be approved.

5.9 **Approval of Standing Orders and Addendum** – It was proposed by Cllr McLean, seconded by Cllr White and unanimously agreed that the Standing Orders and Addendum be approved.

5.10 **Approval of Financial Regulations** – Cllr McLean asked if the invoices needed to be signed at every meeting in the current situation; these could be scanned and forwarded with the RFO’s Report. The clerk to make enquiries with the internal auditor. **Action: KG** It was proposed by Cllr White, seconded by Cllr Flowers and unanimously agreed that the Financial Regulations be approved.

5.11 **Approval of Internet Banking Policy** – It was proposed by Cllr White, seconded by Cllr Logsdail and unanimously agreed that the Internet Banking Policy be accepted.

5.12 **Co-operative Bank – change of signatories form** – The clerk reported that she would circulate the change of signatories form to remove Soo Hall from the mandate and add in Cllr Duncan and Cllr Markland as signatories.

6. CORRESPONDENCE

6.1 **Website** – The clerk reported that an email had been received from NALC regarding WCAG requirements for website. Following enquiries with the website provider, it was noted that the website used by the parish council was already using relative units for font size and this was sufficient to meet the associated WCAG requirements.

7. PARISH RELATED MATTERS

7.1 **Village publicity** – parish council website, councillors’ email addresses, NP update, new Councillor. **Action: KG**

7.2 **Councillors’ concerns** – nothing to report.
Cllr McLean made reference to the use of zoom and suggested that other community groups could use the parish council account. The clerk to look into this. **Action: KG**

Mr Walker was asked whether he wished to make any comment. He stated that he welcomed the opportunity to observe the meeting and said that Emberton was a thriving and active village and this needed to be encouraged.

Cllr Logsdail made reference to pubs opening and asked about the Sports & Social Club. Cllr McLean responded that the pavilion would not be opening before the 4th July. A meeting was being held next week to discuss a planned opening.

Cllr White commented that he noted that the trees in the parking bay opposite 11 Westpits had been reported and stated that the trees in the parking bay opposite 16 Westpits were also overgrown and needed reporting. **Action: KG**

Cllr McLean thanked Mr Jamieson for attending the meeting and asked if he wished to add anything. Mr Jamieson stated that he had heard complaints regarding not being able to use the footpath at Petsoe End.

- 8. DATE OF NEXT MEETING** – confirmed as Tuesday 14th July 2020 at 7pm to be held virtually

The meeting closed at 8.30pm

APPROVED