

**Emberton Parish Council**  
**Minutes of Meeting held in The Pavilion**  
**Monday 3<sup>rd</sup> June 2024 at 7pm**

**Present:**

Cllr Melanie Duncan – Chair  
 Cllr Colin Jamieson  
 Cllr Guy Palmer  
 Cllr Joe Walker

Mrs Karen Goss – Clerk and RFO

**Welcome** – The Chair welcomed everyone to the meeting.

**To accept apologies for absence** – Apologies were received from Councillors Flowers, Laval and White, Ward Councillors Keith McLean, Peter Geary, and Debbie Whitworth and PCSO Tilly Skippen.

**Declarations of interest in items on the agenda** – Cllr Duncan declared an interest in item 2.1.17 and item 4.379. Cllr Walker declared an interest in item 4.378.

1. To confirm the **MINUTES OF THE MEETING** held on the 13<sup>th</sup> May 2024. The Minutes of the meeting held on the 13<sup>th</sup> May 2024 were agreed and duly signed by the Chair.
- 1.2 **Public questions** – There were no public questions.
- 1.3 **Risk** – It was noted that the ground staff at the playing field had confirmed that the paving slabs outside the pavilion were not a risk to public safety. The draft Allotment Risk Assessment was approved and agreed that this could be signed at the next meeting.
2. **TO RECEIVE REPORTS AND AGREE ANY DECISIONS/ACTION**
- 2.1 **Ward Councillors' Report** – Nothing to report.
- 2.2 **Update from Thames Valley Police** – Noted that a wildlife crime had taken place as reported last month.
- 2.3 **ESSC (24/4/24)** – The clerk reported that a working party would be looking at the changing room project in the Pavilion with the possibility of underground heat pumps. Four external doors had been fitted and new window blinds had been delivered.
- 2.4 **Dates for Diaries** – These were noted.
- 2.5 **Clerk's Report**
- 2.1.17 **Bridleway claim at Petsoe End** – Nothing to report.
- 2.1.55 **Fly tipping between Newport Road and Prospect Place** – It was agreed that, as there had not been any recent reports of fly tipping, this item could be removed from the agenda.

- 2.1.82 **Residents parking – Hulton Drive** – An email had been received from a resident close to Emberton Park stating that he was aware that 100yds away from his home there was a resident only system, but it did not come down as far as the park. The resident had now received 2 parking tickets whilst his car was outside his house which he felt was unfair. The clerk reported that the resident was able to apply for a parking permit and had sent the details to him and provided details of how to set up a residents parking scheme.
- 2.1.83 **Manhole cover outside Stonepits House** – Nothing to report. The clerk to chase this. **Action: KG**
- 2.1.86 **Home Farm Court (lighting)** – Nothing to report. The clerk to chase this. **Action: KG**
- 2.1.87 **Litter on A509** – Nothing to report.
- 2.1.117 **Surface water drain outside Acorn Early Years** – Nothing to report.
- 3.6.15 **Rat running and restricted access** – Cllr Jamieson reported that Speed Watch would be undertaken this week. The clerk reported that the solar powered speed indicator device had arrived and that MKCC would be putting in two new taller posts.
- 3.6.30 **Allotments** – Following Cllr Duncan’s email to Rushford & McCarville with proposed amendments to the transfer, Brent Hill had suggested an email method of establishing the principles rather than amending the Transfer. Cllrs agreed with this proposal. The parish council also accepted Mr Hill’s advice not to challenge the need for a Deed of Covenant, as MKCC may understandably have doubts that their retained land will be sufficient for the purposes of enforcing the restrictive covenant.
- Grass cutting** – The clerk reported that MKCC was proposing the allotment bank would be “picked” and then cut back at the end of the season. Cllrs agreed that it was not appropriate for the area to be picked as grass seed was blowing on to allotment plots. The clerk to email MKCC and ask that the bank be included in the grass cutting contract. **Action: KG**
- 3.6.48 **Alison Fraser Walk** – Agreed to write to resident with property backing on to Alison Fraser Walk to make them aware of possible security issue now that the chain link fence had become damaged. **Action: KG**
- 3.6.50 **Dog fouling** – Councillors believed that there was not enough reason to move the dog waste bin from its current location in West Lane. Looking through the historic Minutes to ascertain when permission had been sought from MKC to site the dog waste bin on street furniture would be very time consuming. It was therefore agreed to write to the resident stating that they could request this information from MKCC if wished. **Action: KG**
- 3.6.63 **Newton Road/Petsoe End – frequent collision issues** – Cllr Duncan commented that it was early days with the new sharp bend warning signage at Petsoe End but so far it seemed the new signage was helping. It was agreed to remove this item from the agenda for the time being.
- 3.6.68 **Well at Petsoe End** – Nothing to report.
- 3.107 **Tree planting** – Nothing to report.

3.6.114 **Steps in High Street (no 5)** – Nothing to report.

### 3. SPECIFIC AGENDA ITEMS

3.1 **Emberton Park** – The clerk to ascertain the arrangements for coach parking for the Midsummer Event. **Action: KG**

3.74 **Emberton Neighbourhood Plan** – Nothing to report.

3.85 **Emberton School (School House Fund)** – Confidential item.

3.97 **Sports & Recreation Committee** – Nothing to report.

3.99 **Conservation area – review of 1997 Conservation Area Statement by MKC** – It was noted that the Conservation Area Review produced by MKCC was inaccurate in respect of the start date of the construction of the section of the A509 bypassing Emberton. It was agreed to write to the conservation department asking for this to be corrected. **Action: KG**

3.103 **Demand Responsive Transport (21 bus service) and double yellow lines** – Nothing to report.

3.113 **Climate Change** – Nothing to report, other than ESSC's proposal for underground heat pumps at the Pavilion.

3.116 **Access to playing field from residential properties and general access** – The letter to residents was approved. **Action: MD/KG**

3.118 **New City Plan** – Noted that the New City Plan was due to be discussed at the Delegated Decisions on the 25<sup>th</sup> June but this might be put back due to the General Election. It was stated on Facebook that Olney was a non-preferred site but noted that this was the case from the start.

3.121 **Consideration of proposals to extend the restrictions on street trading by mobile vendors throughout Milton Keynes** – Nothing to report.

3.122 **Local Government Boundary Commission for England electoral review of Milton Keynes City Council** – It was agreed to respond that the number of ward councillors should be reflected in the increase in population. **Action: KG**

### 4. PLANNING APPLICATIONS AND ENFORCEMENT ISSUES

4.2 **Wind Farm Community Benefit Fund** – The clerk reported that £1,170.00 had been received from the Wind Farm Community Benefit Fund, providing a 50% grant for the purchase of a solar powered speed indicator device. The clerk was thanked for obtaining this grant.

#### previous applications status

4.378 **24/01106/HOU** – The erection of a proposed single storey porch extension to front elevation. Single storey infill extension. Loft conversion with rear dormers and front roof lights and internal alterations at Hartoft, West Lane. Cllr Walker declared an interest in this application and did not take part in the discussions. No adverse comments regarding overshadowing,

design, and appearance, overlooking or loss or privacy, layout, and density of buildings. Agreed to write to MKCC regarding condition on construction hours and refer to Policy E4 of the Emberton Neighbourhood Plan (light pollution).

- 4.379 **24/01121/HOU** - The erection of a two-storey side extension with front and rear pitched dormers and rear roof light. Single storey rear extension with roof light and associated alterations. New front pitch dormer to main roof at Echo Barn Cottage, Petsoe. Cllr Duncan declared an interest in this application and did not take part in the discussions. No adverse comments regarding overshadowing, design, and appearance, overlooking or loss or privacy, layout, and density of buildings. Agreed to write to MKCC regarding condition on construction hours and refer to Policy E4 of the Emberton Neighbourhood Plan (light pollution).

## 5. ACCOUNTS

- 5.1 **To receive the RFO's Report for the 3<sup>rd</sup> June 2024** and approve payments. It was proposed by Cllr Jamieson and seconded by Cllr Walker that the payments be approved. Cllr Walker to approve the payments. **Action: JW.** The clerk reported that a harness had now been purchased for use by volunteers putting up the flag in the clock tower. It was noted that a volunteer had recently cleaned inside the clock tower following the louvres becoming mis lodged. It was agreed that an annual payment of £50 should be paid to the volunteer for minding the clock as had been the case in previous years.
- 5.2 **Community Infrastructure Fund** – Reported on previously.
- 5.3 **Approval of Risk Assessment** – It was proposed by Cllr Duncan and seconded by Cllr Palmer that the Risk Assessment be approved with the amendment that the parish council undertook a survey in October 2023. **Action: KG**
- 5.4 **Approval of Fixed Asset Register** – It was proposed by Cllr Palmer and seconded by Cllr Walker that the Fixed Asset Register be approved.
- 5.5 **Approval of Annual Governance Statement** – The Annual Governance Statement for 22023/2024 was approved and signed by the Chair and clerk.
- 5.6 **Approval of Accounting Statements** – The Accounting Statements for 2023/2024 was approved and signed by the Chair and clerk.
- 5.7 **Confirmation of Internal Auditor's Report (with suggested proposals) and appointment for 2024/2025.** It was proposed by Cllr Palmer and seconded by Cllr Jamieson that the Internal Auditor's Report be adopted with the suggested proposal that the Register of Member's Interest be fully completed and that the appointment of the internal auditor for 2024/2025 be approved.
- 5.8 **Approval of PKF Littlejohn as external auditors and adoption of Notice of Public Rights** – It was proposed by Cllr Walker and seconded by Cllr Jamieson that PKF Littlejohn be approved as external auditors and that the Notice of Public Rights be adopted.
- 5.9 **Approval of Standing Orders** – It was proposed by Cllr Palmer and seconded by Cllr Jamieson that the Standing Orders be approved.

- 5.10 **Approval of Financial Regulations** – It was proposed by Cllr Palmer and seconded by Cllr Jamieson that the Financial Regulations be approved.
- 5.11 **Approval of Information and Data Protection Policy** - It was proposed by Cllr Palmer and seconded by Cllr Jamieson that the Information and Data Protection Policy be approved.
- 5.12 **Approval of Internet Banking Policy** – It was proposed by Cllr Palmer and seconded by Cllr Jamieson that the Internet Banking Policy be approved.
- 6. CORRESPONDENCE**
- 7. PARISH RELATED MATTERS**
- 7.1 **Village publicity – Action:** Speedwatch, sponsorship of hanging baskets and dog waste bins, beacon, baskets on bus shelter.
- 7.2 **Cllrs’ concerns** – There were no councillors’ concerns.
- 8. DATE OF NEXT MEETING** – The date of the next meeting was confirmed as Monday 1<sup>st</sup> July 2024 at 7pm to be held at the Pavilion.

The meeting closed at 8.39pm.