



Friday 28<sup>th</sup> April 2017

To: **All Members of Woughton Community Council**

### **NOTICE OF MEETING**

You are hereby summoned to attend a meeting of Woughton Community Council to be held on **Monday 8<sup>th</sup> May 2017** commencing at **7:30pm** at Woughton Community Council Hub.

Kat Mottram  
Council Manager

### **AGENDA**

**FC 31/17 (01/17) Apologies**

To accept and approve apologies from members unable to attend the meeting

**FC 32/17 (02/17) Declarations of Interest**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

**FC 33/17 (03/17) Chairs Announcements**

To receive announcements from the Chair

**FC 34/17 (04/17) Questions from the public (Max. 10 minutes)**

To receive questions/statements from members of the public

**FC 35/17 (05/17) Minutes of the previous meeting**

To receive and approve as a true and correct record the minutes of the Full Council meeting held on Monday 6<sup>th</sup> March 2017

**(Attached)**

**FC 36/17 (06/17) Draft Minutes from Committees since last Full Council Meeting**

HR Committee 14/3/17

Services Committee 30/3/17

P&R Committee 3/4/17

**(Attached) To note**

**FC 37/17 (07/17) Seminar Dates and Topics**

**Verbal Report**

**FC 38/17 (08/17) Carnival Update**

**(Verbal Report)**

**FC 39/17 (09/17) Winning the case for Fairer funding**

**(Verbal report)**

**(Spreadsheet attached)**

**Date of next meeting:**

Monday 3<sup>rd</sup> July subject the calendar being agreed.

**Minutes of the meeting of Full Council held on Monday 6<sup>th</sup> March 2017, 6.00pm at the Woughton Community Council Hub**

**PRESENT:** Cllrs Sue Smith, Nick Scott, Jordan Coventry, Reg Elliot, Donna Fuller, Sue Luttmann, John Orr, Pauline Prop, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson, Kevin Wilson, Pam Wilson, Yahya Wiseman, Peter Orme

**Attending Officers:** Kat Mottram (Interim Council Manager), Abi Bassett (RFO), Louise Randall (Minutes)

**FC 80/16 Apologies**

Brian Walker  
Archibald Prempeh

**RECORDED**

**FC 81/16 Declarations of Interest**

No declarations of interest

**FC 82/16 Chairs Announcements**

- Welcome to our new councillor Shammi Aktar.
- Regeneration is still on track to announce at the end of April.
- Psychic evening to raise funds for the carnival, 24<sup>th</sup> March from 19:30, £8 a ticket.
- Chairs reception on the 31<sup>st</sup> March, councillors welcome to attend the lunch.
- Emails – Please make sure emails are replied to, even to just acknowledge the receipt of the email.

**FC 83/16 Questions from the public (Max. 10 minutes)**

The notice board on Netherfield has not been updated.

An application from Compass had been submitted to Milton Keynes Council to change the use of the building on the 13<sup>th</sup> January. There has been no information passed onto the residents.

Car parking is becoming an issue on Netherfield, with overflow from Milton Keynes General Hospital, and teachers from The Redway School on Farmborough.

Member of the public advised that any enquires regarding the planning permission for the new Compass building to be directed to Milton Keynes Council planning department.

**FC 84/16 Minutes of the previous meeting**

It was **RESOLVED** to accept the minutes of the meeting held on Thursday 9<sup>th</sup> January 2017 as a true and correct record.

**FC86/16 Committee Structures**

The following was **RESOLVED**

A – The retention of a Service Committee under its current remit, though explicitly ensuring that the Development of the Woughton Care Strategy is covered by remit, meeting as at present on a monthly basis.

B – The retention of the Policy and Resources Committee, covering Finance, Policy Development and Implementation, pretty much as present. It would receive all reports where finance and budgets were an important consideration. It is intended that the Policy and Resources Committee would meet on a Bi Monthly basis.

C – That an accounts Sub Committee be set up to approve payments being made by the council consisting of 3 members and meeting at least monthly or on an as and when required basis.

D – A Human Resources, Training Development and Communications Committee. This is a bit of a mouthful so any suggestions for an abbreviation might be helpful. The remit of the current HR

Committee would be extended to full cover additional elements. This Committee would also meet on a bi monthly basis.

E – Full Council meeting on a roughly bi monthly basis meeting in March, May (along with the annual meeting of the council), July, September, November and January.

F – Finally though not part of the committee structure itself and without any powers it is proposed that member's workshops and seminars be held every month when Full council is not meeting.

In previous years the council has asked for volunteers to join each committee. This has led to a large discrepancy between the numbers of councillors on each committee. The following has been proposed:

G – Service Committee to have 12 members.

H – Human Resources, Training Development and communication committee to have 12 members.

I – Policy and Resource committee consisting of the chair of the council and vice chair of the council, Leader and deputy leader of the council, chair and vice chair of services committee, chair and vice chair of HR committee and other members elected by the council. Chair and vice chair for some committees may be the same councillor. To a maximum of 12 committee members.

J – That the council manager circulate a draft calendar of the meetings as soon as practicable for consultation and final approval at the annual meeting of council in May.

K – That the council manager submits terms of reference and proposed delegated powers of each committee to annual meeting of the council for approval.

L – That the Leader of the council submit proposals for nominated Lead members to the annual meeting of the council.

M – That all member's be notified by email of all meetings and be sent all agendas and reports of all meetings and that members be invited to contribute towards any agenda item on any committee whether a member or not (Members requiring hard copy of agendas may do so on request)

N – That all agenda and reports endeavour to be published on the website 7 days prior to the meeting. That committee members agenda be posted on the Coffee Hall notice board and full council agendas on all notice boards across the community council area.

O – That the council manager in consultation with the lead members develop (over time) a forward plan of decisions that are to be taken and a rolling record of determined decisions and actions required as a result.

Scrutiny committee has been cancelled a number of meetings due to ill health, no minute taker and a number of other reasons.

\*John Orr left the meeting – 18:54

### **FC 87/16 Appointment of Council Manager and RFO**

The council last year approved arrangements for the interim appointment of the proper officer (Council Manager) and responsible Finance Officer (RFO). Council and HR committee have since authorised the procedure for the permanent filling of these posts from April 1<sup>st</sup> 2017.

The following was **RESOLVED**

1. That Kat Mottram be appointed as the permanent Council manager (Proper officer) with effect from 1<sup>st</sup> April 2017.
2. That Abi Bassett be appointed as the permanent RFO (Responsible Financial officer) with effect from the 1<sup>st</sup> April 2017.

### **FC 88/16 Service Plan**

With the budgets agreed in January, the service plan is then created for the year. Continuous development of Woughton Cares, this is a work in progress, with the plan to launch at next year's chairs reception. Comments and suggestions welcome from committee members and to be emailed to the chair of the full council committee.

The following was **RESOLVED**

1. That the service plan be approved subject to further refinement and amendment by the services committee of matters under their purview, with full delegated powers being afforded to the services for the purpose.
2. That officers be given delegated authority, in consultation with appropriate lead members to further refine the cost implications within the plan.
3. That a report(s) be made to a subsequent council meeting(s) on any amendments and progress towards achieving the plan.

#### **FC 89/16 Budget**

The committee received the report showing an update for 2016-17 and the year predicted outturn.

Recommendations

1. That the committee note the report.

**Noted**

#### **FC 90/16 Auditors report/recommendations**

The committee received the report and Auditors report.

The following was **RESOLVED**

A – Correction to sales ledger – The RFO to make necessary adjustments to the sales ledger.

B – Fidelity cover – The level of fidelity guarantee insurance cover to be reviewed.

#### **FC 91/16 Financial Risk Assessment**

Committee received the risk assessment, with one amendment stating “Fidelity cover needs raising to £550,000 as per auditors recommendations”. The committee noted this.

**RESOLVED**

#### **FC 92/16 Eaglestone Meeting Place**

Committee members had a meeting regarding Eaglestone Meeting Place. Milton Keynes Council are currently completing work on the basketball court area.

More investigation is to take place in regards to the possible water leak issue, which has arisen.

Current long term tenants using the meeting place, are the Eaglestone pre-school, who have been tenants for over 35yrs.

Once the lease is signed, Woughton Community Council can look for outside funding to support with upgrading areas within the Eaglestone Meeting Place.

Committee have asked if the facilities officer and a committee member attend Eaglestone Meeting Place to investigate the water metre. Recommended for Councillor Alan Williamson to attend.

Included in the email received from Milton Keynes Council, if the lease is signed Milton Keynes Council will commit to the following maintenance and improvement tasks:

- A. Service of the front doors.
- B. Damp patches in both the squash courts and a number of external locations will be investigated and using our best endeavours will seek resolution.
- C. The showers downstairs will be decommissioned reducing the legionella testing required in the building.
- D. Part of the flashing to the upper level flat roof area will be placed to avoid further damage.
- E. The children’s toilet to have some minor improvements works.
- F. Improvement works to the toilet’s at the front of the building which will hopefully address the odour problem.
- G. Improvement works to the fire escape route at the back of the building.
- H. To investigate and determine what options there are to improvements to the heating in the building. Our aspiration will be to commit some funding (yet to be determined) once Woughton Community Council determine what usage is anticipated of the lower ground rooms.

Other possibilities discussed, which until the budget for the above as been determined cannot be committed to.

- A. Ceiling in the Squash courts
- B. Improvements to the outside area

**Recommendation**

Although it is not an easy matter it is recommended that subject to detail and confirmation of a number of matters covered in the attached email that Woughton Community Council agree to a 30 year lease with effect from 1<sup>st</sup> April 2017.

**RESOLVED**

**Caveat** – Any water leakage subsequent to the possible signing of the lease will be the responsibility of Milton Keynes Council.

**FC 93/16 Ward Matters**

Concern was raised over the number of pot holes currently on Melick road. Pictures have been sent to Milton Keynes Council by Councillor Alan Williamson.

It was mentioned that Milton Keynes Council have placed these pot holes on their works order for the next financial year.

**Meeting Close - 1955**

**Date of next meeting: Monday 8<sup>th</sup> May 2017**

Signed.....(Chair) Date.....

**Minutes of the meeting of the HR Committee held on Monday 13<sup>th</sup> March 2017,  
6:00pm at the Woughton Community Council Hub, Coffee Hall.**

**Present:** Cllrs Pam Wilson (Chair), Jordan Coventry, Donna Fuller, Kevin Wilson, Sue Smith, Thillai Visvendran, Brian Walker, Pauline Prop, Yvonne Tomlinson

**Attending:** Kat Mottram (Interim Council Manager), Louise Randall (Administrative Assistant)

**HR 40/16 Apologies**

There were no apologies tendered

**HR 41/16 Declarations of Interest**

There were no declarations of interest

**HR 42/16 Chairs Announcements**

There were no announcements from the Chair

**HR 43/16 Questions from the public**

There were no members of the public present

**HR 44/16 Minutes of Previous Meeting**

It was **RESOLVED** to accept and approve the minutes of the meeting dated 16<sup>th</sup> January 2017

**HR 45/16 Training for Councillors**

All councillors who have requested spaces on training courses have secured a space. There are currently 6 councillors booked on to the finance training, 4 councillors on induction training and 4 councillors on chairmanship training. Members may recall an invitation to attend the MKALC meeting on the 25<sup>th</sup> March 2017; 4 places have been booked, there are more available should members wish to attend.

The committee would like to look into the opportunity to do some in house training, possibly bring in speakers when necessary. These to coincide with the committee meetings.

**HR 46/16 Training for Staff**

The committee noted that the RFO has requested finance training, and also wishes to start CiLCA once this has been completed.

At this moment in time we have four members of staff on ILCA, 3 members of staff undertaking fire warden training.

The council managers CiLCA should be back from the assessors shortly, containing the results.

The committee recommended a possible "buddy up" with other community councils, to work alongside staff working in the same role.

All staff training which is undertaken a copy of the certificate is also kept on the staff members file for future reference.

**HR 47/16 Joint Negotiation and Consultation Committee**

Committee received the report.

Meeting took place at the Woughton Community Council Hub Office, on Coffee Hall on the 2<sup>nd</sup> March 2017.

The meeting discussed the recent budget agreed by Woughton community council and some of the ongoing financial issues being faced by Woughton Community Council.

**HR 48/16 Service Plan**

The committee received the service plan which has previously been agreed by Full Council on the 6<sup>th</sup> March 2017 (FC 88/16)

Meeting Closed at 1903

Next meeting Monday 8<sup>th</sup> May 2017

Signed.....(Chair) Date.....

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**Minutes of the Service Committee Meeting held on Thursday 30<sup>th</sup> March 2017, 6pm at the Woughton Community Council Hub.**

**Present:** Cllrs Donna Fuller (Chair), Nick Scott, Alan Williamson, Brian Walker, Sue Luttmann, Sue Smith, Yvonne Tomlinson, Jordan Coventry, Pauline Prop, Donna Fuller, Archibald Prempeh.

**Attending:** Julia Bandy (Community & Services Manager), Louise Randall (Administrative Assistant)

**Also attending:** One (1) member of the public

**SD 74/16 Apologies**

There were no apologies tendered

**SD 75/16 Declaration of Interest**

Yvonne Tomlinson SD 81/16

John Orr SD SD 82/16

**SD 76/16 Questions from the public**

Question from a member of the public regarding the development of the Our Lady of Lourdes church on Lloyds, Coffee Hall. Members were unable to give any update at this time.

**SD 77/16 Chairs Announcements**

- Chair's Reception 31<sup>st</sup> March 2017, attendees are asked to arrive from 6.30pm for a 7pm start

**SD 78/16 Minutes from Previous meeting**

Subject to the following amendment(s), it was **RESOLVED** to accept the minutes of the meeting held on Thursday 23<sup>rd</sup> February 2017 as a true and correct record.

Amendment: Change 'studio' to 'small office'.

**Grant Aid Applications**

**SD 79/16 Beanhill Action Group**

It was **RESOLVED** to award Beanhill Action Group £655.53 for the purchase of materials and supplies to improve the local area. Granted under power – LGA (1972) Public Health Act 1875. S.164

**SD 80/16 Everglades Sheltered Housing**

It was **RESOLVED** to award Everglades Sheltered Housing £612.00 towards a social evening. Some concerns raised over if all attending will be from the WCC area.

Caveat – Subject to assurance that none of our contributions will go towards residents out of the Woughton area.

Office to communicate with the other parishes involved to see if they are happy to contribute.

Unanimous. Granted under power LGA (1972) S.145 (Leisure & Recreation)

**SD 81/16 Leadenhall Residents Association**

It was **RESOLVED** to award Leadenhall Residents Association £583.20 for the cost of installing a notice board.

Granted under power LGA 1972. S.142.



**SD 82/16 Tinkers Bridge residents association on behalf of 1<sup>st</sup> Tinkers Bridge Brownies for the hire charge of £480.00 using Herons Lodge for a residential trip.**

It is noted that the 1<sup>st</sup> Tinker bridge brownies group had put forward an application, but due to the unit moving out of the area to Simpson, this application was no longer valid. As all of the attendees to the 1<sup>st</sup> Tinkers Bridge brownie the residents association are applying on their behalf.

It was **RESOLVED** to award 1<sup>st</sup> Tinkers Bridge Brownies £480.00.

Granted under power LGA (1972) S.145 (Leisure & Recreation)

### Reports

**SD 83/16 Carnival**

After many discussions the decision has now been made for the carnival to be held on the original site. Some concerns have been raised due to the progress being made in regard to the preparation for the carnival. Committee member's involvement was brought up in previous committee meetings. The grant received of £8000, has a caveat which states that a further £1000 needs to be raised to go towards this. All efforts by the committee must be put into this.

Festive road are involved this year, they are working alongside the schools within the area.

The carnival subcommittee have been doing well with the jobs they have been given. Unfortunately no forms have been returned yet for participation.

Thank you to Councillor Sue Smith for arranging the psychic evening. Councillor Kevin Wilson has pledged to support the carnival with a donation of £400. The committee have also been made aware of another event run by Councillor Sue Smith, which is a quiz night on the 28<sup>th</sup> April, £1.50 per person, team of 6 people.

**SD 84/16 Woughton Cares**

The Services Committee received a tabled report showing the breakdown of funding. A number of projects have started and/or planning on starting. Men is Shed's is currently running at the Coffee Hall community centre on Wednesday's 10:30 till 2pm. A community café is a new project the Services Committee are looking to start.

P&R Committee to possibly move a resolution for the training budget to be given an extra £5,000, and also for a member of staff to support Woughton Cares.

\*1920 – John Orr left the meeting

**SD 85/16 Parking**

The committee noted that there are pockets of parking issues throughout all of the estates within the parish. All Resident Associations are welcome to put their views forward regarding parking on the 19<sup>th</sup> April at the Woughton Community Council Hub.

Services committee have asked if the P&R committee could take on parking as this does not come under the Service Committee.

**SD 86/16 Grant aid funding formula 2017/2018**

It was **RESOLVED** that the proposals stated in the report and shown in the table be agreed for 2017/18 financial year.

That all groups with an estate focus (e.g. Residents Associations) be informed of this decision and invited to submit bids for the use of this monies as soon as possible.

**SD 87/16 Grant Aid Guidance Notes**

It was **RESOLVED** that recommendations included in the report regarding delegated powers and have given these delegated powers to the Community & Services Manager in consultation with the chair of the council.

**SD 88/16 Revisions to service plan**  
The committee noted the report.

Meeting closed at 1937

**Signed** .....**Chair) Date** .....

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**Minutes of the meeting of the Policy and Resources Committee held on Monday  
3rd April 2017 6pm at the Woughton Community Council offices**

**Present:** Cllrs Thillai Visvendran (Chair), Alan Williamson, Kevin Wilson, Pam Wilson, Pauline Prop, Sue Smith, Brian Walker

**Also present:** Two members of the public in attendance, also Cllr Yvonne Tomlinson and Cllr Shammi Akter

**PR 39/16 Apologies**

Donna Fuller  
Yahya Wiseman

**RECORDED**

**PR 40/16 Declarations of Interest**

There was no declarations of interest

**PR 41/16 Questions from the public (maximum 10 minutes)**

Two members of the residents association attended in the public gallery. The Resident's Association noted the developments with the building/maintenance work ongoing at the Eaglestone Activity Centre, and the updated Multi-use area. Noted that the courts have been locked, Are there any ideas for the hire cost of the multi-use area with/without the electricity. With the Multi-use area being locked the resident's association think this could be a possible health and safety risk with children climbing over the fence. The residents association would like the Multi-use area open to the public.

All questions have been noted, the multi-use area and Eaglestone activity centre are still under talks with Milton Keynes Council. All questions will be answered in due course.

**PR 42/16 Chair's announcements**

There was no Chairs announcements

**PR 43/16 Minutes of the previous meeting**

It was **RESOLVED** to accept the minutes of the meeting held on Monday 6<sup>th</sup> February 2017 as a true and correct record.

**PR 44/16 Signage at Woughton Community Council Hub**

The committee have requested a written report. The committee have put forward a recommendation that the officers decide what is needed and bring to next full council.

**PR 45/16 Landscaping**

The committee noted the report.

Earlier in the year it was suggested that Milton Keynes Council were seeking to reduce the grant by up to 28%, starting from the 1<sup>st</sup> April 2017. Since the original discussion with Milton Keynes Council they have decided not to reduce the grant in 2017/18. Looking ahead to the 2017/18 year the council had assumed a grant of £156,900. The council now know that this will be £166,900 a favourable variance of £10,000. The committee have been asked to consider extending the temporary staff contract until November 2017.

The landscape team are looking into locating a depot closer to the Woughton area, as the current depot is in Wymbush.

The following was **RESOLVED**

1. Woughton Community Council continues to provide the landscape maintenance service until at least November 2018.
2. That the Capital expenditure of a replacement mower at an estimated net cost of £11,000 be authorized.
3. That the service be resourced with 4 Full Time Permanent Members of Staff.
4. That the current Temporary Member of Staff be offered an extension of his temporary contract until November 2017.
5. That Woughton Community Council enter into discussions with MK Council on the level of grant they are prepared to offer over the next few years and report back to the Policy and Resources Committee.
6. That Woughton Community Council seek to find a depot in Woughton or closer to Woughton and seek MK Councils support in the provision of this depot at zero cost or as low as cost as possible.
7. That Woughton Community Council seek opportunities to create economies of scale by seeking landscape contracts with other organizations and other Parish Councils.
8. That Woughton Community Council further develop our policy of encouraging community ownership and community management of open spaces.

#### **PR 46/16 Regeneration**

Your MK will be announcing details from the 26<sup>th</sup> April, a number of opening evenings have been arranged in the areas concerned. This can be found on their website.

The Neighbourhood plan is now going through consultation via Milton Keynes Council, once this has been completed it will go for a referendum.

#### **PR 47/16 Use of the Multi-use area at Eaglestone Meeting Place**

Eaglestone multi-use area has recently been updates by Milton Keynes Council. The lighting has been upgraded by Milton Keynes Council. Concerns brought to light regarding the insurance cover. Finance officer confirms that the facilities officer has looked into the insurance cover.

It has been mentioned if the multi-use area is hired out the hirer will have exclusive access to the area, and it will be closed off to the public. Lighting will also be an option but at an extra cost. Possibility of a notice board and signage displaying any pre-bookings for the area to be considered.

The following was **RESOLVED**

1. That informal use of the Outside areas at Netherfield and Eaglestone be permitted and that the gates be kept unlocked.
2. That any clubs or organizations wishing to make formal use of the outside areas be able to do so for a negotiated fee which may or may not include the use of the outdoor lighting (at Eaglestone) and that on such occasions they will enjoy exclusive use of the facility
3. That the outdoor lighting (at Eaglestone) be not available for informal use.
4. That Officers be asked to clarify that the above policies have no adverse impact on our public liability or insurance
5. That a budget is set up for maintenance and cleaning within the overall budget for meeting places
6. The committee to bring this back to P&R after September

#### **PR 48/16 End of year financial report**

The committee noted the report

After an uncertain few months, the RFO is pleased to report that the 2016-17 financial year has ended/is ending well and has certainly not been as bad as it could have been. When the second PWLB loan of £100k is taken into account, the Year End closing figures look to be more favourable than first thought. This is largely due to some earmarked reserves that have not been needed and also due to a fairly significant underspend in the Landscaping Department.

- Balances of all accounts (excluding petty cash) as at 27<sup>th</sup> March 2017 are **£221,860.87**
- **Minus** expenditure already committed = **£39,119.17** (March payroll)
- **Plus** £100k PWLB loan
- Total/gross closing balance in the region of **£281,860.70**

Meeting Closed – 1932

**Date of next meeting:** To be confirmed subject to new calendar being agreed

Signed..... (Chair) Date.....

DRAFT

