

Annual Parish Meeting

Minutes of the meeting held on Monday 14th May 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Nick Scott (Vice Chair), Shammi Akter, Jordan Coventry, Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, Sue Luttmann, John Orr, Archibald Prempeh, Pauline Prop, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson, Kevin Wilson, Pam Wilson, Geoff Woolmore.

Also present: Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager), Samone Winsborough (Responsible Financial Officer / Operations Manager).

In attendance: Twenty-four (24) Members of the public, and one (1) PCSO.

An opportunity for members of the public to ask any questions and to raise any issues relating to the business undertaken by Woughton Community Council.

Followed by the Annual Meeting of Council which will commence at 7:00PM.

The following questions and issues were raised by members of the public:

A lack of policing and enforcement, to tackle anti-social behaviour and drug abuse on Netherfield, concerned about COMPASS and the problems this creates at the Netherfield Local Centre, the environment has gone downhill and that there are too many potholes.

Cllr Kevin Wilson said that he would be more than willing to attend meetings of the Netherfield Residents Association.

Woughton Community Council does not have the powers to tackle the issues raised, although can obtain powers of general competence and decide whether to take on some services.

Councillors would welcome invitations to attend meetings of the resident's associations.

Residents Associations contact details could be included on the notice boards and the website.

Woughton Community Council takes all concerns raised by residents seriously.

Concern was expressed about Councillor engagement and lack of working with the local resident's associations.

The local PCSO covers more than just Netherfield and Eaglestone, and said that COMPASS was not in the right location, Thames Valley Police were not approached in the first instance, about the location and seem to be reluctant to work with the Police.

Thames Valley Police cannot remove discarded needles, this is the responsibility of Milton Keynes Council.

The Chair asked all residents to report any incidents, the figures collated by Thames Valley Police, assists with allocating resources.

The Chair said that it would be useful if Woughton Community Council were sent the monthly crime figures for the area.

Another resident said that a motorcyclist races up and down Daniels Welch, this has been reported to Thames Valley Police and there had been no response.

The local PCSO explained that he cannot chase the motorcyclist, but can report the house that the motorcyclist has entered, the traffic Police would deal with the matter.

He is also pushing for a better CCTV system at the Netherfield Local Centre, the landlord is pursuing, the lighting around the area has been improved, working with the Licencing Department at Milton Keynes Council regarding the off licence, the Coop store is very good of not allowing the purchase of alcohol to individuals who are under age or under the influence.

Police Officers will be having individual Facebook pages. Cllr Wilson said that there needs to be more multi agency working to resolve these issues together.

The Chair informed the meeting that there will be a Police forum at Buckland Lodge on Netherfield.

Tinkers Bridge Residents Association has a work plan in place to deal with resident's concerns.

It was reported that the Ged Adderley play park sign is missing, a request was also made for Residents Associations to have keys to be able to access the Woughton Community Council notice boards.

Cllr K Wilson said that a concordat between Woughton Community Council and the Residents Associations will be drawn up to ensure a better working relationship, and to cover some of the issues that have been raised.

Another resident raised concerns about Councillor communications and working relationships, Cllr K Wilson suggested that he would meet up with residents who had concerns.

A representative from the Eaglestone Residents Association wanted to thank Lorraine Essam Woughton Community Council's Environment Officer for all her hard work and support, there also seemed to be a lot of potholes around Eaglestone and should the Residents Association or individuals report them? Cllr Shammi Akter as one of the Ward Councillors said she would be more than happy to help.

The Chair proposed that the meeting time be extended until 7:30pm.

The meeting was informed that the Beanhill Woughton Community Councillors now hold a regular surgery.

A resident said that there appears to be a rat problem on most estates especially on Tinkers Bridge.

Another resident said that the litter and the road closure signs from the recent marathon had not be cleared away.

A resident thanked Cllr Geoff Woolmore for all his hard work in getting Milton Keynes Council to deal with issues regarding rats on Beanhill.

Another resident asked how to complain about the condition of an empty property on Tinkers Bridge, Cllr Donna Fuller replied that the back garden has been cleared, and now has a for sale sign up.

The Chair thanked everyone for their attendance, and said that if any resident has any issues and concerns please raised them with their Woughton Community Councillor.

THE CHAIR CLOSED THE MEETING AT 7:16PM

Chair _____ Date _____

Annual Meeting of Council

Minutes of the meeting held on Monday 15th January 2018, 7:30pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Present: Cllrs Sue Smith (Chair), Nick Scott (Vice Chair), Shammi Akter, Jordan Coventry, Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, Sue Luttmann, John Orr, Archibald Prempeh, Pauline Prop, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson, Kevin Wilson, Pam Wilson, Geoff Woolmore.

Also present: Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager), Samone Winsborough (Responsible Financial Officer / Operations Manager)

In attendance: Three (3) members of the public.

FC 01/18 Election of Chair for the Council year 2018/2019:

Cllr Kevin Wilson nominated Cllr Sue Smith and Cllr Nick Scott seconded.

Cllr Sue Smith accepted her nomination, there were no other nominations.

RESOLVED

That Cllr Sue Smith is elected Chair for the Council year 2018/2019.

FC 02/18 To receive the Chair's Declaration of Acceptance of Office:

Cllr Sue Smith signed the Chair's declaration of acceptance of office form.

NOTED

FC 03/18 Election of Vice Chair for the Council year 2018/2019:

Cllr Philip Hopcraft nominated Cllr Nick Scott and Cllr Jordan Coventry seconded.

Cllr Nick Scott accepted his nomination, there were no other nominations.

RESOLVED

That Cllr Nick Scott is elected Vice-Chair for the Council year 2018/2019.

FC 04/18 To receive the Vice-Chair's Declaration of Acceptance of Office:

Cllr Nick Scott signed the Vice-Chair's declaration of acceptance of office form.

NOTED

FC 05/18 Apologies for Absence:

Received from Cllr Yahya Wiseman (work commitment).

AGREED.

FC 06/18 Declaration of interests:

There were no declarations of interests.

NOTED

FC 07/18 To award the title of Honorary Citizen of the Parish of Woughton to Mr Peter Orme, in recognition of outstanding service to Woughton Community Council and residents of Woughton:

The Chair presented a certificate to Mr Peter Orme.

NOTED

FC 08/18 Minutes of previous meeting:

Annual Meeting of Council held on Monday 8th May 2017.

Agenda item: FC 12/17 Election of up to 12 members to the Services Committee:

To delete "Jordan Coventry"

Full Council meeting held on Monday 5th March 2018.

With that amendment the minutes were **AGREED** and signed by the Chair as a true and correct record.

FC 09/18 Questions from the public:

A member of the public asked how much is Woughton Community Council paying towards the Four Bridges Festival.

The Council Manager replied that the costs are being equally split between Campbell Park Parish Council and Woughton Community Council.

NOTED

FC 10/18 To agree the roles for the following posts:

- a) Ambassador
- b) Leader of the Council
- c) Chairs
- d) Lead Members

RESOLVED

1. To approve the roles for the post of a) Ambassador b) Leader of the Council c) Chairs d) Lead Members.
2. That the Chair of the Operations Committee to be the Lead Member on Information Technology.
3. That the Chair of the Operations Committee to be the Lead Member on the policy and function relating to appraisals.

FC 11/18 Election of Leader for the Council year 2018/2019:

Cllr Donna Fuller nominated Cllr Kevin Wilson and Cllr Archibald Prempeh seconded.

Cllr Kevin Wilson accepted his nomination, there were no other nominations.

RESOLVED

That Cllr Kevin Wilson is elected Leader for the Council year 2018/2019.

FC 12/18 Election of Deputy Leader for the Council year 2018/2019:

Cllr Kevin Wilson nominated Cllr Donna Fuller and Cllr Nick Scott seconded.

Cllr Donna Fuller accepted her nomination, there were no other nominations.

RESOLVED

That Cllr Donna Fuller is elected Deputy Leader for the Council year 2018/2019.

FC 13/18 Election of the Ambassador to Woughton Community Council for the Council year 2018/2019:

The following candidates were nominated and seconded by Cllr Kevin Wilson and Cllr Donna Fuller for the position of Ambassador to Woughton Community Council for the Council year 2018/2019:

1. Cllr Pauline Prop
2. Cllr Yvonne Tomlinson
3. Cllr Alan Williamson

Each candidate was then put to the vote.

RESOLVED

That Cllr Alan Williamson was elected Ambassador to Woughton Community Council for the Council year 2018/2019.

FC 14/18 To approve the 2018/2019 Calendar of Meetings:

RESOLVED

1. That the 2018/2019 Calendar of Meetings as circulated were approved.
2. Approval was subject to amending the meetings of the Accounts Sub Committee so that they are not on the same week as when the Policy & Resources Committee meets.

FC 15/18 To approve Terms of Reference for the following Committees:

RESOLVED

That the following committee Terms of Reference were approved

- a) Operations Committee
- b) Policy & Resources Committee
- c) Accounts Sub Committee
- d) Services Committee

FC 16/18 Election of Members to the Committees:

Election of up to twelve (12) members to the Operations Committee:

RESOLVED

Cllrs Jordan Coventry, Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, Sue Luttmann, Archibald Prempeh, Sue Smith, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson, Pam Wilson, Geoff Woolmore.

Election of up to twelve (12) members to the Policy & Resources Committee:

RESOLVED

Cllrs Shammi Akter, Jordan Coventry, Donna Fuller, John Orr, Pauline Prop, Nick Scott, Sue Smith, Yvonne Tomlinson, Thillai Visvendran, Kevin Wilson, Pam Wilson.

Election up to four (4) members to the Accounts Sub Committee from the Policy and Resources Committee:

RESOLVED

Cllrs Pauline Prop, Sue Smith, Yvonne Tomlinson, Thillai Visvendran.

Election of up to twelve (12) members to the Services Committee:

RESOLVED

Cllrs Shammi Akter, Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, Sue Luttman, John Orr, Archibald Prempeh, Nick Scott, Sue Smith, Yvonne Tomlinson, Alan Williamson, Geoff Woolmore.

FC 17/18 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:

FC 18/18 Special Meeting of the Operations Committee:

a) To elect a Chair

RESOLVED

That Cllr Jordan Coventry is elected Chair.

b) To elect a Vice Chair

RESOLVED

That Cllr Pam Wilson is elected Vice-Chair.

FC 19/18 Special Meeting of the Services Committee:

a) To elect a Chair

RESOLVED

That Cllr Donna Coventry is elected Chair.

b) To elect a Vice Chair

RESOLVED

That Cllr Nick Scott is elected Vice-Chair.

FC 20/18 To reconvene the Annual Meeting of the Council:

FC 21/18 To appoint the additional following Members to the Policy & Resources Committee:

RESOLVED

That the additional following members were appointed onto the Policy and Resources Committee:

- a) Leader of the Council
- b) Deputy Leader of the Council
- c) Chair and Vice Chair of the Operations Committee
- d) Chair and Vice Chair of the Services Committee

FC 22/18 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:

FC 23/18 Special Meeting of the Policy & Resources Committee:

a) To elect a Chair

RESOLVED

That Cllr Sue Smith is elected Chair.

b) To elect a Vice Chair

RESOLVED

That Cllr Thillai Visvendran is elected Vice-Chair.

FC 24/18 Special Meeting of the Accounts Sub Committee:

a) To elect a Chair

RESOLVED

That Cllr Yvonne Tomlinson is elected Chair.

b) To elect a Vice Chair

RESOLVED

That Cllr Sue Smith is elected Vice Chair.

FC 25/18 To reconvene the Annual Meeting of the Council:

FC 26/18 To appoint members to the following outside bodies and organisations:

RESOLVED

That the following members are appointed to the outside bodies as listed below:

- a) **Woughton Welfare Trust - Cllr Archibald Prempeh.**
- b) **Netherfield Enterprise Trust - Cllr Thillai Visvendran.**
- c) **Netherfield Hedgerows Family Centre - Cllr Sue Luttmann.**
- d) **Milton Keynes Association of Local Councils - Cllrs Sue Smith, Thillai Visvendran, Kevin Wilson.**
- e) **Milton Keynes Parish Forum - Cllrs Sue Smith, Alan Williamson.**

FC 27/18 Member Allowances:

RESOLVED

- a) **That no changes be made to the present level of the Member Allowances for 2018/2019.**
- b) **That the special Chair's allowance of £1,250 for 2018/2019 is approved.**

FC 28/18 To approve the following constitutional documents for 2018/2019:

- a) **Standing Orders**
- b) **Financial Regulations**

RESOLVED

1. **To amend in the Financial Regulations under Accounting and Audit (Internal and External) 1.18 to delete "cheque signatory"**
2. **To approve the Standing Orders and Financial Regulations, subject to the above amendment.**

FC 29/18 To refer the following policies to the appropriate committee and to agree that the committees have delegated powers to review, amend and approve such policies:

RESOLVED

To refer the following policies to the appropriate committee and to agree that the committees have delegated powers to review, amend and approve such policies

Operations Committee

- a) Lone Working Policy
- b) Health and Safety Policy
- c) Equal Opportunities and Diversity Policy
- d) ICT Policy
- e) Training and Development Policy
- f) Recruitment and Retention Policy
- g) Employment Policy

Accounts Sub Committee

- a) Procedure for ordering goods and services

Services Committee

- a) Grant Aid Policy
- b) Safeguarding and Child Protection Policy

FC 30/18 To approve continuing affiliation to the following bodies:

RESOLVED

To continue affiliation to the following bodies:

- a) National Association of Local Councils and the Buckinghamshire and Milton Keynes Association of Local Councils
- b) Milton Keynes Association of Local Council's
- c) Society of Local Council Clerks
- d) The Cooperative Councils Innovation Network:

Date of next meeting:

Monday 11th June 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 8:20PM

Chair _____ Date _____