

Shenley Church End Parish Council Meeting

Monday 13 March 2017 @ 7:15pm

Councillors Present:

Stuart Nightingale	SN
Ray Merrin	RM
Anthony Brown	AB
Chrissy Ashby	CA
Shaffiq Bostan	SB
Irving Nicol	IN
David Tunney	DT
Christina Johnson	CJ
Steve Weller	SW
David Kayondo	DK
Abigail DeSouza	AD

Also Present:

Jane Munn	JM
PC John Howe	JH

17025	To receive and accept apologies	
	Apologies were accepted from Councillors Alan Perrett and Bethan Norfor	
17026	Declarations of interest	
	DT declared an interest in the grant request for Shenley Wood Retirement Village Sensory Garden	
17027	Questions and Comments from members of the public	
	There were no members of the public in attendance	
17028	Approval of Minutes and updates	
	It was noted that Councillor Ray Merrin was in attendance at the last meeting. Subject to this amendment the minutes were approved. There were no additional updates to consider	
17029	To consider Co-Option to the Parish Council	
	Following attendance at 3 meetings and discussing his application with the Chair and Vice Chair SN proposed and DT seconded that Steve Weller is co-opted to the Parish Council for Grange Farm ward. Steve Weller was co-opted to Grange Farm Ward and his interest in joining the environmental and allotment groups was noted	
17030	Policing Update	
17030-1	PC John Howe provided an update in the absence of Tony Deeble. The Parish will come under the North Sector effective 1 June. Alan Nesbit will be our new neighbourhood officer working out of Wolverton and PCSO Chrissy Capstick will be remaining in our area. JH advised that going forward no policing figures will be received any information will need to be sourced from the TVP website. Detective Chief inspector Vince Grey currently in charge of TVP in this area.	
17030-2	The following crime figures had been received:	

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Crime figures February 2017	Grange Farm	Medbourne	Crownhill	Oxley Park	S.C.E.	Hazeley	Oakhill	Shenley Wood	Woodhill	Total Crimes
Affray										0
Assault occasioning ABH/GBH	1				1		1		5	8
Assault without injury		1			4	1	3			9
Burglary in a Dwelling ***			1	2	1					4
Burglary in a Dwelling (attempt Only)										0
Burglary other than in a Dwelling			1							1
Burglary other than in a Dwelling (attempt only)					2					2
Criminal damage to Dwellings										0
Criminal damage to vehicle										0
Criminal damage - Other/Arson										0
Drug Possession - Cannabis		1								1
Drug Possession - Excluding Cannabis										0
Drug Supplying/Production/Cultivation										0
Harassment										0
Making off without payment	1									1
Possession to cause criminal damage										0
Public order offences										0
Racial Public aggravated Order Offences										0
Robbery ***		1								1
Shoplifting					2					2
Theft from Vehicle ***			5		1					6
Theft of a Vehicle ***				1	3					4
Theft in a Dwelling										0
Theft from Person								1		1
Theft of Pedal Cycle				1						1
Theft Other					2	1	1			0
Vehicle Interference					1					1
Other Crime	2				3	1	1	1		0

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17030-3	Total February 2017	4	3	7	4	20	3	6	2	5	54	
	Total February 2016	3	1	10	10	14	0	5	0	4	47	
	CJ raised a concern regarding the increase in assault – JH will feed back to Tony and ask for further information to be sent through JH then left the meeting											
17031	Ward Councillor Reports											
17031-1	<p>Reports received from Councillors Gifford, Bald & Morla. It was noted that a larger Parking sign is to be installed in Crownhill. The existing sign was purchased by the Parish Council and JM has asked to be notified when it is removed so we can collect it for future use if appropriate.</p>											JM
17031-2	<p>SB asked in relation to further double yellow lines in Oxley Park, what enforcement will be in place as the existing yellow lines do not work.</p>											JM
17031-3	<p>SN updated that Cllr Bald had spoken to him regarding the potential HCA land in Oxley Park. SN confirmed he made clear that the PC is not in a position to contribute to any land purchase and suggested that she speak to Jonathan Robinson at MKC to be clear on available S106 funding SB commented that the issues surrounding the existing community centre should be resolved before considering a new building. It was Agreed that the Council should highlight their concerns about the Community Centre to Councillor Bald</p>											JM
17031-4	<p>CA raised issue that there are currently 3 projects that require land and perhaps they would be more viable if there was a way to combine forces. JM confirmed that this option had been discussed with Fiona in relation to the Arts Project. It was noted that no report had been received from Councillors Nolan, Clifton or Dransfield</p>											
17032	Medbourne Update											
17032-1	<p>The report had been circulated prior to the meeting. There has needed to be some amendments to the Glulam beam quote following the review by the Structural Engineer. It was Resolved to approve the increased quote by Elcam for the Glulam Beams maintenance.</p>											JM
17032-2	<p>It was Resolved to order 2 metal litter bins with relevant fixings from Glasdon UK and arrange fitting during maintenance works. Quotes for car park lining are being sourced 2 have been received to date.</p>											JM
17032-3	<p>It was noted that Herman Fung came 2nd in Badminton England National Club of the Year Awards</p>											
17033	Reports on additional meetings											
17033-1	<p>DT provided summary on the procurement meeting. Of the £1.9 million budget £1.2million is for public transport and the remainder is for community transport. It was confirmed that there will be consultation with parishes prior to any new contracts being awarded in October. It was Agreed that this should be noted to remind Ward Councillors that we</p>											JM

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17033-1	want to be involved. CJ mentioned that there is nothing relating to green issues in the procurement document Health funding has been allocated for the new health surgery in the WEA for 2019 BT are making further investments in superfast broadband	
17033-2	SB advised that he had stood for parent governor at Hazeley but was not successful. He has been asked to stand as trustee in his Parish Council role and asked for Council approval. This was unanimously Approved	
17033-3	SN updated that the first meeting of the Environmental Group took place and the next meeting has been arranged for 29 March. AB confirmed that the Eco Schools group from Denbigh would be interested in taking part in litter picks It was confirmed that DT, CA, JM, would be attending the MKALC conference which is all that is required to cover the 3 areas highlighted on the agenda.	
17034	Planning Applications	
	All comments dates on applications had passed. JM reminded Councillors to highlight their concerns to Diana when the information is circulated as extensions to incorporate the PC meeting are no longer possible	
17035	Parish Council Administration	
17035-1	The report had been circulated prior to the meeting. The comments from the audit report had been noted and the necessary actions were confirmed.	JM
17035-2	In relation to the S106 expenditure at Medbourne It was Resolved that the Parish Council retrospectively waive the financial regulations in relation to all tenders being agreed by the Parish Council, and authorise the decision to award such tenders in relation to expense from S106 funding at Medbourne Pavilion to be agreed by the Medbourne Working Group. It is noted that the following major contracts have been awarded: EM Plant – Successful bid for paving extension and associated drainage works £27,331.65 total cost Fire Safety Service – To replace fire doors and provide associated fire safety work as per recommendations following Fire Risk Assessment – PC Approved Supplier £34,716 total cost Sports Ground Maintenance – To undertake car park extension and associated grounds works – PC approved grounds contractor £12,184 total cost Elcam – To undertake provision of external improvements and Glulam Beam Maintenance - PC approved Supplier £18,930 further maintenance contract agreed Sensible Technical – To repair & replace lighting and electrical supplies – PC approved electric contractor £11,500 Ian Ward Flooring – Successful bid for replacement non-slip safety flooring throughout common areas and office £5,270 Access Solutions – To replace the existing door for an automatic door providing ease of access for all community members – PC Approved	

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17035-3	door & shutter maintenance contractor (Medbourne) £6,350 Following the electrical contractors recommendations it was Agreed that the damaged car park light should be made safe. Consideration will be given at a later date to replacement	JM																																	
17035-4	It was Agreed to the colour and T-Shirt choice for staff and volunteers.	JM																																	
17035-5	These are to be embroidered with 'Shenley Church End Parish Council' It was Resolved to replace the 3 blinds in the meeting room with new blinds from the same supplier. These will be put in place by Elcam as per their quote and the seals to the windows repaired at the same time. The following policies were considered:	JM																																	
17035-6	Financial regulations – It was Agreed that no amendments be made at this time and a further review take place when the new bank account is in place	JM																																	
17035-7	Financial Risk Assess - The proposed changes were Agreed and an additional item relating to the Glulam beams is to be included	JM																																	
17035-8	Standing Orders – It was Agreed that no changes were necessary	JM																																	
17035-9	Health & Safety – It was Agreed that a reference to the defibrillator be included and a line added regarding escalation a 3 rd party if a risk assessment on an activity shows the risk unacceptable It was also noted that information regarding available mental health support should be sourced and included 8:30 DK arrived	JM																																	
17036	Charity of the Year Nominations 2017/18																																		
17036-1	Information relating to the nominations had been circulated. Following discussion it was Resolved that subject to receipt of financial information Baby Basics would be our charity of the year for 2017/18.	JM																																	
17036-2	It was further Resolved to award a grant of £250 each to the remaining nominees.	JM																																	
17037	Financial Matters																																		
17037-1	Information relating to the grant applications had been circulated prior to the meeting. It was Resolved to award the following grants: Community 1 st responder a grant of £1,000 Shenley Wood Sensory Garden Project a grant of £500	JM																																	
17037-2	The cashbook information for February was circulated and signed by SN.																																		
17037-3	The following payments were authorised: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">HMRC</td> <td style="width: 50%;">March payment</td> <td style="width: 20%; text-align: right;">£997.50</td> </tr> <tr> <td>RBS Accounts</td> <td>Accounts Software licenses for 1 year</td> <td style="text-align: right;">£420.00</td> </tr> <tr> <td>Pulse</td> <td>February Youth Café</td> <td style="text-align: right;">£447.87</td> </tr> <tr> <td>Youth Network</td> <td>February Youth Club</td> <td style="text-align: right;">£454.00</td> </tr> <tr> <td>Brooknight</td> <td>Lock ups Medbourne Feb</td> <td style="text-align: right;">£420.00</td> </tr> <tr> <td>Sports Ground Services</td> <td>Pitch care Medbourne Feb</td> <td style="text-align: right;">£1,128.00</td> </tr> <tr> <td>Pro Kleen</td> <td>Cleaning Cartshed</td> <td style="text-align: right;">£136.50</td> </tr> <tr> <td>Pro Kleen</td> <td>Cleaning Medbourne Feb</td> <td style="text-align: right;">£972.40</td> </tr> <tr> <td>Beech Garden</td> <td>Landscape Parish Offices</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>Expert Security</td> <td>Access Control System Medbourne Annual fee</td> <td style="text-align: right;">£96.00</td> </tr> <tr> <td>IAC Audit</td> <td>Internal Audit</td> <td style="text-align: right;">£420.00</td> </tr> </table>	HMRC	March payment	£997.50	RBS Accounts	Accounts Software licenses for 1 year	£420.00	Pulse	February Youth Café	£447.87	Youth Network	February Youth Club	£454.00	Brooknight	Lock ups Medbourne Feb	£420.00	Sports Ground Services	Pitch care Medbourne Feb	£1,128.00	Pro Kleen	Cleaning Cartshed	£136.50	Pro Kleen	Cleaning Medbourne Feb	£972.40	Beech Garden	Landscape Parish Offices	£100.00	Expert Security	Access Control System Medbourne Annual fee	£96.00	IAC Audit	Internal Audit	£420.00	
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	Warners	Dog Bins & Hedge reduction (allotment)	£1,292.26	
	Access Solutions	Replacement Entrance Doors	£7,620.00	
	MKC	Lowndes Grove Play Area	£6,500.00	
	Freeman Cleaning	Windows Medbourne	£54.00	
	PPL	Licence Medbourne	£61.99	
	Pericom	IT contract	£2,564.02	
	David Curtis	Structural Engineer Medbourne	£858.75	
	CME Heating	Replacement Pump & Repairs Medbourne	£2,679.78	
	Oakley Cleaning	Windows Cartshed	£30.00	
	Salary	March	£1,194.97	
	Salary	March	£2,053.75	
	Salary	March	£795.57	
	Salary	March	£1,038.56	
17037-1	It was Agreed to look into Unity & Lloyds for a new bank account. Dual authorisation of payments is a requirement			JM
17037-2	The financial review document was noted			
17038	Correspondence Review			
	It was Agreed to write a letter of support for The Parks Trust advertising proposal			
	Date of next meeting Monday 10 April			

Signed:.....Chair

Signed:.....Clerk

Date:.....

Signed _____