



**Central Milton Keynes Town Council
Meeting held on 11th September 2014
At Centrecom, 602 North Row, Central Milton Keynes**

Present: Rebecca Kurth (Chair)
Ken Baker
Andre Brady (from item 4)
Hilarie Bowman
Linda Inoki (from item 6)
Andrew Thomas
Paul Cranfield (Clerk)

Apologies: Ramo Erdogan

In attendance: 1 member of the public, for part of meeting

	Minutes	Actions
1	Apologies & Declarations of Interest The Clerk noted that Councillor Erdogan had given his apologies.	
2	Ratification of Minutes of the Town Council meeting The minutes of the meeting of the Town Council on 21 August 2014 were agreed as a true record of the meeting and signed as such by the Chair, subject to the following amendments:- Item 5- an additional sentence to be added at the end of the item – ‘A working party was agreed and would constitute councillors Baker, Bowman, Erdogan, Inoki and Kurth’. Item 13- the action identified under sub item (iv) should be ‘HB’, not ‘HI’. Item 7- para 3- ‘which would be lodging its own formal objections to the planning application’ to be replaced by ‘which would be considering the basis of the formal objection to the planning application in due course.’	
3	Matters Arising & Outstanding Items The paper, as previously circulated, was noted. Updates to the action sheet were agreed, as follows:- Items 014- completed. Item 040 to be closed. Item 020 to be subject to a paper next month. In the interim it was agreed that the next newsletter would use Eagle Graphics again. Item 041- deferred to the next meeting. It was further agreed that the Clerk should write to the Head of Planning at MK Council requesting an update on the progress towards the referendum, specifically when the item is to be considered by Cabinet.	PC
4	Finance Paper The paper, as previously circulated, was noted.	

	<p>The comments of the auditor in respect of the high level of reserves reflected in the accounts to 31 March 2014 were noted. It was agreed that this concern be considered when looking at the precept requirement for the 2015/2016 year.</p> <p>Councillor Brady arrived at this juncture.</p>	
5	<p>Standing Orders The papers, as previously circulated, were noted.</p> <p>The Clerk introduced the item, noting that it was important that a more comprehensive set of standing orders, in line with NALC guidelines be adopted. It was accepted that the standing orders as circulated could be viewed as restrictive and may need some adaptation.</p> <p>Councillor Thomas noted that he had sourced some guidance notes from NALC on the interpretation of the standing orders, which he undertook to share with the Clerk and Chair.</p> <p>Concerns were expressed that there was much to assimilate. The Clerk reminded the Town Council that the working group had received the draft standing orders some months ago and had not indicated any concerns.</p> <p>A vote was taken and the standing orders were adopted, subject to Councillor Brady working with the Clerk to provide an initial set of amendments for the next meeting. It was also noted that the standing orders were fluid and could be subject to change as the Town Council used them. Additionally, it was noted that the standing orders need to be formally re-adopted at each annual general meeting.</p>	<p>AT</p> <p>AB/PC</p>
6	<p>Proposed process for allocating human resources The papers, as previously circulated, were noted.</p> <p>The Chair thanked the resources working group for its work in determining the roles, considering the applicants, making the appointments and producing contracts etc.</p> <p>She noted that Thomas Walker has begun work as assistant clerk/communications officer and Lee Mooney has accepted the post of projects officer.</p> <p>The Chair outlined the three papers within the package, noting that work allocations need to be determined for both new employees.</p> <p>Linda Inoki arrived at this juncture.</p> <p>Paper 1- Assistant Clerk/ Communications Officer Councillor Brady suggested that the assistant clerk should be available to take minutes/notes at working group meetings. The meeting determined that this would not be an appropriate use of their time, given that only notes are produced and these should be the responsibility of the working group themselves.</p> <p>The recommendations within the paper were unanimously supported.</p> <p>Paper 2- Projects Officer The Chair requested that she amend her paper by adding a sixth bullet to the recommendation- namely 'The project officer is the lead for each prioritised project and is responsible for liaison with and reporting back</p>	

	<p>to the working party to ensure their commitment and support’.</p> <p>The amendment was accepted to the recommendation.</p> <p>Councillor Baker expressed concerns that there could be an overlap with the work of the CMK Warden, who starts in October. The Chair responded that Warden projects will also have to route through the Town Council, so duplication would be minimised.</p> <p>Councillor Bowman reminded the Town Council that steps may need to be taken to ensure that the office working environment is suitable for a Health & Safety point of view, and that the necessary poster will need to be sourced.</p> <p>The recommendations within the paper with the addition as noted were unanimously supported.</p> <p>Paper 3- Project priorities and time allocation</p> <p>The Chair introduced this paper, and tabled further explanatory papers. She noted that the task of assimilating the material was challenging, but stressed the need to ensure clarity of purpose and focus for the projects officer in his first few weeks.</p> <p>She also proposed that item 4 within the recommendations be deleted. This proposal was agreed.</p> <p>The Chair reminded the Town Council that she had requested projects to be submitted for consideration and had received 9 including her own. The 9 projects were scheduled and tested against a number of parameters, resulting in an indication of their potential impact, prospect of successful delivery etc. From this base each of the projects were introduced by the proposer, as follows:-</p> <ol style="list-style-type: none"> 1. Allotments- links with neighbouring parishes to seek any spaces for our residents. 2. Questionnaire- residents’ survey. 3. Parking issues, Campbell Park- pursue progress made by MKCouncil 4. Adelphi Street footpath- road safety measures to be explored. Councillor Thomas noted that a road safety review is currently underway by MKCouncil. 5. Survey of residents’ groups- mapping exercise to see what is in the parish. 6. Get together of residents’ group organisers. 7. Forming new residents’ groups 8. S106- continuing the current line of action by the working group for use of existing S106 monies. 9. Admin support for planning committee and to better inform residents about the MSCP. <p>It was agreed that item 9 could become a higher priority very quickly. It was agreed that assessment of this project should be raised from low to medium.</p> <p>It was also agreed that projects 1-7 should fall within the remit of the Residents’ Services working group, project 8 to the S106 working group and project 9 to the planning Committee.</p> <p>Councillor Thomas expressed concern of the impact of managing the two employees on the Clerk’s time, noting that this is yet to be determined but could be considerable.</p>	<p>PC</p> <p>RK</p>
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	<p>It was agreed that projects 2/3/5/6 & 7 should be regarded as high, with 1/4/8 & 9 as medium.</p> <p>The proposals were unanimously agreed.</p> <p>The Chair to bring a further paper to the next meeting.</p>	
7	<p>Proposed support for PlanMk and site allocation plan consultation The paper, as previously circulated, was noted.</p> <p>Councillor Thomas outlined the challenges faced with two large consultations taking place over the next year, with the first parts due to be responded upon by November and December.</p> <p>He noted that there would be a need to reconcile all aspects of the PlanMk against the Business Neighbourhood Plan and that there was a need for a professional with the requisite expertise to be engaged to comment of the consultation documents.</p> <p>Councillors agreed with the proposal that expert support be sourced (with one abstention) expressing some reservations that the sum proposed would be sufficient for the work which will be required. Councillor Thomas was tasked with speaking to Robert de Grey in the first instance. If he was unwilling/unable to undertake the role the Chair and Chair of Planning to consider alternatives to approach. Councillor Baker indicated that he may know someone who could be considered.</p> <p>Councillor Baker noted that the Fred Roche Foundation is holding a lecture in the subject of PlanMK in October.</p>	AT
8	<p>Grant application- Festive Road The paper, as previously circulated, was noted.</p> <p>Councillor Bowman reported that she had liaised with Festive Road in connection with the application. She noted that the author had misunderstood the relationship between CMKTC and Campbell Park parish council when putting together the application.</p> <p>The group welcomed the suggestion that, instead of the activity proposed, which would take place out of area, a series of workshops could be held for children and adults within CMK to produce lanterns for the midwinter solstice event.</p> <p>The Chair proposed that the sum of £300 be offered to the group to hold the workshops, with a further £100 being made available to pay for venue hire etc by the Town Council. It was felt that the idea of a series of workshops would both involve residents in making lanterns for the festival and encourage them to attend the event on 20 December. The event and workshops could be promoted via the website and warden.</p> <p>The proposal for an award of £300 for workshops within the parish was agreed, with a further £100 available to assist with venue costs etc.</p> <p>The Clerk to advise the applicant and copy Councillor Bowman in on the correspondence.</p>	PC/HB
9	<p>Planning Committee Report Councillor Thomas, Chair of the Planning Committee gave a verbal report, which outlined the following:-</p>	

	<ul style="list-style-type: none"> • There is much happening, but it is taking many different forms. • The principal role of the Planning Committee is to consider and respond to planning applications. The committee responds to policy, not sets it. • The Planning Committee has a much narrower role than that assumed by the Town Council in seeking to influence strategy. • The workload has increased this year as a result of MKCouncil introducing Development Briefs on parcels of land owned by MKDP. • Comments made in respect of these briefs by the Town Council have been listened to and the briefs varied accordingly. • Also the Planning Committee has been acting informally, meeting with developers at pre-application stage. • Large applications, such as the John Lewis car park application require a great deal of work and research to produce a comprehensive response. • This is a small council with very large planning applications. <p>The Chair expressed her thanks to the Planning Committee for its hard work in recent months.</p>	
10	<p>Planning obligations protocol draft The paper, as previously circulated, was noted.</p> <p>It was agreed that this paper falls within the remit of the S106 working group, who were tasked with producing a response ahead of the deadline date for submission of 7 November.</p>	KB,HB,RE,LI,RK
11	<p>Items for Noting</p> <p>i) Office equipment The paper, as previously circulated, was noted.</p> <p>ii) Report from MKALC meeting, 3 September 2014 The paper, as previously circulated, was noted.</p> <p>The Town Council welcomed the comments from the new Leader of MKCouncil that he wanted the relationship between MKCouncil, both Councillors and officers, and the parish and town councils to be a relationship of equals.</p> <p>It was agreed that an invitation be extended to Mick Legg to attend an Informal meeting with the Town Council.</p>	PC
12	<p>Maybe Magazine The paper, as previously circulated was noted.</p> <p>The item was considered 'in camera', but the following outcomes from the discussion were agreed to form a protocol for future engagements of a similar nature:-</p> <ul style="list-style-type: none"> • A project proposal approved by the Town Council is not a substitute for a formal agreement, which must be completed subsequently and in greater detail than is contained in proposals. • Any projects or responsibilities undertaken by one or more councillors which involve a financial transaction must have the 	

	<p>full engagement of the Clerk at all stages. This will ensure that any discussions or negotiations do not expose the Town Council to risk of criticism or reputational damage.</p> <ul style="list-style-type: none"> • Invoices must be addressed to the Clerk, not individual councillors. In the event that a councillor does receive an invoice, it must be forwarded to the Clerk promptly. • Councillors should not set-up, hold or attend meetings with external parties or organisations as representatives of the Town Council without the knowledge of the Clerk or Chair (or Chair of the Planning Committee if a planning matter). At the time meetings are set-up or invites accepted, the Clerk should either be cc'd or forwarded the email, and reasonable efforts should be made to keep the Clerk updated on the matter by cc'ing or forwarding other emails to him. • If a councillor commits to undertaking a project or completing an action, but subsequently finds they do not have sufficient time, knowledge or experience to do it, then the Councillor should raise this with the Chair, Clerk or relevant working party without delay. 	
13	<p>The meeting closed at 8.40pm</p> <p>The next scheduled meeting will be held on Thursday 9th October at Centrecom commencing at 6pm.</p>	