

Shenley Church End Parish Council Meeting

Minutes 9 May 2022

Councillors in Attendance:

Ken Brewis	Pam Loose
Christina Johnson	Steve Weller
Ekkehard Thumm	David Tunney
Shaffiq Bostan	Ian Pearce
Shikha Puri	

Also in Attendance: 1 member of the public
Jane Munn

Annual Council Meeting May 2022

22050 To elect a chairperson for the parish council for 2022/23

Councillor Tunney proposed Councillor Brewis for the role of Chairman, and this was seconded by Councillor Loose.

Councillor Brewis accepted the position, and the declaration of office was duly signed.

22051 To elect a vice chair of the parish council for 2022/23

Councillor Brewis proposed Councillor Johnson for the role of Vice Chair, and this was seconded by Councillor Loose.

Councillor Johnson accepted the position, and the declaration of office was duly signed.

22052 To receive and accept apologies

Apologies had been received and were accepted from Councillors Norfor and D'Souza

22053 To consider the parish report for 2021/22

The report had been circulated prior to the meeting and the comments noted.

The Annual Council Meeting closed at 19:20

The Full Council Meeting opened at 19:30

Also in attendance Melinda Woof BMKALC

22054 To accept the minutes from 11 April 2022

The minutes from 11 April were accepted and signed by the chairman

22055 To consider declarations of interest in items on the agenda

There were no declarations of interest

22056 To accept comments and questions from members of the public

There were no questions raised by the member of public present

22057 To receive a presentation from Melinda Woof

Melinda provided overview of MKALC which is a membership not for profit organisation which has 174 members across Bucks and MK. The annual membership for our parish would be £1956.92

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Following some questions on what the benefit of membership would be to the parish council, Melinda left the meeting.

A decision on membership will be considered later in the meeting

22058 To note the Policing update

The Policing update has not been received. It was noted that PCSO Capstick has been off work, and this has impacted on the workloads of others.

Councillor Weller raised concern about an incident in Grange Farm recently

Actions:

It was **Resolved** for dates when they a TVP representative can attend a meeting

It was **Agreed** to ask for information about what TVP are doing about the increase in knife crime

It was **Agreed** to ask about the incident in Grange Farm

22059 To receive updates from external meetings

An update on a meeting with InspireAll and a presentation on parking matters had been circulated prior to the meeting

Councillor Johnson confirmed that the memorial for Stuart Nightingale had gone well, and the council was represented at the event.

22060 To consider reports and recommendations

The report had been circulated prior to the meeting and the details noted.

Following discussion, it was agreed that bleed control kits and cabinets should be investigated for each site currently housing a defibrillator

Councillor Loose asked for an update on the work at Harlow Crescent when the Clerk meets with the MKC representative.

Actions:

It was **Agreed** to investigate the provision of Bleed Control Kits at each site currently housing a defibrillator

It was **Noted** that the dementia awareness session is booked for 17 May @ 12pm

22061 To consider planning applications currently active

22/01097 Redding Grove

Removal of the rooflights to the rear elevation, in both study and bathroom and include dormer windows to those two rooms to allow for more headroom and give more useable space

No objections raised

22/00884 Grant Gardens

Erection of a part 2 storey and single storey rear extension

No objections raised

Actions:

It was **Agreed** to respond to the applications as discussed

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22062 Reading Garden Project Update

An update of work so far had been circulated prior to the meeting and the actions were agreed.

Actions:

It was **Agreed** to offer space to MK University Hospital Trust governors at the unveiling event

It was **Agreed** to provide a Thank you gift

22063 BMKALC & NALC Membership

Following the information provided in the earlier presentation discussion took place regarding the benefits of membership and a vote was taken on whether to approve membership

Actions:

It was **Resolved** not to join BMKALC

22064 Internal Audit Review

The internal audit comments had been circulated and the details noted. All actions required have been carried out since the internal audit date (10 March). It was not felt that an additional bank statement for the fixed deposit account was necessary.

It was noted that the dates for the Public Rights & Publication would be 7 June – 18 June and this would be advertised on Monday 6 June.

Actions:

It was **Resolved** to confirm the actions that have been completed since the internal audit was carried out

22065 Approval of the Annual Governance and Accounting Statements

The Annual Governance Statement 2021/22 was agreed as a true reflection of internal control. The response of NO was noted for item 4 as per previous discussions.

22065-1 The Accounting Statements for 2021/22 were agreed to be a true reflection of the accounts on 31 March 2022

Actions:

It was **Resolved** to sign the Annual Governance statement

It was **Resolved** to sign the Accounting Statements

It was **Resolved** to set the dates for the exercise of public rights as 7 June -18 July and this will be advertised on the 6 June

22066 Financial Matters

It was noted that the invoice for play equipment in Oxley Park had been received. The reserve funds would be moved from Santander to Unity for payment of the invoice.

The following payments have been authorised since the last meeting:

Classic Garden Co	£1021.00	Balance for memorial bench
Mister Handyman	£344.36	Kitchen unit door & drawer replacement Medbourne
Various	£500.00	Deposit refunds

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Access Solutions	£17,990.52	Final instalment for the replacement doors at Medbourne
Amazon	£32.64	Knee pads for the elderly Ranger (his words not mine)
Brooknight	£648.96	Lock ups March Medbourne & Oxley
CME	£2808.41	Replacement controller & thermostats Oxley (completed in February and invoice just received)

The following payments will be referred for payment:

Salary	May	£7541.81
ProKleen	Cleaning all sites	£2858.31
Printer Medic	Replacement printer & service charge	£1638.00
Black & White Fire	Risk assessment all sites	£1440.00
Black & White Fire	Alarm & emergency light Med & Oxley	£624.00
Warners	Bins & allotments April	£1047.60
Neal Landscape	Cartshed & Oxley	£234.00
FCS	Windows & high-level clean Oxley & Medbourne	£717.60
Pension	May	£3026.34
HMRC	May	£2393.72
Reflection	Windows Cartshed April	£30.00
MKC	Exercise Equipment Oxley Park	£52,504.70
Meet & greet	Oxley	£56.00
Brooknight	Lock ups April Oxley & Medbourne	£615.90

Actions:

It was **Resolved** for the Clerk to move the funds for the play area improvements from Santander to Unity Trust

The member of the public left the meeting prior to the commencement of the following item.

PART 2 - The Public Bodies (Admissions to Meetings) Act 1960 as amended – Exclusion of Press and Public – The Parish Council resolve to exclude the press and public from the remainder of the meeting due to the confidential matters to be discussed

22067 HR Working Group Update

An update had been circulated from the HR Working Group meeting together with their recommendations.

Following discussions agreement was reached on the recommendations

Actions:

It was **Resolved** to promote Jenn Barkell to Assistant Clerk at salary scale LC14

It was **Resolved** to approve the updates to the Assistant Clerk job description

It was **Resolved** to approve membership of SLCC and registration for the FILCA qualification for Jenn Barkell

It was **Resolved** to award Sam Green a 1-point salary increase to LC11

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It was **Resolved** to award Jane Webb a 1-point salary increase to LC21

It was **Resolved** to award Andy Bishop a 1-point salary increase to LC13

It was **Resolved** to approve the updates to the Ranger role

It was **Agreed** that an additional Ranger role should be considered, and enquiries will be made as to the viability of an apprentice.

Signed: Chair

Signed: Clerk

Date:

DRAFT