

Minutes of an Ordinary Meeting of



Held on Tuesday 21st January 2020, 7.00 pm, The Small Meeting Place, Barford, Galley Hill, Stony Stratford MK11 1PE

Present: Cllrs Roy Adams, Paul Bartlett, Cliff Brett, Simon Cherrill, Bianca Bendig-Ceesay, Rob Gifford (Chair) and June Payne (7 members)

In attendance: Lynne Compton, Town Clerk (TC), Karen Hiser, Properties and Contracts Officer (PCO) and 5 members of the public.

Absent: Cllrs Thornburgh and Tilley (see also Min 20/004), Cllrs Khan (no apologies received).

20/001 QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC: There were 5 members of the public present and representation was received on the following items:

- a) Redevelopment of 5-7 Church Street: the resident fully supports the necessity for the project and would like to see the improvements carried out in 2020.
- b) Shortfall of Secondary school places (see also Minute 20/007)
- c) Concern over damage to hedgehog habitat: **Action: PCO to inform contractors.**

Public Forum Closed: 7.25 pm

20/002 DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA: in accordance with the Localism Act 2011 Section 29(1). Council **NOTED** declarations of interest from all Councillors in respect of Min 20/12 Budget and Precept 2020/21 due to living in the parish.

20/003 REQUESTS FOR DISPENSATION: The TC confirmed that dispensations had been granted to all Members in respect of the Budget and Precept 2020/21 in accordance with the Localism Act 2011 S33a and S33b.

20/004 APOLOGIES FOR ABSENCE: Council **RESOLVED** to approve apologies from Cllrs Thornburgh and Tilley.

20/005 MINUTES OF THE MEETING HELD ON TUESDAY 19th NOVEMBER 2019: Council **RESOLVED** to approve the minutes as an accurate record of the meeting.

20/006 In line with Standing Order 11 vii Council RESOLVED (RG/CB) to change the order of business on the agenda and bring forward for discussion Agenda Item 9.1 (Min 20/007) Members Item: Secondary school places allocation for Stony Stratford.

20/007 MEMBERS ITEM (Agenda Item 9.1): Secondary school places allocation for Stony Stratford in response to the MKC 10-year plan for school places allocation (CB/JP). Council **RESOLVED** to support the motion and write to MKC asking them to investigate the possibility of building a new secondary school within the North West sector on vacant land at Kiln Farm. **Action: TC to draft letter in liaison with Cllrs Brett and Payne.**

20/008 CLERK REPORT: Council **NOTED**

20/009 COMMITTEE REPORTS: Council **NOTED** the reports and made the following decisions.

9.1 Finance & HR Committee: to note the draft minutes of 17th December and **RESOLVED** to approve the following recommendations:



- Min F76.19 Stony Story Quest funds from Hayes Earmarked Reserve
- Min F79/19 MKC Grant Scheme 2020/21 (deadline Friday 7th February 2020 17:00): Following confirmation by MKC that in 20/21 they will be prioritising resurfacing of the off-street car parks in the worst condition, Council resolved to agree an alternative application for the MKC Grant Scheme:
- Improvements to the verge on the corner of Egmont Close.** Cost estimated to be £4,000 subject to viability study by MKC (who own the land). Approx. cost to Council £2,000. Action: **TC to submit application**
- Min F80/19 Amendments to the Risk assessment and Management Plan 2019/20 (in the light of new activities e.g. 5-7 Church Street
- Min F81/19 amendments to the Table of Financial Risk
- Min F87/19 Revised SSTC Landscaping Agreement with MKC
- Min F88/19 Re-development of 5-7 Church Street: Appointment of consultants: Structural Engineers appointed under delegated powers due to urgency. **Note: due to the increased number of the inspection holes needed which necessitated installation of hatches to make good the work and enable the Library to continue with usage, the cost increased from the estimate of £500 to £1466.30 plus VAT thereby increasing the EMR spend from £3,000 to £3,966.30.**
- Min F89/19 Re-development of 5-7 Church Street: Appointment of consultants:
- Min F90/19 Re-development of 5-7 Church Street: Appointment (under delegated powers) of consultant to give legal advice on the draft contract and power purchase agreement with Wolverton Community Energy at a cost of £2,120 plus VAT from EMR.
- Min F91/19 Re-development of 5-7 Church Street: Appointment of Wolverton Community Energy subject to satisfactory references and legal advice (both now received). *Any subsequent minor contract negotiations to be delegated to the TC in liaison with the Working Group to avoid unnecessary delays.*
- 9.2 Redevelopment of 5-7 Church Street Working Group: Council **NOTED** to the report and agreed next steps.
- 9.3 NHP Initiatives Group Meeting: Council **NOTED** the report from the meeting held on 14th January 2020 and agreed the next steps.
- 9.4 Human Resources Panel: Council to **NOTED** the report and made the following decisions:
- a) agree the appropriate level of resource for required by the Council (due to increased activities) through increased hours for existing staff and creation of a new post, for inclusion in the budget. Council **RESOLVED** to approve
 1. the creation of a new post 'Environment and Planning Officer'
 2. the draft job description with the addition of 'Bookings Administration'**Action: TC to bring forward to the Finance and HR Committee prior to advertising externally.**
 - b) Delegating the formulation of a recruitment policy (with clause to enable internal recruitment prior to advertising externally of the new post, if agreed) to the HR Sub-Committee (panel) to enable the post to commence w.e.f. 1st April 2020.
- 9.5 Planning Committee: Council **NOTED** the minutes of 26th November and draft minutes of 10th December 2019
- 9.6 Projects Committee: Council **NOTED** the minutes of 3rd December 2019 and the Chair's report from 14th January 2020 (draft minutes not yet available due to proximity of meeting and PCO Annual Leave). Council **RESOLVED** to approve the following recommendations:
- Agenda Item 8. 2020/21 Play Sessions Budget: to remain as the 2019 budget
- Agenda Item 10. Willow Lane Car Park Remedial Works: recommendation that SSTC supports MKC Landscapes department that MKC Highways adopts the car park.
- Agenda Item 11. Improvements to rear of Magdalen Close
- 9.7 Property Development Committee: Council **NOTED** to note the minutes of 10th December 2019 and **RESOLVED** to approve the recommendation:
- PD034/19 5-7 Church Street Budget 2020/21: Income: 3,000, Expenditure: £39,000. Net cost: £36,000



20/010 GRANT APPLICATIONS: There being no applications, Council **NOTED** the 2019/20 grant applications analysis and **AGREED** that a summary of the grants approved should be included in the Chair's report for the Town Crier

20:10 Council RESOLVED to suspend Standing Orders to hear representation from a resident on the disrepair of Galley Hill Small meeting place Min 20/011

20:12 Standing Orders resumed

20/011 MEMBERS ITEM (Agenda Item 9.2) Lack of a Community Centre (with the regeneration of Fullers Slade) and Request for Refurbishment of the Small Meeting Place and Arts Centre (RA/BB-C): Council **RESOLVED** to write to MKC Council. **Action: TC to draft letter and submit in liaison with Cllrs Adam and Bendig-Ceesay.**

20/012 BUDGET/PRECEPT 2020/21: The motion (RG/JP) was considered and following two amendments (to enable the precept rise to remain below 5%) proposed (RA/RG):

- Use of General Reserve required: £12,000 deleted, £13,250 inserted
- Raise a precept of £224, 624 deleted, £223,374 inserted

The following amended motion was voted on and unanimously **RESOLVED** to be approved by Council *'This Council notes the financial information provided by the Clerk in Agenda Item 10 and agrees to set a maximum expenditure for the year 2020/21 of £310,248. It agrees to close monitoring via both the Finance and Human Resources Committee and the Full Council of expenditure during the year to ensure that this figure is not exceeded. It also agrees to review and maximise income during the coming year, including a review of all fees and charges set by the Council.*

It notes the need identified by the Clerk for additional resources to ensure that the Council operates at an efficient level. It endorses the creation of the new part-time role of Environment and Planning Officer with effect from April 1 2020.

*In terms of the funding for the project to improve 5-7 Church Street, it notes progress on the project and that the likely date for receipt of tenders for the work will be May 2020. It further notes that, until tenders are received, it is difficult to predict whether the project will be achieved within the sum earlier agreed to be borrowed from the Public Works Loan Board. In the light of this uncertainty, it **RESOLVES**;*

- i) *To extend the Clerk's hours of work by one day per week for three months until the tenders have been received in recognition of the additional work required during the period;*
- ii) *To review the appropriate level of additional support once tenders have been received and decisions on next steps taken; and*
- iii) *To fund the support for the project in the year 2020/21 from use of the General Reserve – the required amount being **£13,250**.*

*In the light of the above, the Council resolves to raise a precept for 2020/21 of **£223,374***

Action: TC to submit 2020/21 Precept demand and Budget to MKC

20/013 FOAMSTREAM AND STREETSWEeper MACHINES: Council **RESOLVED** that once these were up and running, that quarterly reports on their effectiveness should be provided. Council further **AGREED** that the TC should clarify if there were any financial implications for the Council with Wolverton and Greenleys Town Council (WGTC) given the hire agreement made and the current lack of an SSTC operator for the machines. **Action: TC to organise and contact WGTC**

20/014 PUBLICITY TO EXPLAIN ANY CHANGES TO THE ELECTORATE: Council **AGREED** that as usual a letter from the Chair would be published in the next edition of the Town Crier and on the SSTC website. **Action: TC and Chair to implement.**

20/015 FINANCE: Council **NOTED** the report and **RESOLVED** to authorise the accounts for payment as listed:



Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/C	Centre	£Amount	Transaction Details
31/01/2020	Staff Salaries 0120	B0000120	£4,446.81		4000	104	£4,446.81	Staff Salaries 0120
31/01/2020	Bucks County Council LGPS	B1080120	£1,352.73		4000	104	£289.95	PENS Conts EE 0120
					4001	104	£1,062.78	PENS Conts ER 0120
31/01/2020	RTM Landscapes	B13920120	£660.00	£110.00	4420	110	£275.00	Tree Inspection at WRA
					4422	110	£275.00	Tree Inspection at BCA
31/01/2020	DCK Account Sol Ltd	B14570120	£30.00	£5.00	4002	104	£25.00	PAYE admin 0120
31/01/2020	Serco	B15110120	£5,482.97	£913.83	4253	103	£4,569.14	Landscape Maint 0120
31/01/2020	Interdirect	B1670120	£144.00	£24.00	4152	107	£120.00	Website hosting 2020/21
31/01/2020	DNH Contracts	B2800120	£574.92	£95.82	4251	101	£41.70	Litter Bin empty 1219
					4250	101	£437.40	dog Bin empty 12/19
31/01/2020	York House Centre	B4000120	£880.42		4402	102	£360.67	SYC admin & sals 12/19
					4401	102	£519.75	JYC hire & sals 12/19
31/01/2020	SPS Hire Ltd	B6470120	£120.00	£20.00	4420	110	£50.00	Toilet Clean WRA 11&12/19
					4422	110	£50.00	Toilet Clean BCA 11&12/19
Total BACS Payments:			£13,691.85	£1,168.65			£12,523.20	
14/01/2020	PCC Stony Stratford with Calve	2626	£25.00		4260	109	£25.00	Donation for band FM1219
14/01/2020	Rebecca Kershaw	2627	£150.00		4260	109	£150.00	Face-painting FM1219
14/01/2020	Gleamclean	2628	£19.20	£3.20	4350	112	£16.00	Glass Clean Ext 1219



14/01/2020	DCK Account Sol Ltd	2629	£30.00	£5.00	4002	104	£25.00	PAYE Admin 1219
Total Cheque Payments:			£224.20	£8.20			£216.00	
TOTAL PAYMENTS JAN 2020			£13916.05	£1176.85			£12739.20	

20/016 LIST OF PAYMENTS MADE BETWEEN IN BETWEEN MEETINGS: Council **RESOLVED** to approve the following as listed:

Date	Payee Name	Ref	£ Total Amnt	£ VAT	A/C	Centre	£Amount	Transaction Details
17/12/2019	Emma Phillips	2623	£112.50		4266	102	£112.50	Crafting for Change
20/12/2019	PKF Littlejohn	2624	£720.00	£120.00	4041	104	£600.00	External Audit 2019
20/12/2019	CSF Print and Design	2625	£1,774.00		4150	107	£1,774.00	Town Crier + inserts 1219
Total Payments between meetings:			£2,606.50	£120.00			£2,486.50	

20/017 21:10 Council RESOLVED to exclude press and public in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2 to discuss matters of commercial and personal confidentiality (Papers for Members only):

20/018 YOUTH CONSULTATION: Council to **NOTED** the report and **AGREED** that the Schools and Rowans Centre should be asked to publicise the survey further. Council **AGREED** that it was too late to offer an incentive for completion of the surveys.

20/019 ANNUAL COMMUNITY AWARD: Council **RESOLVED** to agree the recipient of the 2019 award.

20/020 HUMAN RESOURCES: Council **RESOLVED** to approve TC overtime (due to additional projects) of 48 hours between 1st December and 31st January 2020, subject to scrutiny by the Chair. There would be no further overtime as the TC would be Full-time 1st February to 30th March 2020. Council **NOTED** that additional holiday hours had accrued due to the overtime worked in 2019/20. **Action: TC to inform payroll contractors and work out additional holiday due.**

20/021 HUMAN RESOURCES: Council **RESOLVED** to delegate the variation of contracts and job descriptions to the HR Sub-Committee (Panel) in liaison with the TC for drafting.

Meeting Closed: 21:25

Chair signature.....Dated:.....

Date of next meeting: Tuesday 17th March 2020, 7 pm, The Rowans Centre, 13a Moorfoot, Fullers Slade, Stony Stratford, MK11 2BD

