

Minutes of an Ordinary Meeting of



Stony Stratford Town Council

held remotely via teleconferencing facilities at 7.00 pm on Tuesday 19th May 2020.

Present: Cllrs Roy Adams, Paul Bartlett, Cliff Brett, Simon Cherrill, Bianca Bendig-Ceesay, Rob Gifford (Chair), June Payne, Keith Tilley (Vice-Chair) (8) members) and Lynne Compton, Clerk to the Council

Absent: Cllr Thornburgh (see also Min 20/074 Apologies) and Cllr Khan (no apologies received).

- 20/071 QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC:** There were no members of the press or public present.
- 20/072 DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA:** in accordance with the Localism Act 2011 Section 29(1). There were none.
- 20/073 REQUESTS FOR DISPENSATION** in accordance with the Localism Act 2011 S33. There were none.
- 20/074 APOLOGIES FOR ABSENCE -** Council **RESOLVED** to approve apologies received from Cllr Thornburgh
- 20/075 MINUTES OF THE MEETING HELD ON MONDAY 20TH APRIL 2020 -** Council to **RESOLVED** to approve the minutes as an accurate record of the meeting. **Action: TC to organise suitable date for Chairman to sign the minutes.**
- 20/076 CLERK'S REPORT (tabled):** Council **NOTED** the report and made the following decisions:
- 20/077 2020/21 Meeting Dates:** Council **APPROVED** the following changes to the usual schedule of meetings as follows:
- October 2020: Finance & Human Resources Committee will be held on the 2nd Tuesday (13th October 2020)
- December 2020: Planning Committee will be held at 6.30 pm (prior to Property Development Committee on the 2nd Tuesday (8th December 2020)
- January 2021: Projects Committee will be held on the 2nd Tuesday (12th January 2021) to allow for the usual Christmas closure and Staff annual leave.
- Action: TC to publish the approved 2020/21 meeting dates.**
- 20/078 2020/21 Committee Membership and Structure:** There being no changes to the 2019/20 membership, Council **RESOLVED** to retain the current membership and structure. **Action: TC to publicise.**
- 20/079 Purchase of PDF Software:** Following receipt of two quotations and a recommendation from the current IT support providers, Council **RESOLVED** to authorise a spend c£40 (\$43.50 USD) from the General Reserve for a license from PDF x-change editor to enable editing of PDF's and combining of word documents into single PDF's. **Action: TC to organise.**



20/080 Government funding to improve accessibility to High Streets, Council **NOTED** the initial response from the TC (sent with a copy of the recent parking review and letter to the Head of Highways) detailing the Stony Stratford, Fullers Slade and Galley Hill shopping areas encouraging MKC to work on Stony Stratford to help ensure people can continue to move around safely on foot or bicycle once shops are re-opened and restrictions eased. Council **RESOLVED** to send an additional response detailing that one of the community aspirations in the adopted Stony Stratford Neighbourhood Plan is to transform the High Street to give cyclists and pedestrians priority. Council further agreed that the Town Clerk should open a dialogue with Stony Stratford Business Association. **Action: TC to submit additional response and contact the Chairman of the Stony Stratford Business Association.**

20/081 Investigation into Free WiFi for Stony Stratford: A report had been received from AgeUK that during the current pandemic, the closure of libraries and public buildings has created a barrier to people accessing the many free courses available. Council **RESOLVED** that the investigation into the cost of providing free WiFi should be re-visited. **Action: TC to investigate and report back to the June Finance and Human Resources Committee meeting.**

20/082 RESERVES POLICY REVIEW: Council **NOTED** the report and **RESOLVED** to approve the following changes

82.1 General changes for ease of reviewing

82.2 General Reserve **DELETE** 2.3 in its entirety and **INSERT** a summary of the Joint Panel on Accountability and Governance (JPAG) 2020:

'General (i.e. unearmarked) Reserve. The Town Council shall hold a General Reserve, in line with the Joint Panel on Accountability and Governance's guidance. It will therefore hold a General Reserve of between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) being effectively the precept less any loan repayments and/or amount included in the precept for Capital Projects and transfers to earmarked reserves.'

82.3 Earmarked Reserves:

EMR Name	Approved Change	Reason
348 Landscaping	DELETE: The MKC grant is guaranteed until March 2020 INSERT: The MKC grant is guaranteed until March 2023.	revised advice from MKC

Action: TC to amend and publish revised Reserves Policy.

20/083 RESERVES VIREMENTS AND RECOMMENDATIONS: Council **RESOLVED** to approve the following:

- 327 Allotments Fund (1157.87) WRA (275) & BCA (£275) Tree Inspections (01/20) – Total £550 to come from the EMR (retrospective).
- 331 Litter Bin Fund (£2,109.85) – 8 new 40l bins, total £848 purchased in June 2019 to come from the EMR (retrospective)
- 341 Neighbourhood Plan (£3357.30): using the reserve to fund outstanding NHP aspirations.
- 328 Youth Projects Fund (£417.46) : Donating to YHC to fund youth activities/equipment, to be held in an earmarked reserve. (as there is no necessity to hold this fund on behalf of YHC and as they currently run the Youth Clubs and Youth activities).
- 336 SS Futures Group Fund (120.46): TC following-up
- 350 Ward Cllr donations (£400): This was for Stony in Bloom for the SSTC Floral Features – from Cllr Wilson. Funds transferred to the Floral Features reserve to pay for new equipment/planters etc.

Action: TC to follow-up and make changes as agreed.



- 20/084 MEMBER'S ITEM:** Closure of Barclays Bank: Motion (PB/RG) to petition Barclays bank to review closure on the grounds that it will have a detrimental effect on the Town. Council considered and **RESOLVED** to approve. **Action: TC to contact Barclays Bank.**
- 20/085 MEMBER'S ITEM:** Request from Milton Keynes Play Association (MKPA) for advance funding of play sessions: Motion (RG/KT): To suspend Financial Regulation 18.2 to allow money to be paid to MKPA to cover play sessions arranged for this summer and to ask MKPA to place the funds in a designated reserve within its accounts. Following discussion, the proposers agreed for the motion to be amended (RA) to detail the number of play sessions to be funded in advance – **Four (out of the total of Nine summer sessions - £363 per session) at a cost of £1,452.** Council considered the revised motion and following a vote, **RESOLVED** to approve. **Action: TC to inform MKPA**
- 20/086 MEMBER'S ITEM:** Anti-Social Behaviour: Motion (RA/BB-C) to ask to Town Clerk to arrange a forum with Thames Valley Police, Milton Keynes Council and Fuller Slade Residents Association to see what co-ordinated action could be taken to rid the scourge of anti-social behaviour, in particular drug dealing from the Fullers Slade estate. Council considered and **RESOLVED** to approve. **Action: TC to contact the Police, copying in Ward Cllrs and relevant organisations to organise.**
- 20/087 ANNUAL ACCOUNTS AND RETURN FOR THE YEAR ENDED 31 MARCH 2020**
- 87.1 Internal Auditor report 19/20 (no issues arising): Council considered the Internal Audit report from Heelis and Lodge which concluded that all was in order and there were no issues arising. Council **RESOLVED** to adopt the report which would accompany the Annual Accounts on the website.
- 87.2 Asset Register (revised) as at 31/03/20: Council **RESOLVED** to adopt.
- 87.3 Annual accounts for 2019/20: Council **RESOLVED** to approve
- 87.4 Annual Governance and Accountability Return (AGAR) 2019/20 Part 3: Council to reviewed and **RESOLVED** to approve and publicise the following:
- a) Section 1 – Annual Governance Statement:
- b) Section 2 – Accounting Statements 2019/20 with note of the main variances:
Variances to previous year:
- Income:** The main variance is due to receiving £33,950 (S.106 Carbon Neutrality Developer Contribution, Elizabeth House) from Milton Keynes Council
- Expenditure:** The variances are due to:
£33,950 - paying Wolverton Community Energy for the installation of Solar PV panels on the roof of the 5-7 Church Street building.
£12,000 - contribution towards the Stony Stratford Town Council and Milton Keynes Council commissioned Parking and Traffic Review (TC note: accrued for as invoice not yet received).
£5,000 – Stony Stratford contribution towards the new equipment at Calverton End Play Park
£5,000 – Stony Stratford contribution towards the new picnic benches, information board, bunding and height restriction at Mortimer Park
- Council also agreed that an explanation of the Lloyds Bank error which led to the deficit in the Current account should accompany the AGAR 2019/20 when sent to the External Auditors.
- Action: TC to compile information, arrange for Chairman signature on AGAR and despatch to the External Auditor.**
- 20/088 FINANCE Report: Council NOTED**
- 20/089 FINANCE Accounts for payment: Council RESOLVED** to authorise payments as listed



Payments made between 01/05/2020 and 28/05/2020

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/05/2020	Anglian Water Bus Ltd (Nat)	2669	97.90			4350	112	97.90	Water 5-7 ChSt to 0520
04/05/2020	Acorn (MK) Nurseries	2670	380.88		63.48	4415	103	317.40	FF19 Winter planting Acorn
04/05/2020	DCK Account Sol Ltd	2671	31.39		5.23	4002	104	26.16	PAYE YR End & P60's
04/05/2020	Odell and Co	2672	17.17		2.86	4055	104	14.31	Warning tape & hand sanitiser
04/05/2020	Hse of Champions Ministry	2673	50.00			4025	104	50.00	Room Hire GH 0719&0120 donate
11/05/2020	Geldards LLP	2674	324.00		54.00	4350	112	270.00	Legal work reissue chq 2262
11/05/2020	Milton Keynes Council	2675	175.50		29.25	4025	104	146.25	Rowans Rm hire & lock up 2019
11/05/2020	Andrew Howard & Partners	2676	1,759.56		293.26	4350	112	1,466.30	Structural eng work 5-7 ChSt
18/05/2020	B Kent Electrical Ltd	2677	445.20		74.20	4350	112	371.00	Electric maint 01/20
Total Payments:			3,281.60	0.00	522.28			2,759.32	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
29/05/2020	Anglian Water Bus Ltd (Nat)	2669	97.90			4350	112	97.90	Wave Water 5-7 ChSt to 0520
29/05/2020	Anglian Water Bus Ltd (Nat)	2669	-97.90			4350	112	-97.90	date correct
29/05/2020	Staff Salaries 0520	B0000520	4,588.30			4000	104	4,588.30	Staff Salaries 0520
29/05/2020	Bucks County Council LGPS	B1080520	1,675.90			4000	104	344.76	PENS CONTS EE 0520
						4001	104	1,331.14	PENS CONTS ER 0520
29/05/2020	RBS Solutions Ltd	B13680520	312.00		52.00	4065	104	260.00	RBS Omega licence & sup 20/21
29/05/2020	RTM Landscapes	B13920520	180.00		30.00	4420	110	68.75	RTM Ridings Maint WRA 0420
						4422	110	81.25	RTM Ridings Maint BCA 0420
29/05/2020	DCK Account Sol Ltd	B14570520	51.19		8.53	4002	104	26.16	PAYE Admin 0520
						4002	104	16.50	Add work HMRC 0520
29/05/2020	Serco	B15110520	5,482.97		913.83	4253	103	4,569.14	Landscape Maint Cont 0520
29/05/2020	Gleamclean	B15700520	37.20		6.20	4350	112	31.00	Glass Clean5-7ChSt in&out 1119
29/05/2020	Wolverton Community Energy Ltd	B16000520	56.59		9.43	4350	112	47.16	WCE Solar Energy 5-7 ChSt 0520
29/05/2020	DNH Contracts	B2800520	554.76		92.46	4250	101	413.10	Dog bin empty 0420
						4251	101	49.20	Litter bin empty 0420
29/05/2020	Milton Keynes Council	B5580520	175.50		29.25	4025	104	146.25	Room hire rowans 19_20
29/05/2020	Milton Keynes Council	B5580520	-175.50		-29.25	4025	104	-146.25	Correction
29/05/2020	SPS Hire Ltd	B6470520	60.00		10.00	4420	110	25.00	Toilet Clean WRA
						4422	110	25.00	Toilet Clean BCA
Total Payments:			12,998.91	0.00	1,122.45			11,876.46	



Item	Total	VAT	Amount
CHEQUES	£3281.60	£522.28	£2759.32
BACS	£12,998.91	£1122.45	£11876.46
TOTAL	£16,280.51	£1644.73	£14635.78

20/090 FINANCE List of payments made between in between meetings: Council **RESOLVED** to approve

<u>Date</u>	<u>Pavee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
01/04/2020	Milton Keynes Council	DD0010420	156.80			4200	101	156.80	NDR Toilets 0420
01/04/2020	Milton Keynes Council	DD0020420	1,783.25			4350	112	1,783.25	NDR 5-7 ChSt 0420
08/04/2020	BT Payment Services Ltd	DD0030420	104.11		17.35	4020	104	86.76	Office phones & BB 0420
09/04/2020	Information Comm	DD0040420	35.00			4100	107	35.00	ICO Subs 2020
30/04/2020	ENGIE (wasGDF Suez)	DD0050420	891.10		148.52	4350	112	742.58	Electric 5-7 0420

Meeting Closed: 20:14

Chairman Signature..... **Dated:**

Date of next meeting: Tuesday 21st July 2020, 7 pm, Galley Hill Meeting Place, Barford, Galley Hill MK11 1PE or to be held remotely: TO BE ADVISED: Please check the website/noticeboards for details

