

Minutes of an Ordinary Meeting of



Stony Stratford Town Council

Held as a 'virtual' meeting using teleconferencing facilities at 7 pm on Tuesday 21st July 2020,

Present: Cllrs Roy Adams, Paul Bartlett, Cliff Brett, Bianca Bendig-Ceesay, Rob Gifford (Chair), June Payne, Pete Thorburgh (7 members) and Lynne Compton, Clerk to the Council

Absent: Cllrs Cherrill and Tilley (see also Min 20/0103 Apologies)

In attendance: two members of the public (applicants for the Councillor Vacancy in SSE Ward) and a representative from Galley Hill Residents' Association

The Chair welcomed the applicants and everyone to the meeting.

- 20/100 QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC:** There were three members of the public present.
- 20/101 DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA:** there were none.
- 20/102 REQUESTS FOR DISPENSATION** in accordance with the Localism Act 2011 S33. There were none.
- 20/103 APOLOGIES FOR ABSENCE:** Council **RESOLVED** to approve apologies from Cllrs Cherrill and Tilley.
- 20/104 VACANCY POLICY REVIEW:** Council **RESOLVED** to approve the changes as set out in the TC report (5.1). **Action: TC to amend and renumber the document.**
- 20/105 CO-OPTION OF COUNCILLOR TO FILL VACANCY IN SSE WARD:** Some Members expressed concerns about the voting being held in public, following a discussion, Council **RESOLVED** that each Member would send their vote via the internal email system to the Clerk who would then collate the votes. This would mirror the usual system of voting by ballot paper. Standing Orders were suspended to allow the two candidates to speak. Each candidate was then asked the same questions in turn. The Chair indicated he would not vote. Following a vote, Council unanimously **RESOLVED** to Co-opt Tom Welch to fill the Councillor vacancy in Stony Stratford SSE Ward. Cllr Gifford explained to Mr Welch that as the meeting was being held on-line, the formalities of becoming a Councillor could not be completed and that he was welcome to stay as a member of the public. **Action: TC to organise 1. An appointment with Mr Welch to sign the Declaration of Acceptance of Officer and the Register of Interests. 2. Updating the Cllr Induction pack and sending to Cllr Welch following the formalities 3. Inform MKC of the appointment.**
- 20/106 MINUTES OF THE MEETINGS HELD ON TUESDAY 19th MAY and TUESDAY 23rd JUNE 2020:** Council **RESOLVED** to approve the minutes of both meetings as accurate records of the meetings. The minutes would be subsequently signed by the Chair. **Action: TC to organise.**
- 20/107 Clerk's Report:** Council **NOTED** and thanked the TC for the comprehensive report. Council **RESOLVED** to approve the following Delegated Decisions taken:
- 20/108 Appointment of Ray, Borley, Dunkley to review 1. Toilets Service Level Agreement (SLA) (£175 per hour, approx. 1.5 hours – total cost up to £200) and 2. 5-7 Church Street Refurbishment contract: £175 per hour possibly up to 4 hours work – up to £700): Total legal works: up to £900.**
- 20/109 Healthmatic Contract:** TC to agree on the details of door colour etc. in liaison with Projects Committee.
- 20/110 COMMITTEE REPORTS:** Council **NOTED** the reports and made the following decisions:
110.1 Finance and Human Resources (HR) Committee: - Council to **NOTED** the draft minutes of Tuesday 16th June 2020 and **RESOLVED** to approve the following recommendations:

F037/20 Redevelopment of 5-7 Church Street Tender:

1. Tender Specification: Committee, having reviewed the process and documentation AGREED to recommend to Council that all was in order.
2. Tender and Contract issue: Committee RESOLVED to RECOMMEND to Council that these should be delegated to the Town Clerk and 5-7 Church Street Working Group.

F038/20 Public Conveniences, Silver Street: Committee NOTED the report and in accordance with the Finance and HR Committee Terms of Reference 2.1: 'Oversee the tendering and subsequent management of all contracts let in accordance with Financial Regulations 11(c) and (d) reporting recommendations to the Council', made the following decisions:

1. Tender Specification: Committee, having reviewed the process and documentation AGREED to recommend to Council that all was in order and that the term was changed by the TC, from 15 to 10 years (in liaison with the Finance & HR Committee).

110.2 Planning Committee – Council **NOTED** the draft minutes of Tuesday 30th June 2020

110.3 Projects Committee – Council **NOTED** the draft minutes of Tuesday 7th July and **RESOLVED** to approve the following recommendations:

J080/20 7. MK PLAY ASSOCIATION (MKPA) DRAFT PROPOSAL FOR SUMMER PLAY SESSIONS. The Committee **NOTE** there may be difficulty in maintaining social distancing but **CONSIDER** the risk unlikely to be greater than at schools, which have been opened under Government guidelines. The Committee **NOTE** that MKC is currently not allowing any events to take place on MKC land and **RECOMMEND**:

J081/20 7.1 That SSTC follow current MKC event guidelines.

Council also **NOTED** the investigation of Parks Trust Land to hold the sessions and suggested that the H1 land adjacent to Tudor Gardens might be a possibility. **Action: DTC to investigate.**

J083/20 8. COMMUNITY INFRASTRUCTURE FUND (CIF) SUCCESS FOR:

J084/20 8.1 RE-VAMPING OF SPACE TO REAR OF MAGDALEN CLOSE: The Committee **RECOMMEND** confirming acceptance of changes proposed by MKC to total cost; from £9k to £12k (SSTC contribution £4,500 to £6k), which were agreed by Full Council agreed on 17.03.20. The Committee **RECOMMEND** proceeding with the project.

J085/20 8.2 EGMONT AVENUE VERGE REPLACEMENT: The Committee **RECOMMEND** proceeding with the project.

J086/20 9. NEW EVENTS FOR THE COMMUNITY IN 2020: The Committee **NOTE** that many similar events scheduled for 2020 have been cancelled due to Covid 19 and **RECOMMEND** consideration of any new events is deferred until 2021.

J093/20 13.1 APPLE DAY 2020: The Committee **NOTED** that other organisations have cancelled Apple Days this year due to the risks of Covid-19. The Committee **RECOMMEND** that Stony Stratford Apple Day 2020 is also cancelled.

110.4 Property Development Committee – Council **NOTED** the draft minutes of Tuesday 9th June 2020.

20/111 GRANT APPLICATIONS: Grant Applications 2020/21: York House Centre Lantern Project - £440: Council considered the application and **AGREED** to award the grant in principle on the basis that York House Centre were asked to report back to the next Full Council meeting on 15th September 2020 confirming that the event would be going ahead. The application would also need to be signed. **Action: TC to write to York House.**

20/112 SSTC WEBSITE ACCESSIBILITY UPDATE AND STATEMENT: Council **NOTED** the report and **RESOLVED** to approve in principle and to delegate any changes to be made to the TC (in liaison with the Publicity Panel and website service providers).



- 20/113 SSTC WEBSITE ACCESSIBILITY AUDIT REPORT FROM INTERDIRECT AND REMEDIAL ACTION:** Following consideration, Council **RESOLVED** that all the remedial action should be completed by the current website providers, Interdirect, at a cost of £1,520 (£1260 plus £260 for a 2 year SSL certificate). This would ensure compliance with the new Government guidelines and make the website accessible for all. **Action: TC organise and clarify a) if this included a facility for the website to read aloud the information b) if there was a facility for the website to be in different languages c) to look into a 'Plain English' assessment of the site.**
- 20/114 MEMBERS ITEMS:** Motion (RG & CB) to consider the introduction of an Article 4 Direction covering the Primary Shopping Area in Stony Stratford, as defined in the Neighbourhood Plan. Following a vote, Council **RESOLVED** to approve the motion. **Action: TC to inform Milton Keynes Council (MKC)**
- 20/115 COVID-19 IMPACT ON SSTC FINANCES AND SERVICES:** Council thanked the TC for the useful and comprehensive Interim (Q1) Income and Expenditure report plus Covid-19 Impact Statement. There followed a full and frank discussion on the temporary installation of safety barriers in the High Street. Council **AGREED** the following actions:
- 20/116 DELEGATING** the Clerk to:
- Impress on MKC the importance of holding the play schemes on MKC owned land in different areas of the parish (to encourage participation) and investigate use of Parks Trust land (including the area off the H1) to hold Play Sessions in the summer. The preference was for the summer play schemes to be held on MKC land. **Action: TC to contact MKC and The Parks Trust then inform DTC of the location(s) to organise sessions for.**
 - organise a transfer £5,000 to the SSTC Swan Credit Union Instant Access Deposit Account. **Action: TC**
 - open a new instant access deposit account and organise transfer £75,000 to Nationwide Commercial (in accordance with the SSTC Investment Strategy, to spread the risk). **Action: TC to organise**
- 20/117 MKC Emergency, Temporary measures on High Street to widen footpath.** After a lengthy discussion, a motion (RG & SC) was put forward to write to MKC along the following lines: 'Whilst it was appreciated that MKC were under Government time constraints, Council is concerned at the swiftness of the installation and lack of consultation with the businesses and the community. We request that:
- The red and white barriers should be removed
 - the semi-permanent extension of the pavement solution would be preferable to the current barriers
 - a replacement parking bay would be welcomed.
 - there should be clearly marked delineation between the pavement and the road for the safety of pedestrians.
 - There should be a timetable for installation and review of the semi-permanent pavement widening scheme '

Following a vote, Council unanimously **RESOLVED** to approve the motion.

Action: TC to send email to MKC Highways

- 20/118 FINANCE:** Council **NOTED** the report and **RESOLVED** to authorise the July payments as listed:

Item	Total	VAT	Amount
CHEQUES	£265.50		£265.50
BACS	£18,032.44	£1804.89	£16227.55
TOTAL	£18,297.94	£1804.89	£16493.05



Current A/C

Payments made between 01/07/2020 and 31/07/2020

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/07/2020	P Bartlett	2686	265.50			4160	104	265.50	EMA P Bartlett 1of2
31/07/2020	Staff Salaries 0720	B0000720	5,002.16			4000	104	5,002.16	Staff Salaries 0720
31/07/2020	Bucks County Council LGPS	B1080720	1,875.08			4000	104	387.76	PENS Conts EE 0720
						4001	104	1,487.32	PENS Conts ER 0720
31/07/2020	MKALC	B12440720	115.00			4100	107	115.00	Subs 2020/21
31/07/2020	Milton Keynes Council	B13090720	1,041.60		173.60	4422	110	315.00	Allot clear BCA
						4420	110	35.00	Allot clear WRA
						4255	103	518.00	Riverside Walk litter 0620
31/07/2020	RTM Landscapes	B13920720	180.00		30.00	4420	110	68.75	Ridings mow WRA 0620
						4422	110	81.25	Ridings mow BCA 0620
31/07/2020	DCK Account Sol Ltd	B14570720	46.39		7.73	4002	104	26.16	PAYE admin inc new payslips OL
						4002	104	12.50	Backpay calc & Pens band check
31/07/2020	Gleamclean	B15110720	19.20		3.20	4350	112	16.00	Glass Clean Ext 0620
31/07/2020	Gleamclean	B15110720	-19.20		-3.20	4350	112	-16.00	payment ref error
31/07/2020	Serco	B15110720	5,482.97		913.83	4253	103	4,569.14	Landscape cont 0620
31/07/2020	Gleamclean	B15700720	19.20		3.20	4350	112	16.00	Glass Clean Ext 0620
31/07/2020	Wolverton Community Energy Ltd	B16000720	70.13		11.69	4350	112	58.44	Solar energy WCE 0620
31/07/2020	Odell and Co	B16940720	24.29		4.05	4350	112	20.24	Lock & Telescopic Window clean
31/07/2020	Anglian Water Bus Ltd (Nat)	B17240720	165.92			4420	110	165.92	Water WRA 04-0720
31/07/2020	Cloudy IT	B17590720	2,675.98		446.00	4067	104	2,229.98	Computer Software & Licences
31/07/2020	SLCC Enterprises Ltd	B17830720	16.00		2.67	4045	107	13.33	Webinar cloud computing
31/07/2020	CSF Print and Design	B2560720	45.00			4150	107	45.00	Annual Review 2pp A4 leaflet
31/07/2020	DNH Contracts	B2800720	696.72		116.12	4250	101	437.40	Dog bin Empt cont 06/20
						4251	101	48.20	Litter bin Empt cont 06/20
						4251	101	7.00	Litter Bin Empt new mp 06/20
						4251	101	88.00	Litter bin Empt extra 06/20
31/07/2020	Milton Keynes Council	B5580720	576.00		96.00	4200	101	480.00	Procure Serv Toilets
Total Payments:			18,297.94	0.00	1,804.89			16,493.05	

20/119 FINANCE: List of payments made between in between meetings: Council **RESOLVED** to approve:

Date	Payee	Ref	Total Amnt	Vat	Acct	Centre	Amnt	Details
01/06/2020	Milton Keynes Council	DD010620	£160.00		4200	101	£160.00	NDR Toilets 0620
01/06/2020	Milton Keynes Council	DD020620	£1,784.00		4350	112	£1,784.00	NDR 5-7 Church Street 0620
08/06/2020	BT Payment Services Ltd	DD030620	£105.90	£17.65	4020	104	£88.25	Office Phone & BB 0620
29/06/2020	ENGIE (wasGDF Suez)	DD040620	£606.78	£101.13	4350	112	£505.65	Electric 5-7 Ch St
	Total Direct Debits		£2,656.68	£118.78			£2,537.90	
26/06/2020	PCCofStony Stratford with Calv	B15460620	£20.00		4025	104	£20.00	Room hire o/s
26/06/2020	Preston Bissett Nurseries LTD	B16350620	£509.72	£84.95	4415	103	£424.77	FF2020 plants & shrubs
26/06/2020	Age UK Milton Keynes	B16600620	£500.00		4450	101	£500.00	Grant Emergency Support Serv
26/06/2020	York House Centre	B4000620	£417.46		4400	102	£417.46	TRF YHC EMR
					328		£417.46	TRF YHC EMR
					6000	102	£417.46	TRF YHC EMR
	Total BACS		£1,447.18	£84.95			£1,362.23	
29/06/2020	Gifford, R	FPO010620	£531.00		4160	104	£531.00	Elect Chair Allow 1of2
29/06/2020	Bendig-Ceesay, B	FPO020620	£265.50		4160	104	£265.50	EMA BBC 1of2
29/06/2020	Tilley, K	FPO030620	£265.50		4160	104	£265.50	EMA Tilley 1of 2
29/06/2020	Cherrill, S	FPO040620	£265.50		4160	104	£265.50	EMA Cherrill 1of2
29/06/2020	Brett, C	FPO050620	£265.50		4160	104	£265.50	EMA Brett 1of2
29/06/2020	Thornburgh, P	FPO060620	£265.50		4160	104	£265.50	EMA Thornburgh 1 of 2
29/06/2020	Payne, J	FPO070620	£265.50		4160	104	£265.50	EMA Payne 1of2
	Total Faster payments		£2,124.00				£2,124.00	
15/06/2020	Petty Cash	2685	£93.67		203		£93.67	Petty Cash Top up
	Total Chqs		£93.67				£93.67	
	Total payments made in between meetings		£6,321.53	£203.73			£6,117.80	



20/120 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. The members of the public left the meeting (21:00):

20/121 HUMAN RESOURCES ITEMS: Recruitment of Environment and Planning Officer (Part-time, 8 hours per week, 1 year in the first instance): Council **RESOLVED** to approve the Interview Panel recommendation to appoint Ummara Qureshi subject to satisfactory references. It was **NOTED** that the probation period was three months. **Action: TC to inform Ms Qureshi and make the necessary arrangements e.g. Inform payroll and set up an Induction programme.**

21:05 pm – TC and DTC left the meeting

20/122 HUMAN RESOURCES ITEMS: TC Hours (additional day due to finish on 31st July 2020, TC then reverts to 30 hours) The Council a) **NOTED** the successful completion of the Clerk’s appraisal, b) **REFERRED** the issue of incremental points to the HR Panel to consider at its next meeting, c) **AGREED** the extension of the Clerk’s hours of work (from 30 hrs to 37hrs) to **31 March 2021.**
Action: TC to instruct Payroll Services company

Meeting Closed at 21.10

Chair signature..... Dated:

Date of next meeting: Tuesday 15th September 2020, 7 pm, St Mary and St Giles Parish Hall, Stony Stratford or to be held remotely: **TO BE ADVISED: Please check the website/noticeboards for details**

