



Simpson and Ashland Parish Council
Minutes of Meeting held on 5 Mach 2018 at 8.00p.m., Simpson Village Hall

Present:	Cllrs Peter Barnes (Vice Chair), Robert Ling, David Pye (Chair), Cathy Pope, Sheila Thornton Sue Key (Clerk/RFO)	
Min. Ref.	Item	Action
	Apologies: Cllr Carole Baume	
1 & 2	<p>Welcome and Public Forum: Cllr Pye, Chair, welcomed Ward Cllr Peter McDonald to the meeting.</p> <p>Chair stated Cllr Harrington had resigned from Simpson and Ashland Parish Council (SAPC) as of 5 February 2018. All members of the PC thanked him for all his efforts and wished him well for the future.</p> <p>Cllr Pope reported that a resident had contacted to ask if it was possible to kayak in the lakes on Ashland. PC advised the resident needed to contact the Parks Trust, who manage the Lakes, in the first instance.</p>	
3	<p>Ashland Development Chair noted work on the completion of the Ashland Estate continues to progress. Ward Cllr McDonald reported that Milton Keynes Council (MKC) Adoption Officer had recently inspected works and was satisfied with progress.</p> <p>It was noted that SAPC will begin a further round of discussions with Ashland residents on the use of the S106 monies, once the estate was complete. The PC is currently waiting to hear back from MKC that the S106 money deadline has been further extended given the delay in completion of the estate. Once plans had been agreed for spending the S106 monies, there would potentially need to be detailed discussions with HCA, MKC and associated parties regarding the S106 allocations. It was noted that suggestions for spend had been raised and that the PC would provide costed plans for each of the suggestions so that residents were aware of the costs involved. These costs would include both any purchasing and installation costs but also ongoing maintenance costs required in perpetuity.</p> <p>Noted: i) PC agreed to carry out further consultation with Ashland residents in the months to come and PC need to consider how and in what format this will take.</p> <p>Actions: ii) Chair to continue to chase MKC for response regarding extension of S106 money spend timetable.</p>	<p>Noted</p> <p>Chair</p>
4	<p>CA:MK update – Simpson Project Cllr Barnes reported that the Simpson resident questionnaire deadline was extended and the final response rate was around 33%. It was noted that although Cllrs had door knocked areas where responses were perhaps likely to be lower, it looks like there had been little increase in response.</p>	

	<p>Chair thanked everyone for their effort and noted that the response rate achieved was above the level that central government now set as an acceptable response to the surveys that it distributes.</p> <p>CA:MK colleagues are currently inputting data from the survey and will produce a draft report to the PC for early April 2018.</p> <p>Looking forward, Chair stated the PC will carry out a similar exercise in Ashland and will need to consider the best approach for this to ensure as wide a resident involvement as possible.</p> <p>Cllr Barnes raised the issue of when to carry out the prize draw and what type of prize.</p> <p>Actions:</p> <p>i) PC agreed draw for prize to take place in the near future and the winners to be contacted.</p>	All
5	<p>Budget 2018-19</p> <p>a) Feedback from consultation - Chair thanked all those who took part in the exercise. The PC noted the issues raised were those that had been raised by residents over time and that there was nothing unexpected. Feedback from the two budget consultation sessions would be used by the PC at its forthcoming strategic away day to shape activity and associated budget spend.</p> <p>b) Budget 2018-19 (Paper 2)</p> <p>The PC discussed budget and level of reserves which are currently at an estimated year end level of £57,506.30.</p> <p>Noted:</p> <p>i) PC approved the budget and reserves but noted that further refinements/changes would likely be made as spending plans became clearer.</p> <p>Actions:</p> <p>ii) Cllrs to provide Cllr Ling with possible dates to hold strategic away day, to be held March/April 2018.</p>	Noted All
6	<p>Service Devolution</p> <p>Chair reported SAPC submitted an Expression of Interest to MKC regarding the delivery of Landscaping services. The expression of interest is not binding. By end of March 2018 MKC due to provide more detail on this service for the PC to discuss.</p> <p>Clerk reported Draft Framework for PC/TC's to have an increased role in service delivery has been approved by MKC via delegated decision on 20 February 2018.</p> <p>Cllr Thornton raised issue over the weed spraying and street cleansing schedules within the parish.</p> <p>Actions:</p> <p>i) Clerk to contact MKC for details of schedules for street cleansing in Simpson and Ashland.</p>	Clerk
7	<p>Notification of Parish Councillor Vacancy</p> <p>As stated under item 1&2 above, Cllr Harrington had resigned. Following election guidelines published by MKC, no election has been called as no candidates had come forward and therefore the PC can move to co-opt a resident of Simpson and Ashland. The Parish Council has two vacancies, one which has not been filled for some time and both are for Ashland</p>	

	representatives. The PC will keep this under review and is keen to encourage residents to consider joining to help look after the community.	
8	Declarations of Interest No change to current declarations in place.	Noted
9	Minutes of the Council meeting held on 8 January 2018: Noted – Minor amendment to Minutes under item 1 regarding correction of names. Minutes and budget expenditure agreed as a correct record of the meeting and signed by the Chair.	Noted
10	Matters arising from 8 January 2018 minutes: 1&2a) Facebook monitoring – it was reported that Cllrs continued to monitor the SAPC Facebook pages and posts had, at times, been removed. 5) 211 Simpson –Ward Cllr McDonald has chased MKC again for a response to the question of the apparent sale of land designated as open space next to this site without prior public consultation. It was noted that he would escalate the issue to the Chief Executive of MKC if he did not have a response. Chair thanked Ward Cllr McDonald for help in this matter. 4 Penshurst Crescent - To date no further update on appeal. All other items covered in rest of agenda. Actions: i) Ward Cllr McDonald to keep PC updated on 211 Simpson query regarding the sale of designated open space without prior consultation.	Cllr Baume/ Ward Cllr McDonald
11	Delegated Decisions made since last meeting: To note the following decisions have been made under the scheme of delegated powers since the last meeting: Payments of four invoices under £500 – Purchase from Helping Hands for 4 extra-long litter pickers and 4 handihoops at £139.49 incl VAT. Purchase from Church Buying Group for 12 children’s chairs and 2 adjustable tables at £419.26 incl VAT. Work carried out on sink at Village Hall at £47.62. Work to storage tank at Village Hall at £78.00. The following expenditure has been approved. Advertising of Clerk vacancy on SLCC website for two weeks at £190 plus VAT. The invoice has not been received at present and could fall into 2018-19 expenditure.	Noted
12	Chair’s Report Report noted and accepted. Chair reported two applications for the Clerks vacancy had been received. However, due to personal circumstances one was withdrawn and SAPC decided to re-advertise the role. Clerk has confirmed she will continue in her role for the foreseeable future and review the situation in May 2018. Noted: i) PC to re-advertise SAPC Clerk advertisement.	Noted

	<p>Actions: ii) PC to review wording for advert and Clerk asked to inform clerks network of continuing vacancy.</p>	All
	<p>Groups Reports:</p>	
13.1	<p>Communications Group: Cllr Barnes stated latest newsletter printed and distribution had commenced. However, an issue had been raised and circulation had stopped for the time being. It is hoped that the issue can be resolved and distribution can continue. Chair thanked Cllr Barnes and all those who submitted articles for the parish newsletter.</p> <p>Actions: i) Cllr Barnes will keep PC updated.</p>	Cllr Barnes
13.2	<p>Open Spaces: Cllr Thornton reported there is a new Friends of Ouzel Valley Group, which she is a part of. They have already carried out one litter pick and have met with representatives from Parks Trust to discuss issues covering the play area on Simpson Drive and how to reduce dogs mess in the area. As a result Parks Trust have provided some signs which the volunteers will look at placing temporarily around the play area to see if this helps to reduce the dog mess. Discussions have also led to the Parks Trust reviewing the quality of the path near the bridge on the far side of the riverbank and they will monitor to look at improving its surface. In addition, the Parks Trust are looking at putting a new notice board in the car park at Simpson Drive, as they recognise that the play area and the car park have become very busy. Another issue being discussed is the pedestrian access from the road off Simpson Drive into the car park and to the play area. SAPC is keen to investigate further with Parks Trust and MKC as to how the pedestrian access to the linear park can be further improved.</p> <p>Actions: i) Cllr Thornton to contact Nigel Spencer, Road Safety Officer at MKC initially to discuss the pedestrian access issue.</p>	Cllr Thornton
13.3	<p>Community and Engagement Group: PC noted this group will continue and that future work will focus on engagement with residents around the Simpson Survey and engagement with Ashland residents around the S106 money.</p>	
13.4	<p>TRAP: Paper 5 report noted and accepted.</p> <p>Cllr Ling to discuss with Cllr Thornton a number of issues she has raised and look into. Cllr Ling thanked Ward Cllr McDonald for the update on new contact details for the Canal and River Trust (CaRT). Noted Old Woughton have a volunteer working day on the canal coming up in the next couple of weeks and will try to attend.</p>	
13.5	<p>Simpson Village Hall Committee: Cllr Ling proposed that in light of discussions with the Toddlers group, all hall hire users should carry out a Health and Safety review at the start of each use. Cllrs provided some initial feedback and there followed a short discussion as to how the H&S form could be implemented and managed.</p>	

	<p>Cllr Ling stated the village hall internal roof space would be laid out with flooring on Friday 9 March to enable better redistribution of storage to help with future use of the hall.</p> <p>With regard to the capital programme work, Cllr Ling reported three quotes had been obtained for the replacement of the external double set of fire exit doors and Cllrs agreed to the recommendations made by the Village Hall Committee. It was anticipated this work would be completed before the end of in this financial year.</p> <p>Noted work to kitchen door still to be progressed.</p> <p>Noted:</p> <p>i) PC approved new Health and Safety form for all users to complete.</p> <p>ii) PC approved appointing Premier Locksmiths to complete work on installing new external double set of fire exit doors.</p> <p>Actions:</p> <p>iii) Cllr Ling to order commencement of works to fire doors.</p>	<p>Noted</p> <p>Noted</p> <p>Cllr R Ling</p>
13.6	<p>Planning and Development (SAPD):</p> <p>Following update provided:</p> <p>139 Simpson - for 4 new dwellings approved. Cllr Barnes reported clearance work has commenced.</p> <p>390 Simpson - two storey extension approved.</p> <p>12 Abbey Road, Simpson - two storey extension approved.</p> <p>See also item 10 5) update on 211 Simpson.</p>	
14	<p>Finance Report:</p> <p>a) Financial Report: 2017/18 up to end of Feb 2018:– Cllr Pope and Clerk had checked the period and presented a summary position update (Appendix 1 below and Paper 6 from the agenda) which the Cllrs noted including 10% variances against budget, expenses agreed under delegated powers. Noted committed expenditure as reported at 6 November 2017 meeting remains unchanged. Requested approval to transfer all of money in account 3, minus £1k into account 1 before the end of the current financial year. Remaining money to be transferred end of May 2018.</p> <p>b) Regular committed payments 2018-19 – Cllr Pope and Clerk have submitted a list of regular payments for 2018-19 for approval.</p> <p>c) Preparation for 2017-18 Annual Audit Return:</p> <ul style="list-style-type: none"> - Audit of Asset Register – audited for 2017-18 and updated with new additions. Cllr Pope and Clerk submitted for approval for submission as part of the Annual Audit return. No work required. - Statement of Internal Control and Financial Regulations – Cllr Pope and Clerk had reviewed to ensure reflect current practices. Minor changes made covering use of delegated powers and reporting of finances. Cllr Pope and Clerk submitted for approval for submission as part of the Annual Audit return. <p>d) Precept 2018-19 – noted submission made in line with MKC timetable. Awaiting confirmation of approval which should be in the next couple of weeks.</p> <p>Noted:</p> <p>i) 2017/18 Income and Expenditure – PC agreed as an accurate statement up to end of February 2018 and approved variances.</p>	

	<p>ii) Regular committed payments 2018-19 and transfer of funds from account 3 - PC approved list of regular payments and budget commitments and transfer of monies from account 3.</p> <p>iii) Audit of Asset Register – PC approved updated register.</p> <p>iv) Statement of Internal Control and Financial Regulations – PC approved minor changes to both documents.</p>	
15	<p>Clerks Report:</p> <p>a) Update on Clerk Vacancy – see item 12 above for update.</p> <p>b) Register of Interests – Clerk reported annual requirement to review cllrs register of interests. Clerk will be forwarding shortly and requested if this exercise could be completed before the May 2018 SAPC meeting.</p> <p>c) Annual Audit Return 2017/18 – Clerk reported new external auditor for this process. Clerk has e-mailed internal auditor to check still available. Financial Risk assessment and Standing Orders still to be reviewed and Annual Audit Return will need to be approved at May meeting.</p> <p>Actions:</p> <p>i) Register of Interests – Cllrs to review Register of Interests and submit to Clerk.</p> <p>ii) Annual Audit Return 2017/18 – to be submitted and approved at 14 May 2018 meeting.</p>	<p>All Clerk</p>
16	<p>Any Other Business</p> <p>a) Defibrillator – noted had been raised for consideration. PC agreed to proceed and approach Stephen Bates to lead on behalf of the community. For Simpson the most likely place to position would be on the external wall of the village hall. For Ashland, outside one of the shops but it may be best to wait until all works completed and review location then. PC agree more detail required regarding costs, possible grant provision, training of volunteers etc.</p> <p>b) Fish and Chip shop, Ashland – Cllr Pope reported interest from a third party to take over the shop.</p> <p>c) Grant Aid Policy – Cllr Thornton had reviewed policy and made minor amendments and submitted for approval.</p> <p>d) GDPR – comes into effect 25 May 2018. Chair hopes this will not be too onerous for the PC. Cllr Pope is attending a GDPR course on 11 April 2018 and will report back.</p> <p>Noted:</p> <p>i) Defibrillator – PC approved the idea dependent on presentation of more detail at a later meeting.</p> <p>ii) Grant Aid Policy – PC approved amended policy.</p> <p>ACTION:</p> <p>iii) Defibrillator – Clerk to write to Stephen Bates to ask if he would gather relevant data and costings to present to a future meeting.</p> <p>iv) GDPR – Cllr Pope to update PC on GDPR at next meeting and implications for PC.</p>	<p>Noted Noted Clerk Cllr Pope</p>
17	<p>There being no further business the meeting closed at 9.30pm Date and time of next meeting: Next informal Planning consultation meeting – Monday 9 April 2018, 8.00pm, Simpson Village Hall</p>	

**Annual Parish Council meeting on Monday 14 May 2018 at 8.00pm,
Simpson Village Hall
Part 1 from 8.00pm will be a celebration of the year
Part 2 from 9.00pm will be Operational Business**

Appendix 1

Finance Report: Part A: Balance statements for all 3 Accounts:

<u>PARISH COUNCIL ONLY</u>	Actual 2016-217 £	Budget 2017-18 Budget £	Actual 2017-18 To date £	Committed Nov to Jan 2017-18 £
Balance on Annual Return	£9,900.75		£20,437.09	£14,250.35
Income	£27,516.66	£40,068.43	£41,892.37	
Transfer In			£769.28	
Transfer Out			£35,605.41	
TOTAL BALANCE OF INCOME	£35,015.75		£27,493.33	£14,250.35
Operational Expenditure	£13,760.00	£36,070.00	£12,955.06	£12,126.65
Grant Expenditure	£818.66	£3,300.00	£287.92	£1,000.00
TOTAL EXPENDITURE	£14,578.66	£39,370.00	£14,250.35	£1,123.70
Bank Balance at end of each period				£1,123.70

<u>PARISH RESERVE ACCOUNT ONLY</u>	Actual 2016-217 £	Actual 2017-18 To date £	Committed Nov to March 2017-18 £
Balance on Annual Return	£9,004.47	£11,309.67	£46,349.02
Income	£3.54	£5.14	£5.52
Transfer In	£2,301.66	£35,410.41	
Transfer Out			
TOTAL BALANCE OF INCOME/TRANSFERS	£2,305.20	£46,725.22	£46,354.54
Expenditure		£376.20	
Bank Balance at end of each period	£11,309.67	£46,349.02	£46,354.54

<u>SIMPSON VILLAGE HALL ONLY</u>	Budget 2017-18 £	Actual 2017-18 To date £	Committed Nov to March 2017-18 £
Balance on Annual Return		£160.00	£9,744.39
Income	£8,250.50	£13,064.98	£1,395.00
Transfer In		£195.00	
Transfer Out		£769.28	
TOTAL BALANCE OF INCOME	£8,250.50	£12,650.70	£11,139.39
Operational Expenditure	£5,550.00	£2,906.31	£1,625.64
TOTAL EXPENDITURE	£2,700.50	£9,744.39	£9,513.75
Bank Balance at end of each period			£9,513.75

<u>TOTAL BANK BALANCE</u>		Bank Balance at 28 Dec 2017	Projected at Year end 2017-18
		£70,343.76	£56,986.47

Part B – List of Expenditure and Income –

All expenditure and income to date can be viewed on the budget page at the Simpson and Ashland website. See link below or by contacting the Parish Clerk.

<http://www.simpsonandashland.co.uk/budget--finance.html>