



SIMPSON AND ASHLAND PARISH COUNCIL

To: The Chair and members of Simpson and Ashland Parish Council

Date: 30th December 2019

Dear Councillor,

You are summoned to attend a meeting of the **Full Council** to be held at **Simpson Village Hall, Simpson, Simpson Village** on **Monday 6th January 2020 at 8.00pm** when the business set out in the following agenda will be transacted.

L. Emmanuel

Lisa Emmanuel

Clerk to Simpson & Ashland Parish Council

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AGENDA

1. **Budget Workshop & Public Forum**
2. **Welcome, Introductions and Apologies for Absence**
3. **Declarations of Interest**
4. **To approve the minutes of the Full Council meeting held on 4th November 2019.**
5. **Chair's Report.**
6. **Co-option of new Councillors** – to receive Co-Option nomination for a new Councillor to represent Simpson and agree co-option.
7. **Precept for 2020/21** – to agree the precept to submit to Milton Keynes Council.
8. **Ashland S106 project** – to receive an update on the proposals and to
 - a) confirm the preferred building option
 - b) agree the submission of the planning application.
9. **Community Infrastructure Fund (CIF) –**
 - a) To review the revised scheme proposals and agree a response to Milton Keynes Council.
 - b) To consider any further bids for additional projects, deadline for applications 7th February 2020.

10. **Devolved Services Third Option** – to approve the Memorandum of Understanding in relation to the agreement with Milton Keynes Council.
11. **Biodiversity Plan** – to receive an update on commissioning of the plan for Simpson & Ashland.
12. **Simpson Village Hall** – to consider the following:
 - a) Update on improvement to hall lighting and external security lighting
 - b) Review of hire charges
13. **Simpson Brook** – to consider the proposal for improvements to the brook.
14. **Finance Report and Payments list**
15. **Planning Applications**
 - a) **Application Ref: 19/02950/FUL Simpson Post Office, 153 Simpson, MK6 3AH**
16. **Delegated Decisions.**
17. **Note any changes to risk management**
18. **Any other business**
19. To note that the next meeting of the Full Council will be held on **Monday 2nd March 2020** at **8.00pm** at **Simpson Village Hall, Simpson, Simpson.**

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Item 4.

MINUTES OF MEETING HELD ON 4TH NOVEMBER 2019

SIMPSON AND ASHLAND PARISH COUNCIL

MEETING MINUTES

Meeting date:	4 November 2019
Venue:	Simpson Village Hall
Councillors present:	Cllr Barnes – Vice Chair (PB) and Chair of meeting Cllr Ezeh (CE) Cllr Thornton (ST)
Also present:	Lisa Emmanuel, Parish Clerk (LE) Cllr Terry Baines, MKC Ward Cllr (TD) Dr. Alessio Antonini, Open University (AA) Jane Whild (JW)
Apologies:	Cllr David Pye
Members of public:	9 members of public

Ref.	Agenda item and Minutes	Action
19055	Welcome, Introduction and Apologies for Absence	
	PB welcomed everyone to the meeting, giving apologies for DP's absence and acting as Chair in his place. PB proposed to move Item 4 on the Agenda forward, agreed by CE and ST.	
19056	Open University Project	
	AA and JW gave a presentation outlining the Gatekeeper Project which has a main objective to enable the creation of a platform that connects healthcare providers, businesses, entrepreneurs and elderly citizens and the communities they live in. Simpson will be the UK pilot site and local residents will have the opportunity to help shape a new kind of care and health service, designing a solution for delivery in the future. The project will also consider how funding can transfer from the NHS to this type of service . The use of technology is part of the project with Samsung being a partner, looking into what types of devices might fit in with peoples lives and for example link to early detection. The Collaboratory element will bring together Simpson residents, local organisations, the researchers of the OU and technology providers to identify challenges for the health and well being of our population and to cocreate ad test the solutions of tomorrow for the UK. JW invited residents to attend the KMI Festival event on 14 th November at the OU, flyers were circulated.	Noted

19057	Declarations of Interest	
	None received.	
19058	Public Forum	
	<p>Cllr TB reminded the meeting that Friday will be the AGM for BucksALC and welcomed attendance.</p> <p>TB further reported on the success of Woughton Community Council on being awarded Star Council. The meeting acknowledged the achievement and congratulated WCC on their achievement.</p>	
19059	Minutes of the Full Council meeting held on 2nd September 2019	
	<p>The minutes were agreed and signed.</p> <p>PB then proposed that Item 8 be moved forward, agreed by CE and ST.</p>	
19060	Ashland S106 Project	
	<p>ST introduced the history to the project and the S106 contributions, the formation of the Steering Group and the community engagement which has taken place over a number of years.</p> <p>A leaflet has been distributed to all residents on Ashland outlining the themes from the engagement and options drawn from this resulting in the proposals put forward.</p> <p>The Steering Group members present confirmed there had been more engagement this year than ever before, with all residents having had the opportunity to comment.</p> <p>Discussion followed with residents present which covered the time constraints, restrictions imposed by the 106 funding and the process for approving the release of the funds.</p> <p>TB confirmed the current situation regarding the allocation of S106 and the deadlines required for spend of funds.</p> <p>Further discussion covered the fact that additional funds are likely to be required to deliver all three options proposed, with the building being prioritised as there are other options available to bid for funding for play equipment. These include the Community Infrastructure Fund, WREN and Community Foundation funding.</p> <p>Concerns were raised with regard future maintenance and operational cost for a building. LE confirmed that S&APC are considering all aspects as part of the future budget setting process. Future management of any facility will also be worked up in conjunction with the community.</p> <p>ST then outlined the process followed to appoint an architect to oversee the design and construction of a building, with the indicative structure likely to be based on shipping containers.</p> <p>LE outlined the business case to be presented to MKC and the developer to approve drawing down the S106 funding. The three options being:</p> <ul style="list-style-type: none"> • Building likely to be a container base but wood clad finish, to be located close to the car park on Ashland Lake (see map attached) 	

	<ul style="list-style-type: none"> • Improvements to the children's play area which may include a form of shelter • Introduction of equipment for young people which may include fitness equipment/youth shelter/table tennis table or Teq-table to be located at the 'kick-about' area off Shelsley Avenue <p>The focus will be on play/social opportunities for adults and children that adapt to the natural environment.</p> <p>Comments were made relating to concerns of potential vandalism and anti-social behaviour.</p> <p>PB thanked everyone for the valuable discussions and summarised the position regarding the three bids which had been considered by the Councillors and it had been recommended to appoint Andrew Armes as the architect.</p> <p>Resolved unanimously:</p> <ul style="list-style-type: none"> • That the Council appoint Andrew Armes as the architect for the Ashland Meeting Space project. • That the outline business case to present to Milton Keynes Council and the Developer in relation to the S106 spend is approved. <p>ST further outlined that more volunteers would be welcomed onto the Steering Group.</p>	Approved
19061	Chair's report	
	The Chair's report was received and noted.	Approved
19062	Strategic Planning and Co-option of new Councillors	
	<p>Cllrs shared the results of discussions at the Strategic Planning event, including the interest from residents to become involved with the council going forward.</p> <p>LE outlined the process to be followed for Co-option once the Vacancy Notice period has ended.. It was agreed to implement the process as outlined.</p>	Approved
19063	Review of Policies	
	<p>The policies were circulated prior to the meeting following review by the Clerk.</p> <p>Resolved:</p> <p>That the following revised policies be adopted:</p> <ol style="list-style-type: none"> Complaints Policy Health & Safety Policy Equalities Policy Disciplinary Policy 	Approved
19064	Community Infrastructure Fund	
	<p>LE outlined that the vehicle count had commenced in preparation for the crossing being implemented. MKC are due to share the plans following approval from the Roads Safety team.</p> <p>It was agreed that the MKC officers are requested to talk to The Parks Trust regarding the links into the park.</p>	Noted
19065	Devolved Services Third Option	

	LE attended the monthly contractor's meeting to observe the process in preparation for pursuing the Third Option. The meeting was informative. MKC have issued the draft Memorandum of Understanding and Councillors are requested to review the document and comment, with a view to formally approve at Full Council in January 2020.	Noted
19066	Biodiversity Plan	
	PB outlined that he is meeting with Rebecca Hions tomorrow to discuss the potential to commission a plan. LE shared the email received from MKC in relation to MKC's Biodiversity Vision. It was agreed to promote to residents and encourage them to submit comments direct to MKC.	Noted LE
19067	Simpson Village Hall	
	a) Discussion was held regarding lighting options for the hall. TB informed of lights LED at Springfield Community Centre which have the option to be either warm light or white light. PB to liaise further with electrician. b) PB to purchase a lockable letterbox to be fitted externally. c) PB is continuing to liaise with the electrician on suitable external lighting.	PB PB PB
19068	Finance Report and Payments List	
	The report was accepted. LE also confirmed that Nat West bank had now changed the signatories for the bank accounts.	Noted
19069	Precept for 2020/21	
	It was agreed that to workshops will be held as in previous years to invite residents to take part in the budget setting process. Preparation for proposed budgets will take place by the Clerk and councillors for further discussion at the workshops. LE to confirm dates for workshops, one to be at Full Council in January, with an additional event on a Saturday morning. The need for increased budget for Open Space/Top-Up services was discussed along with future implications of management of the Ashland Meeting Space. LE to consider budget headings alongside an assessment of her time needed to support the delivery of the Meeting Space.	LE/CLLRS LE LE
19070	Planning Applications	
	Resolved Unanimously:	LE
19071	Delegated Decisions	
	The report was accepted and signed.	Approved
19072	Note any changes to Risk Management	
	The Council is currently short of 4 Councillors which impacts on the amount of business the remaining councillors can conduct. JW was present having attended the Lunch Event on 26 th October and confirmed her willingness to be co-opted as a councillor.	

	LE to contact Julie once the Co-option process and timescale is confirmed. In the meantime JW to attend the informal meeting on 2 nd December 2019.	LE
19073	Any Other Business	
	None.	
19074	Date of next meeting	
	The next meeting will be held on Monday 6th January 2020 at 8.00pm at Simpson Village Hall, Simpson, Simpson.	Noted
	The meeting closed at 10.00PM	

Item 10. COMMUNITY INFRASTRUCTURE FUND – SCHEME PROPOSAL



Simpson Drive, Simpson - Potential Safety Measures

Drawing No:	Scale:	Drawn By:	Designed By:	Checked By:	Approved By:	Date:	Rev:
AK	Not to Scale	RF	DS	DES	LS	06/2024	

Each safety measure may be introduced in isolation or as part of a comprehensive scheme.

This map & protocol have been prepared with the permission of the Council. It is the responsibility of the user to ensure that the information is up to date and that it is used in accordance with the relevant legislation. The Council is not liable for any loss or damage arising from the use of this information.



Item 10.

DEVOLVED SERVICES – THIRD OPTION

Memorandum of Understanding

Between

Milton Keynes Council

of Civic Offices, 1 Saxon Gate East, Central Milton Keynes MK9 3EJ

and

Simpson and Ashland Parish Council

of Simpson Village Hall, Simpson, Simpson, MK6 3AD

This Memorandum of Understanding (MOU) sets out the current understanding of both of the parties as to the landscape service delivery on land owned and currently maintained by Milton Keynes Council (MKC) through its contract partner (Serco) within the parish area of Simpson and Ashland and the monitoring of the service provision.

Background

Prior to the commencement of the Landscape Maintenance Contract in 2014 (which was awarded to Serco), Parish and Town Councils (P&TC's) were given the opportunity to take on their own landscape service delivery under a devolution arrangement. 6 P&TC's took up the opportunity, and have successfully been delivering their own landscaping services since 2014. MKC pays a grant to the devolved parishes (equivalent to what it would have paid Serco to deliver the service). Some of the original 6 directly employ landscaping operatives to deliver the service, whilst others have subcontracted the work to local / other companies.

In the last few years the remaining 42 parishes were offered the opportunity to deliver their own landscaping services from 2020 (the point at which the contract with Serco was to be either retendered or extended). 7 further parishes have committed to doing this from 2020. Parishes who chose not to go down a 'devolved' service delivery route will continue to be the beneficiary of the MKC landscaping service provision, delivered through Serco.

Cllr Darlington, Cabinet Portfolio Holder for Public Realm, was keen to introduce a further option for Parish and Town Councils, who felt that they wanted to take control of their landscaping services and have the ability to top up services but wanted to save on the overheads of contracting and the potential of TUPE implications of those going down the fully devolved option. This further option has become known as the Third Option.

Purpose

It is the goal of both parties that the maintenance of the landscape is delivered to the satisfaction of residents within the financial envelope available to both parties.

This MoU serves to provide a framework to the proposed actions and deliverables of the parties.

Simpson and Ashland PC have been provided with the Specification that they would have been required to work to had they have gone down the fully devolved service option. This specification is

a 'lift' from the specification that MKC currently requires Serco to work to, and serves as the minimum service required but MKC in terms of delivery of landscaping services.

How the Third Option will work in practice:

Simpson and Ashland PC

- will take on the 'Landscape Services Officer' role for their parish area with respect to those services within the delivery and management of the Landscape excluding specialist arboriculture works to trees & woodlands and sports provision.
- will have regular monthly meetings with SERCO regarding service delivery in their parish area
- may request Serco deliver top up services in their area (and pay Serco direct for such)

MKC

- will continue to pay Serco to deliver a base level service on behalf of MKC within the parish area of Simpson and Ashland PC in accordance with the specification
- will facilitate and be part of monthly monitoring meetings
- will facilitate access to MKC's Customer Service System (Firmstep) to enable Simpson and Ashland PC to view and monitor landscape service requests / complaints for the parish area.
- will facilitate access to MKC's GIS System (iShare) to enable Simpson and Ashland PC to view the relevant and 'real time' landscape layers.
- will not be party to any agreement to 'top up' from the base level service (this will be an arrangement between Serco and Simpson and Ashland PC)

Serco

- will continue to deliver the base level service on behalf of MKC within the parish area of Simpson and Ashland PC
- will meet with the Simpson and Ashland PC at regular intervals (at least once per month) to discuss service provision and any top ups as required
- provide performance information, schedules of works, etc to enable Simpson and Ashland PC to manage and oversee the arrangement to the satisfaction of their residents.

Funding

Both parties understand that there is no funding for this arrangement. MKC will continue to pay Serco to deliver the landscaping services under the existing contract.

Duration

This MoU is at will and may be modified by mutual consent of authorised officials from MKC and Simpson and Ashland PC. This MoU shall become effective upon signature by the authorised officials from MKC and Simpson and Ashland PC and will remain in effect until modified or terminated by both partners through mutual consent. This MoU shall end on 30 March 2023.

Contact Information

Milton Keynes Council

Maurice Barnes

Landscape Services Manager

Synergy Park, Chesney Wold, Bleak Hall, Milton Keynes, MK6 1LY

Telephone: 01908 252591

E-mail: Maurice.barnes@milton-keynes.gov.uk

Simpson and Ashland PC

Councillor _____**xxxx**_____ and Councillor _____**xxxx**_____

7 Cheslyn Gardens, Gifford Park, Milton Keynes, MK14 5AU

Telephone: 07597 304054

clerk@simpsonandashland@gmail.com

(Signature)

(Stuart Proffitt, Director- Environment and Property)

Date: _____

(Signature)

(Sarah Gonsalves, Director – Policy, Insight and Communications)

Date: _____

(Signature)

(insert Member name of S&APC)

Date: _____

(Signature)

(insert Member name of S&APC)

Date: _____

Witnessed by:

(Signature)

Town Clerk - Simpson and Ashland Parish Council

Name _____

Date: _____

Item 14.

FINANCIAL REPORT

Financial Summary

Simpson & Ashland PC - Financial Summary					29/12/2019
Category	Budget	MAA 28/08/2019	Actual 29/12/2019	EOY Projection	
Income					
Precept	£ 50,700.00		£ 54,404.70	£ 54,404.70	
Village Hall hire	£ 7,600.00	£ 3,684.38	£ 9,468.00	£ 9,000.00	
VAT reclaim	£ 1,800.00		£ -	£ 1,800.00	
Other	£ -		£ -	£ -	
Total income	£ 60,100.00		£ 63,872.70	£ 65,204.70	
Expenditure					
Admin and expenses	£ 700.00	£ 523.56	£ 1,281.99	£ 1,823.00	
Audit	£ 500.00	£ 373.97	£ 540.00	£ 540.00	
Dog bin cleaning	£ 1,800.00	£ 1,346.30	£ 1,007.16	£ 1,900.00	
Insurance	£ 725.00	£ 542.26	£ -	£ 725.00	
Memberships/Subs	£ 450.00	£ 336.58	£ 35.00	£ 450.00	
Media	£ 2,500.00	£ 1,869.86	£ 1,671.20	£ 2,500.00	
Salaries	£ 7,500.00	£ 5,609.59	£ 8,620.49	£ 11,000.00	
Community events	£ 9,300.00	£ 6,955.89	£ 2,438.61	£ 9,300.00	
Community projects	£ 6,350.00	£ 4,749.45	£ 6,412.98	£ 11,000.00	
Village Hall maintenance	£ 2,500.00	£ 1,869.86	£ 1,850.53	£ 2,500.00	
Village Hall utilities	£ 1,700.00	£ 1,271.51	£ 1,383.77	£ 1,700.00	
Other	£ 300.00	£ 261.78	£ 45.00	£ 300.00	
Contingency	£ 1,275.00	£ 953.63	£ -	£ -	
Grants	£ 3,300.00	£ 2,468.22	£ 317.29	£ -	
Total expenses	£ 38,950.00		£ 25,604.02	£ 43,838.00	
Surplus/Deficit	£ 21,150.00		£ 38,268.68	£ 21,366.70	
Contribution to devolution	£ 17,000.00				
Reserves					
	Actual				
	29/12/2019				
Bank accounts	£ 139,682.91				
Current account	£ 45,089.61				
Savings account	£ 94,593.30				
Earmarked reserves					
Devolved services	£ 53,611.00				
Village Hall maintenance	£ 10,000.00				
Election costs	£ 5,000.00				
Operational float	£ 10,000.00				
General reserves	£ 61,071.91				

Explanation of columns

Category	Category of income or expenditure. These categories have been chosen both for clarity and to enable simple calculation for the annual AGAR form
Budget	The budget for the category set at the beginning of the year

MAA	Moving Annual Average. The amount that we would have received/spent if the budgeted amount was received/spent equally across the year. This helps us to monitor whether we are over or under budget
Actual	The actual amount we have received/spent to date
EOY	The amount that we currently project we will have received/spent by the end of the year

Notes

Budget categories where I am predicting overspend have been highlighted in yellow and can be explained as follows:

Admin & expenses – additional email hosting and purchase of laptop not budgeted for

Dog bin cleaning – actual costs increased slightly from last year

Salaries – additional hours required for clerk handover, community worker role and additional tasks for clerk relating to Ashland project

Community Projects – this is now overspent as costs for the design team relating to the Ashland Meeting Space have now been allocated against this budget line. It is anticipated that some of this may be recouped from the S106 once drawn down.

Payments

The following table shows all payments made from the current account between 30.10.2019 and 29.12.19

Date	Description	Amount	Category	Bank detail
04/11/2019	DNH Contracts (Dog bns)	£ 129.12	Dog bin cleaning	'DNH CONTRACTS , 1331 , VIA ONLINE - PYMT , FP 04/11/19 10 , 44162938705212000N
07/11/2019	Tesco Mobile	£ 10.00	Admin and expenses	'MIPAY TESCO MOBILE, Q2PMSP191104223511
20/11/2019	Lisa Emmanuel - expenses (ink)	£ 57.00	Admin and expenses	'LISA EMMANUEL , EXPENSES , VIA ONLINE - PYMT , FP 20/11/19 10 , 02140624770647000N
20/11/2019	Lisa Emmanuel - expenses (internet)	£ 18.59	Admin and expenses	'LISA EMMANUEL , EXPENSES , VIA ONLINE - PYMT , FP 20/11/19 10 , 02140624770647000N
20/11/2019	CSV Imprest (salaries)	£ 880.83	Salaries	'CVS IMPREST ACC , SAPC OCTOBER , VIA ONLINE - PYMT , FP 20/11/19 10 , 60140451088302000N
27/11/2019	British gas	36.6	Village Hall utilities	'BRIT GAS BUSINESS , 603040680270918000
29/11/2019	Dylan Design	£100.00	Media	'DYLAN DESIGN , 2528 SAPC , VIA ONLINE - PYMT
29/11/2019	Prontaprint	£490.40	Media	'PRONTAPRINT MK , 21702 , VIA ONLINE - PYMT , FP 29/11/19 10 , 08154838933046000N
03/12/2019	DNH Contracts - dog bins	£ 103.30	Dog bin cleaning	'DNH CONTRACTS , 1354 , VIA ONLINE - PYMT , FP 03/12/19 10 , 28211705201583000N
05/12/2019	Peter Barnes - Expenses	£4.00	Village Hall maintenance	'P R W AND D P BARNES, SAPC EXPENSES , VIA ONLINE - PYMT , FP 05/12/19 10 , 64141341691035000N
05/12/2019	Peter Barnes - Expenses	£29.99	Village Hall maintenance	'P R W AND D P BARNES, SAPC EXPENSES , VIA ONLINE - PYMT , FP 05/12/19 10 , 64141341691035000N
05/12/2019	Janus Safety Solutions (PAT)	£59.76	Village Hall maintenance	'JANUS SAFETY , 10494 INV 6716 , VIA ONLINE - PYMT , FP 05/12/19 10 , 32141854855167000N
06/12/2019	MKC Planning (Pre-app)	£210.00	Community projects	'MILTON KEYNES COUN, 123117 , VIA ONLINE - PYMT , FP 06/12/19 10 , 53113209739726000N
11/12/2019	Exercise Class Instructor	£300.00	Community events	'MRS Y FELIX , SAPC 00204 , VIA ONLINE - PYMT , FP 09/12/19 10 , 58124407780148000N
11/12/2019	EE Broadband	£22.00	Village Hall utilities	'EE BROADBAND , HARL101449096X015
12/12/2019	CVS Imprest - payroll	879.23	Salaries	'CVS IMPREST ACC , SAPC DECEMBER , VIA ONLINE - PYMT , FP 12/12/19 10 , 49130714953692000N
19/12/2019	MK Surveys (topographic survey)	£576.00	Community projects	'MK SURVEYS , SAPC 25733 , VIA ONLINE - PYMT

19/12/2019	British gas	£146.79	Village Hall utilities	'BG BUSINESS , 603163862280319000
19/12/2019	Community Action (Ashland engagement)	£775.00	Community projects	COMMUNITYACTIONMK, 31476, VIA ONLINE - PYMT
24/12/2019	Anglian Water	£114.90	Village Hall utilities	'ANGLIAN WATER BUSI, 0393763701
24/12/2019	British Gas	£30.63	Village Hall utilities	'BG BUSINESS , 603040680270918000

Prepared by Lisa Emmanuel, Parish Clerk and Responsible Financial Officer, 29.10.19

SIMPSON AND ASHLAND PARISH COUNCIL DELEGATED DECISIONS

Item 16.

Meeting date:	6 th January 2020
Venue:	Simpson Village Hall
Period Covered	31 st October to 30 th December 2019

Decisions related to the following matters were made under the Council's Scheme of Delegated Powers.

1. Agreed change of signatories and bank mandates.
2. Agreed planning response in relation to Planning Ref: 19/02950/FUL Simpson Post Office, 153 Simpson, Simpson, Milton Keynes, MK6 3AH
3. Agreed to appoint Lisa Emmanuel as S106 Project Manager from beginning December 2019 to end June 2020 at rate and costs submitted in budget paper.
4. Agreed appointment of Structural Engineer and Mechanical Engineer in line with Architect recommendation and submitted fee proposal.
5. Agreed instruction for completion of topographical survey on Ashland.