



To: All members of Simpson and Ashland Parish Council

**NOTICE OF PARISH COUNCIL MEETING**

You are hereby invited to attend the Meeting of Simpson and Ashland Council to be held on Monday 5 March 2018, 8.00 p.m, at Simpson Village Hall

Item	Agenda	Lead
1.	<b>Welcome, introductions and apologies</b> Schedule 12 of the Local Government Act 1972 requires a record be kept of the members who cannot attend a meeting should tender apologies to the Clerk/RFO as this should also be recorded. Under Sections 85(1) of the Local Government Act 1972, members must decide whether the reason for the absence is acceptable.	Cllr D Pye – Chair
2.	<b>Public Forum</b>	All
3.	<b>Ashland Development - update</b>	All
4.	<b>CA:MK Community Project - update</b>	All
5.	<b>Budget 2018-19</b> a) Feedback from Consultation exercise ( <b>Paper 1</b> ) b) Discussion and refinement of agreed Budget 2018-19 ( <b>Paper 2</b> )	All
6.	<b>Service Devolution – Open Spaces</b>	All
7.	<b>Notification of Parish Councillor vacancy</b>	Chair
8.	<b>Declarations of Interest</b>	All
9.	<b>To agree the minutes of the Parish Council meeting held on 8 January 2018 (Paper 3)</b>	Cllr D Pye – Chair
10.	<b>Matters arising from the Minutes</b>	As above
11.	<b>Note delegated decisions agreed since last meeting</b>	All
12.	<b>Chair's Report (Paper 4)</b>	Cllr D Pye – Chair
13.	<b>Groups Reports</b> 13.1. <b>Communications Group (verbal update)</b> 13.2. <b>Open Spaces – no update</b>  13.3 <b>Community engagement and play Group (verbal update)</b>  13.4 <b>TRAP - schedule of maintenance for review (Paper 5)</b> 13.5 <b>Simpson Village Hall Management Committee(verbal update)</b> 13.6 <b>Planning and Development (SAPD) - verbal report on latest applications</b>	Cllr P Barnes Cllr D Pye – Chair Cllr S Thornton Cllr R Ling Cllr R Ling Cllr Baume
14.	<b>Finance Report:</b> a) Note balance at end of Feb 2018 and sign off accounts as accurate ( <b>Paper 6</b> ) b) Review of Committed expenditure and agree new commitments ( <b>Paper 6</b> ) c) Preparation for 2017-18 Annual Audit Return - review of - Audit of Asset Register ( <b>Paper 7</b> ) - Statement of Internal Control - Financial Regulations and Standing Orders d) Precept 2018-19	Cllr Pope/ Clerk Clerk  Clerk
15.	<b>Clerk/RFO Report:</b> a) Update on Clerk vacancy b) Declarations of Office – require annual review c) Annual Audit Return 2017/18 - to be approved at 14 May meeting	Cllr Pope Clerk Clerk
16.	<b>Any other business:</b> a) Defibrillator b) Any other business	All
17.	<b>Date of next meeting:</b> <b>Annual Parish Council meeting on Monday 14 May 2018</b>	

- Paper 1: Feedback from Budget Consultation exercise
- Paper 2: Budget 2018/19
- Paper 3: Minutes from Parish Council meeting held on 8 January 2018
- Paper 4: Chair's Report
- Paper 5: TRAP – schedule of review
- Paper 6: 2017/18 Income/ expenditure statement and summary at end of Feb 2018
- Paper 7: Audit of Asset Register

**Paper 1**

**Summary of Feedback from Consultation on S&APC Budget 2018-19**

Residents were invited to attend two dates to discuss the S&A PC Budget 2018-19 on Monday 8 January and Saturday 13 January 2018. A total of 19 residents attend these events, of which over 90% were from Simpson.

A presentation was made to the meetings. Copy of the presentation made is attached to the 8 January 2018 minutes (available on the following website <http://www.simpsonandashland.co.uk/minutes.html> )

Discussion was focused around:

- What services should SAPC be looking to develop as part of devolvement from MKC?
- What activities/events are most beneficial to supporting residents and the community generally?
- Wish list - if you had the PC budget and there were no restrictions what would you want to use it for?

At the end of the both sessions the following issues were noted. These are in no particular order of importance:

- **Sense of Community** – need a central focus for the community.
- **Ashland needs a community hub.**
- **Parking** – issues need to be addressed in both Simpson and Ashland.
- **Transport issues** - for example speed of cars coming through Simpson and safety of people on paths in both Simpson and Ashland. Need for further Traffic calming measures.
- **Environment** – residents would like to continue living in a quality environment. For example, the maintaining of street cleansing, quality open spaces, reduction of litter and the like. Participants noted that with the devolution, residents, could decide, along with SAPC, what level of service they would like, though funds for this would need to be generated through the precept. There was also discussion as to how residents could get involved to work alongside the statutory agencies for example, further developing the group that collects litter.
- **Village Hall** – look at different uses for the community.
- **Village Hall** – improve parking at the Village Hall.
- **Communications** – still need to improve how SAPC communicates with residents about what it is doing.
- **The importance of residents feeling safe and secure** – including Police presence, improved lighting, neighbourhood watch etc. Links with the quality of the environment. Personal safety through lighting and maintenance of paths.
- **Maintenance of pavements to ensure remain safe.**
- **Provision of Grit bins.**

- **Planning** – look to ensure future planning developments are fit for purpose and in keeping with the local area.
- **No HMOs.**
- **Supporting and maintaining the bus services.**
- **Addressing the needs of isolated residents.**
- **Developing the Plough as a community asset.**
- **Exploring conservation area/village green status - could help re. planning and landscaping issues.**
- **Maintaining Simpson as an attractive village.**
- **Street signs** – additional street signs to Village Hall and clarifying the simple Simpson address.
- **Lighting around Warren Bank** – objections it is on all night.

Paper 2

Agreed 2017/18 Budget Paper (See Paper 10 for Latest position on expenditure/income 2017/18)

Table 1: Summary of projected Reserves at end of 2017-18

<b>SUMMARY RESERVES BALANCE</b>	2016-17 £	Year End 2017-18 £
Account 1	£20,437.09	£1,426.13
Account 2	£11,309.67	£46,349.02
Account 3	£160.00	£9,731.15
<b>BALANCE</b>	<b>£31,906.76</b>	<b>£57,506.30</b>
Grant Match funding for work to Grand Union Canal	£750.00	£0.00
General Reserve - Uncommitted	£1,000.00	£1,250.00
General Reserve – Uncommitted R Freeman Donation		£500.00
General Reserve – to fund MK50 events in 2017-18	£225.00	£225.00
General Reserve – monies received from Recycling initiative	£221.00	£221.00
General Reserve – Community work	£2,300.00	£8,000.00
General Reserve – Operational PC	£12,500.00	£13,500.00
Earmarked Reserves – Devolved services	£4,100.00	£16,611.00
Earmarked Reserves – Major and general repairs including Village Hall	£5,000.00	£12,000.00
Earmarked Reserves – Election costs/Budget Referendum	£5,000.00	£5,000.00
<b>Parish Council Balance - uncommitted</b>	<b>£810.76</b>	<b>£199.30</b>

Table 2: 2018-19 Budget

<b>PARISH COUNCIL ONLY</b>	Budget 2018-19 £	Comments
<b>Balance on Annual Return</b>		
<b>INCOME</b>		
Precept	£48,374.54	15% precept increase on 2017-18
MKC Council Tax Support Grant	£2,325.46	As above
<b>Sub Total of Precept request</b>	<b>£50,700.00</b>	
VAT Refund	£1,800.00	Estimate of VAT to be reclaimed from 2017-18
<b>TOTAL BALANCE OF INCOME</b>	<b>£52,500.00</b>	
<b>EXPENDITURE</b>		
<b>COMMUNITY:</b>		
<b>Community Events/Activities and contribution to future community support work</b>	<b>£9,300.00</b>	Summer event programme = approx £2k. Rest to future community support work (incl VAT refund est at £1,800)
Community Projects work	£6,350.00	Includes Parking and Open space engagement projects
Village Hall Maintenance	£2,500.00	For capital works not completed in 2017-18
<b>Contribution to Devolved services Reserves</b>	<b>£17,000.00</b>	
<b>OPERATIONAL</b>		

Admin, mileage, stationery	£700.00	Stationery, utility payments and clerks mileage and cllrs expenses
Audit (Internal and External)	£500.00	New External Auditor and costs still to be confirmed.
Dog Bins - cleaning	£1,800.00	8 bins. May need to replace Bridge 91. Use reserves.
PC Insurance (inclu V Hall)	£725.00	
Memberships/Subscriptions	£450.00	
Newsletters/Posters/Website	£2,500.00	
Annual meeting Costs	£100.00	
Clerk Salary costs	£5,750.00	
Training	£250.00	
Contingency	£1,275.00	
	<b>£47,400.00</b>	
Grants	£3,300.00	
<b>TOTAL OPERATIONAL &amp; PROJECT EXPENDITURE</b>	<b>£52,500.00</b>	

**Table 3: 2018-19 Village Hall Budget.**

<b><u>VILLAGE HALL ONLY</u></b>	Budget 2017-18 £	Actual 2017-18 Year End Projections £	Budget 2018- 19 £
<b>Balance at 29 January 2018</b>		<b>£9,488.77</b>	<b>£9,800.89</b>
<b>INCOME</b>			
Regular users	£6,750.00	£6,411.00	£6,250.00
One off users	£1,500.00	£1,840.00	£1,350.00
Simpson Association		£6,803.01	
VAT Refund			
Misc income		£61.97	
<b>TOTAL BALANCE OF INCOME</b>	<b>£8,250.00</b>	<b>£15,115.98</b>	<b>£7,600.00</b>
Transfers out		£167.68	
Transfer In		£195.00	
<b>TOTAL BALANCE</b>	<b>£8,250.00</b>	<b>£24,632.07</b>	<b>£17,400.89</b>
<b>EXPENDITURE</b>			
Cleaners Salary costs	£1,800.00	£2,023.12	£1,958.50
Gas	£695.00	£584.84	£695.00
Electricity	£375.00	£348.00	£375.00
Water Rates	£300.00	£562.00	£450.00
Fire Safety	£500.00	£797.98	£675.00
Broadband	£240.00	£214.50	£225.00
Maintenance (from 2018-19 incl supplies/cleaning/ sundries)	£1,200.00	£398.00	£1,675.00
Supplies,	£180.00	£274.73	
Cleaning items	£60.00	£149.45	
Sundries	£200.00	£28.79	
Reimbursement of fees		£130.00	
<b>TOTAL EXPENDITURE</b>	<b>£5,500.00</b>	<b>£5,502.41</b>	<b>£6,053.50</b>
<b>Ringfenced</b>			
<b>Money transferred from Simpson Association for Village Hall use only. Agreed at 8 January 2018 PC meeting.</b>		<b>£6,803.01</b>	<b>£6,803.01</b>
<b>TOTAL BALANCE</b>	<b>£2,700.00</b>	<b>£9,800.89</b>	<b>£11,347.39</b>
<b>TOTAL BALANCE LESS RING FENCED FOR USE ESTIMATE AT 29 JANUARY 2018</b>			<b>£4,544.38</b>



**Simpson and Ashland Parish Council**  
**Minutes of Meeting held on 8 January 2018 at 8.00p.m., Simpson Village Hall**

Present:	Cllrs Peter Barnes (Vice Chair), Carole Baume, Andrew Harrington, Robert Ling, David Pye (Chair), Cathy Pope, Sheila Thornton Sue Key (Clerk/RFO)	
<b>Min. Ref.</b>	<b>Item</b>	<b>Action</b>
	<b>Apologies:</b> None	
1 & 2	<p><b>Welcome and Community Consultation on S&amp;APC Budget 2018-19:</b> Cllr Pye, Chair, welcomed residents Jane and Martin Armstrong, Jane Anderson, Margaret and David Carrel, N Chitty, Brenda Ladd, Jenny Hughes and Monica Shelley to the meeting.</p> <p>The Chair noted that the purpose of this evening was to capture the views of Simpson and Ashland residents as to how the monies generated by the 2018/19 precept might be allocated and, linked to this, what activities Simpson and Ashland Parish Council (SAPC) might undertake in the coming financial year. It was noted that:</p> <p>1.2a) – SAPC is funded through the parish precept which is an amount of money that is added to the Council Tax bill that residents pay to Milton Keynes Council (MKC). SAPC Cllrs decide the level of the precept each financial year and for the coming year, the proposal is to raise the precept by 15%. The impact of this is that the precept charge for a Band D property in Simpson and Ashland roughly works out at £1.70 per week.</p> <p>1.2b) – MKC is facing significant financial challenge as it seeks to balance its budgets. The impact of this is that the level of service it can provide to residents is changing as its budgets reduce. To make further savings, MKC is considering the devolution of some services to Parish Councils, with these councils taking on the costs, for example, the maintenance of open spaces. To plan for this, SAPC has increased the precept over the past couple of years and will do so for 2018/19.</p> <p>1.2c) – SAPC has taken over the full responsibility and running of Simpson Village Hall from the Simpson Association and are considering how this facility can support the community in the future and this development will likely have additional costs.</p> <p>1.2d) – Ashland does not at present have a meeting place and it may be that some SAPC funds, in addition to the S106 monies could be used to purchase, in partnership with residents, such a facility.</p> <p>1.2e) – SAPC is a very small Parish Council and the ways in which it works and the partners it works with are evolving all the time. The focus of SAPC is to support the community to the best of its ability and the discussions this evening will help to frame the work that it does over the next twelve months and beyond.</p> <p>There is a further consultation on Saturday 13 January 2018 at 10.30am in Simpson &amp; Ashland Village Hall.</p>	

	<p>Chair asked Cllr Harrington to give a brief outline presentation (See Appendix 1) on current and projected SAPC finances before residents split into smaller discussion groups.</p> <p>Discussion was focused around:</p> <ul style="list-style-type: none"> <li>• What services should SAPC be looking to develop as part of devolvement from MKC?</li> <li>• What activities/events are most beneficial to supporting residents and the community generally?</li> <li>• Wish list - if you had the PC budget and there were no restrictions what would you want to use it for?</li> </ul> <p>At the end of the session the following issues were noted:</p> <ul style="list-style-type: none"> <li>• Sense of Community – need a central focus for the community.</li> <li>• Ashland needs a community hub.</li> <li>• Parking – issues need to addressed in both Simpson and Ashland.</li> <li>• Transport issues - for example speed of cars coming through Simpson and safety of people on paths in both Simpson and Ashland</li> <li>• Environment – residents would like to continue living in a quality environment. For example, the maintaining of street cleansing, quality open spaces, reduction of litter and the like. Participants noted that with the devolution, residents, could decide, along with SAPC, what level of service they would like, though funds for this would need to be generated through the precept. There was also discussion as to how residents could get involved to work alongside the statutory agencies for example, further developing the group that collects litter.</li> <li>• Village Hall – look at different uses for the community.</li> <li>• Communications – still need to improve how SAPC communicates with residents about what it is doing.</li> <li>• The importance of residents feeling safe and secure – including Police presence, improved lighting, neighbourhood watch etc. Links with the quality of the environment.</li> <li>• Maintenance of pavements to ensure remain safe.</li> <li>• Provision of Grit bins.</li> <li>• Planning – look to ensure future planning developments are fit for purpose and in keeping with the local area.</li> </ul> <p>Cllr Harrington thanked everyone for the contributions and noted that SAPC would take these away to consider.</p> <p>At the end of the consultation exercise a number of residents left.</p> <p>PC reviewed the issues raised and agreed this had been very valuable and would be reviewed more thoroughly in the coming months. Initial discussion held around communicating better and the need for more work to be done in this area. Use of Facebook was raised as a result of recent comments posted by residents concerning the Ashland completion and the waste collection.</p> <p><b>Actions:</b></p> <p><b>i) Cllrs to take it in turns to monitor Facebook and restate the PCs position regarding abusive statements made on Facebook.</b></p>	<p>All</p> <p>All</p>
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	<p>ii) Cllr Thornton facilitating 13 January 2018 exercise and Cllrs to confirm what help they can provide.</p> <p>iii) PC to review feedback, discuss further and keep residents informed.</p>	All
3	<p><b>Declarations of Interest</b> No change to current declarations in place.</p>	Noted
4	<p><b>Minutes of the Council meeting held on 6 November 2017:</b> Noted – Minutes and budget expenditure agreed as a correct record of the meeting and signed by the Chair.</p>	Noted
5	<p><b>Matters arising from 6 November 2017 minutes:</b></p> <p>1&amp;2a) <b>211 Simpson</b> – Cllr Baume has spoken to Cllr V Gwynn at Old Woughton PC and they have agreed to make a joint submission to the Panel, when a date is known. The latest situation is that MKC have informed the agent that they need to make significant changes before resubmitting, and now waiting for a resubmission. The MKC panel meeting as scheduled for 25 January 2018 will not be going ahead and Cllr Baume to provide an update statement for posting on the website.</p> <p>3) <b>Ashland Development</b> – had been extended for completion to spring 2018. SAPC has been in contact with HCA and update statements have been posted on the SAPC Facebook.</p> <p>4) <b>CA:MK Simpson Project</b> – Cllr Barnes reported three focus groups and meetings with individuals held and building a picture to develop the survey questions. Project still having difficulty accessing hard to reach groups in Warren Bank and Old Groveway and the PC may want to consider carrying out door knocking to get those residents involved.</p> <p>5) <b>Service Devolution</b> – Cllr Baume reported that she had contacted MKC but received no response to date regarding the next cycle of the weed spraying programme. In addition, Cllr Baume thanked the Clerk for the notes from the MKC workshop on 20 December 2017 around devolving landscaping services. General discussion noted the feedback from the budget consultation exercise and also the request from MKC to indicate an interest to take on these services must be submitted by 9 January 2018.</p> <p>12.5c) <b>Village Hall Management Ctte</b> – discussion held concerning new user - a Toddler group wishing to use the hall and a possible start date. One issue still to be addressed is the need for additional storage. PC feel this is important to community development and want to be able to ensure the Village Hall fit for purpose to support such activities. General discussion held on sorting out storage improvements. Cllr Ling reported that the contractor lined up to carry out the capital works which included looking at storage is now unable to carry out the work. Cllr Ling will look for a new contractor and report back.</p> <p>12.6) <b>Planning</b> – Clerk has written to MKC confirming no objections to planning applications for 366 Simpson, 187 Simpson and 66 Lexham Road, Ashland. No more news on 4 Peshurst to report at present.</p> <p><b>Noted:</b></p> <p>i) <b>PC agreed to write to MKC and indicate an interest in Landscape and the process for taking over these services.</b></p>	Noted

	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>i) <b>Cllr Baume to ask MKC for a statement regarding 211 Simpson that can be circulated to residents to indicate what has been stated to the developer.</b></li> <li>ii) <b>Cllrs to agree a date for door knocking as soon as possible.</b></li> <li>iii) <b>Clerk to write to K Pettit at MKC to register an interest in Landscape services and to ask for details.</b></li> <li>iv) <b>Cllrs agreed to arrange a day to have an initial first clear out to free up space in the village hall. In addition, Cllrs Pope, Harrington and Ling to speak to potential user to find out more details of storage requirements in order to see what additional actions can be taken. Agreed this needs to be completed as soon as possible.</b></li> <li>v) <b>Cllr Ling to look for a new contractor to carry out the capital works and report back.</b></li> </ul>	<p>Cllr Baume</p> <p>All Clerk</p> <p>All/Cllr Pope/Cllr Harrington /Cllr Ling</p> <p>Cllr Ling</p>
6	<p><b>Delegated Decisions made since last meeting:</b> To note no delegated decision made.</p>	Noted
7	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>a) <b>Financial Report: 2017/18 up to end of Period 9:</b>– Cllr Pope and Clerk had checked the period and presented a summary position update (Paper 2) which the Cllrs noted including 10% variances in forthcoming payments regarding village hall expenses. Noted committed expenditure as reported at 6 November meeting remains unchanged except for the two 10% variances.</li> <li>b) <b>Precept 2018-2019</b> – as stated in item 1&amp;2 above and at 6 November 2017 and 9 Jan 2017 meetings the PC recognise the need to prepare for taking on more services for the community which means an increase in the Precept to allow for this. As stated earlier this evening SAPC are proposing a 15% rise be asked for 2018-19 to continue to build up funds in preparation to take on and provide more services. The PC recognised this consultation exercise would also help to develop the budget more to support the community with their key needs.</li> <li>c) <b>Planning update</b> – Cllr Baume reported planning applications received for the following: <ul style="list-style-type: none"> <li><b>390 Simpson</b> – to build a two storey extension to the rear, single storey extension to the rear and a new garage to the side of the premises. Cllr Baume stated no properties behind and a path to the side. The double storey is in the middle and recommended the PC to make no objections.</li> <li><b>139 Simpson</b> – to build 4 new dwellings and appropriate car parking and external works. PC noted this was the fourth planning application. PC stated the key issue is around getting the developer to finish off the external works e.g highways works in Walden Croft in order that it can then be adopted and MKC take over the maintenance and welfare of that area.</li> </ul> </li> <li>d) <b>Village Hall Funds</b> – agreed that the money transferred from Simpson Association be ring fenced for Village Hall use only.</li> <li>e) <b>Insurance cover</b> – Cllr Thornton asked for clarification regarding insurance cover for activities. Cllr Thornton is proposing to organise a Litter Pick with the Friends of Ouzel Park and asked if the PC Liability would cover this.</li> </ul> <p><b>Noted:</b></p>	Noted



	<p>i) <b>2017/18 Income and Expenditure</b> – PC agreed as an accurate statement up to 28 December and approved variances.</p> <p>ii) <b>Precept 2018-2019</b> - PC unanimously agreed to increase the Precept for 2018-19 by 15%.</p> <p>iii) <b>Planning</b> – PC agreed no objections to 390 Simpson. With regard to 139 Simpson, PC agreed to ask guidance from MKC if as part of this new application, a request be made that if approved it would have to be on the condition that the developer finish the work in Walden Croft to a level that MKC adopted those facilities.</p> <p>iv) <b>Village Hall Funds</b> – PC agreed unanimously to ring fence the money transferred from Simpson Association (£6,830.01) for Village Hall use only.</p> <p><b>ACTION:</b></p> <p>v) <b>Precept 2018-2019 – Clerk to submit Precept submission to MKC by 1 February 2018 deadline.</b></p> <p>vi) <b>Cllr Baume to contact K Lycett, MKC Snr Planning Officer to seek guidance regarding 139 Simpson and the possibility that planning approval only be given if works completed on Walden Croft and adoption by MKC was completed. Clerk to confirm to MKC Planning no objection to 390 Simpson.</b></p> <p>vii) <b>Clerk to check insurance policy and report back to Cllr Thornton.</b></p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Clerk</p> <p>Cllr Baume/ Clerk</p> <p>Clerk</p>
8	<p>There being no further business the meeting closed at 10.00 p.m. Date and time of next meeting: <b>5 March 2018 at 8.00 p.m.</b></p> <p><b>Next informal Planning consultation meeting – Monday 5 February 2018, 8.00pm, Simpson Village Hall</b></p>	

#### Paper 4

#### Chair's Report

Presented by Cllr David Pye, Chair

**Chair's Report-** It is good to see the progress on Ashland and it is hoped that the estate will be completed in the spring. It has taken a very long time to get to this point and I would like to thank all residents for their patience over the last eight years. Once the estate is complete we will restart our discussions with Ashland residents at to how the S106 monies (circa £167,000) might be used. Out work with Community Action Milton Keynes (CAMK) continues and I would like to thank all Simpson resident who either completed the survey or took part in the focus groups or individual interviews. We will be reporting back on the findings from this work at our Annual Parish Meeting in May and the outcomes will provide us with a structure around which to develop our work programmes for the coming twelve month period and beyond. The PC has continued to work with residents on planning issues across both Simpson and Ashland and we have heard from Milton Keynes Council that the proposed development of the 211 Simpson site was formally rejected by them on 16 February 2018. We continue to monitor other sites with planning applications within the parish boundaries and will work with residents as and where necessary. With regard to the PC, we are currently in the process of appointing a new clerk following and I will be able to provide an update on this at our meeting on 5 March 2018. I would like to take this opportunity to thank our clerk, Sue Key, for all the support that she has provided to the Parish Council and we wish her well for the future. Andrew Harrington has also decided to leave the council and I would like to thank Andrew for all his efforts whilst he has been a member of the council.

- **Ashland** - It is good to see the progress on Ashland and it is hoped that the estate will be completed in the spring. It has taken a very long time to get to this point and I would like to thank all residents for their patience over the last eight years. Once the estate is complete we will restart our discussions with Ashland residents as to how the S106 monies (circa £167,000) might be used
- **Simpson** - Our work with Community Action Milton Keynes (CAMK) continues and I would like to thank all Simpson residents who either completed the survey or took part in the focus groups or individual interviews. We will be reporting back on the findings from this work at our Annual Parish Meeting in May and the outcomes will provide us with a structure around which to develop our work programmes for the coming twelve month period and beyond.
- **Planning** - The PC has continued to work with residents on planning issues across both Simpson and Ashland and we have heard from Milton Keynes Council that the proposed development of the 211 Simpson site was formally rejected by them on 16 February 2018. We continue to monitor other sites with planning applications within the parish boundaries and will work with residents as and where necessary.
- **Parish Council in general** - With regard to the PC, we are currently in the process of appointing a new clerk following and I will be able to provide an update on this at our meeting on 5 March 2018. I would like to take this opportunity to thank our clerk, Sue Key, for all the support that she has provided to the Parish Council and we wish her well for the future. Andrew Harrington has also decided to leave the council and I would like to thank Andrew for all his efforts whilst he has been a member of the council.

## Paper 5

<b>Simpson and Ashland Parish Asset Register - Schedule of Maintenance and Repair            Feb 2018 – Annual audit carried out in Feb 2018            Presented by Parish Clerk and Responsible Finance Officer, Sue Key</b>	
<b>Notice Boards</b>	Audited Feb 2018 - all remain serviceable. No issues to address.
<b>Seat Benches –</b> By the canal on Simpson Lest we forget memorial seat	Audited Feb 2018 - remains serviceable. No issues to address. As above.
<b>Road Signs</b> Village Road signs Britain in Bloom road signs	Audited Feb 2018 - all remain serviceable. No issues to address. As above.
<b>Dog Bins</b>	All 8 Dog bins audited in Feb 2018 and following issues identified: All remain serviceable. Bin at Bridge 91 has a rust hole in bottom as reported in last years audit. No change to condition and remains serviceable.

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

<b>PARISH COUNCIL ONLY</b>	Actual 2016-217 £	Budget 2017-18 Budget £	Actual 2017-18 To date £	Committed March 2018 £
Balance on Annual Return	£9,900.75		£20,437.09	£9,367.36
Income	£27,516.66	£40,068.43	£42,407.87	£1,100.00
Transfer In			£769.28	
Transfer Out			£35,605.41	
<b>TOTAL BALANCE OF INCOME</b>	<b>£35,015.75</b>		<b>£28,008.83</b>	<b>£10,467.36</b>
Operational Expenditure	£13,760.00	£36,070.00	£18,353.55	£6,997.74
Grant Expenditure	£818.66	£3,300.00	£287.92	£500.00
<b>TOTAL EXPENDITURE</b>	<b>£14,578.66</b>	<b>£39,370.00</b>	<b>£9,367.36</b>	<b>£2,969.62</b>

<b>PARISH RESERVE ACCOUNT ONLY</b>	Actual 2016-217 £	Actual 2017-18 To date £	Committed March 2018 £
Balance on Annual Return	£9,004.47	£11,309.67	£46,351.11
Income	£3.54	£7.23	
Transfer In	£2,301.66	£35,410.41	
Transfer Out			
<b>TOTAL BALANCE OF INCOME/TRANSFERS</b>	<b>£2,305.20</b>	<b>£46,727.31</b>	<b>£46,351.11</b>
Expenditure		£376.20	
Bank Balance at end of each period	£11,309.67	£46,351.11	£46,351.11

<b>SIMPSON VILLAGE HALL ONLY</b>	Budget 2017-18 £	Actual 2017-18 To date £	Committed March 2018 £
Balance on Annual Return		£160.00	£9,396.83
Income	£8,250.50	£14,039.98	
Transfer In		£195.00	
Transfer Out		£769.28	
<b>TOTAL BALANCE OF INCOME</b>	<b>£8,250.50</b>	<b>£13,625.70</b>	<b>£9,396.83</b>
Operational Expenditure	£5,550.00	£4,228.87	£675.94
<b>TOTAL EXPENDITURE</b>	<b>£2,700.50</b>	<b>£9,396.83</b>	<b>£8,720.89</b>
Bank Balance at end of each period			£8,720.89

<b>TOTAL BANK BALANCE</b>	Bank Balance at 23 Feb 2018	Projected at Year end 2017-18
	£65,115.50	£58,041.62

## Summary of transactions for period: January to end of February 2018

## Expenditure

- Account 1 – 7 payments to Account 1 totalling £5,398.49. These included Dog bin payments, Clerks salary, stationery and expenses; second payment for Community Action:MK regarding Simpson project; PC and Village Hall insurance cover up to Feb 2019 and expenditure listed under delegated powers below.
- Account 3 had 11 payments amounting to £1,322.56 covering gas, electricity, Anglia water and supplies and maintenance costs. No unusual payments.
- Expenditure agreed under delegated powers –

- Purchase of 4 extra long litter pickers and 4 handihoops at £139.49 inclu vat under Account 1.
- Purchase of 12 Childrens Chairs and 2 adjustable tables at £419.26 inclu vat under Account 1.
- Sink maintenance work at Village Hall at £47.62 under Account 3.
- Work to Village Hall storage tank at £78.00 under Account 3.
- Advertising o SLCC website for Clerk vacancy at £190.00. Still to be invoiced, this will come out of Account 1.
- 10% +/- variances:
  - Village Hall:
    - Anglia water currently £487 against a budget of £300 and if a further invoice received could be nearer to £550. Issues over year have included leaking cistern, work on sink and storage tank. In addition increased usage can account for this increase. 2018-19 budget increased to £500.
    - Fire safety £797.98 against a budget of £500. Includes replacement of a foam extinguisher and repairs to emergency lights. Previous years expenditure have been similar with £753 (13-14), £521 (14-15) and £920 (15-16). 2018-19 budget increased to £675.
    - Cleaners salary slightly over budget. PC agreed to pay a Living wage. For 2018-19 admin charge has increased slightly.
    - Supplies £342.21 against a budget of £180. Mainly due to change of supplier and purchase of a years stock in order to gain best value from suppliers terms.
  - Parish Council
    - Admin/stationery – budget of £750. Currently estimated year end to be around £590 similar to 2016-17 (£598).
    - Dog bins – year end should be £1,342.88 and will come in under the budget of £1,800.00.
    - Audit - £390 against a budget of £350 and similar to 16-17 (£350.50). Still waiting for confirmation of new external auditors fees.
    - Newsletter - £1,885.06 for year end against a budget of £2,500. May reduce to £1,545.06 if receiver for City Print does not raise an invoice for the summer edition.
    - Community events/activities – year end £2,079.75 against a budget of £1,750. This includes the purchase of litter pickers for use by volunteers and the purchase of children’s table and chairs for use at the village hall.
    - Grants expenditure for 2017-18 £287.92 against a budget of £3,300.

#### **Income –**

- Account 1 income - £515.50. Income from £109.50 raised from sale of xmas cards. Remaining income relates to Hall hire income from January. From January Hall income now moved into Account 1.
- Village Hall income – as at 23 February Village Hall income from users is £7,581 against a target budget for year end of £8,250. February regular users still to be added estimated at £807 giving a final estimate of £8,388. Highest to date. March usage will be included in 2018-19 accounts.
- Business Reserve account – interest earned equals £2.09.

#### **Reserves –**

- Projecting at end of 2017-18 reserves will be at a level of £57,510.15.

**Committed Expenditure –** up to end of March provided at November meeting and approved. No significant changes to report against this.

**Committed Expenditure for 2018-19** as per budget under paper 2. Future meetings will receive a summary overview of expenditure against budget which will include any 10% +/- variances or any un-planned income/expenditure. Full details of expenditure will be posted on the website after each meeting.

The following is a list of regular payments to be made in 2018-19 for approval:

	Year Total	
Gas	£695.00	Direct Debit
Electricity	£348.00	Direct Debit
Broadband	£258.00	Direct Debit – based on new charge from Jan 2018
Water Rates	£450.00	Direct Debit – three to four instalments
Fire safety	£675.00	Usually two services
Employees salaries	£7,7708.50	Monthly – BACs payment
Admin expenses	£600.00	Monthly
Dog Bins - cleaning	£1,342.88	Monthly – BACs payment
PC Insurance (inclu V Hall)	£725.00	Paid in February
Memberships/Subscriptions	£450.00	BMKALC/MKALC and SLCC
Newsletters/Posters/Website	£2,500.00	
Annual meeting Costs	£100.00	
Village Hall maintenance	£1,575.00	
Supplies/sundries/	£100.00	

**Paper 7**

**Audit of Asset Register 2017-18**

REGISTER OF ASSETS SIMPSON AND ASHLAND PARISH COUNCIL					Audit of Assets carried out 21 February 2018 by RFO
Date	Description	Location/ Use	Cost (exclu VAT) £	As At 31 March 2018	
<b>PART 1: FIXED ASSETS REGISTER</b>					
<b>Parish Council - General Assets</b>					
2002/03	Notice Boards - Simpson	Location: 1 – Simpson, canal side between the Mount and Caldecotte Xperience 1 – Simpson, opposite the Music Centre Use: Parish and Community	£666.00	2	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> <li>In place and remains serviceable.</li> </ul>
2005/06	Dog bins - Simpson	Location: 1 – Bridge 91 on the canal off Hanmer Road, Simpson 1 – Simpson car park near Caldecotte Xperience 1 – Simpson Drive car park Use: Community	£168.00	3	<ul style="list-style-type: none"> <li>In place. Inside container remains intact. Outside container rust and a hole on left bottom side. Remains serviceable.</li> <li>In place and remains serviceable.</li> <li>In place and remains serviceable.</li> </ul>

## Audit of Asset Register 2017-18

REGISTER OF ASSETS SIMPSON AND ASHLAND PARISH COUNCIL					Audit of Assets carried out 21 February 2018 by RFO
Date	Description	Location/ Use	Cost (exclu VAT) £	As At 31 March 2018	
<b>PART 1: FIXED ASSETS REGISTER</b>					
<b>Parish Council - General Assets</b>					
2008/09	Notice Boards - Ashland	Location: 1 – adjacent to the east car park, Ashland 1 – to the west of the fountain adjacent to Southcott Way Use: Parish and Community	£1,500.00	2	<ul style="list-style-type: none"> <li>In place, no repairs required and remains serviceable.</li> <li>As above.</li> </ul>
2009/10	Dog bins – Ashland	Location: 1 – Penshurst Crescent Use: Community	£30.00	1	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> </ul>
	Village seat –	Location: On the canal side between the Mount and the Caldecotte Xperience, Simpson Use: Community and Visitors	£454.00	1	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> </ul>
2010/11	Laminator	Location: C/o Clerk Use: Parish business	£19.99	1	<ul style="list-style-type: none"> <li>Held by clerk at home residence. In place and no repairs required.</li> </ul>
	Tables/Chairs for Village Hall	Location: Simpson Village Hall Use: Community use	£4,581.00	14 tables 106 chairs 3 storage trolleys	<ul style="list-style-type: none"> <li>In place in village hall. Table and chairs remain serviceable.</li> </ul>
2011/12	Dog Bins - Ashland	Location: 1 – Penshurst Crescent car park, Ashland Use: Community	£90.00	1	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> </ul>
	Village Signs - Simpson	Location: 1 – Simpson Drive with junction to H9 Groveway 1 – Simpson Road by river bridge between Simpson and Walton 1 – Simpson by the Caldecotte Xperience entering Simpson from Bletchley Use: Community and Visitors	£868.00	3	<ul style="list-style-type: none"> <li>All three village hall signs in place and remain serviceable.</li> </ul>

## Audit of Asset Register 2017-18

REGISTER OF ASSETS SIMPSON AND ASHLAND PARISH COUNCIL					Audit of Assets carried out 21 February 2018 by RFO
Date	Description	Location/ Use	Cost (exclu VAT) £	As At 31 March 2018	
<b>PART 1: FIXED ASSETS REGISTER</b>					
<b>Parish Council - General Assets</b>					
2013/14	Projector for parish council	Location: C/o Cllr Use: Parish business	£290.84	1	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> </ul>
	Parish Council Dell Laser Printer	Location: C/o Clerk Use: Parish business	£124.99	1	<ul style="list-style-type: none"> <li>Held by clerk at home residence. In place and remains serviceable.</li> </ul>
	Tripod Projection Screen for parish council	Location: C/o Cllr Use: Parish business	£64.99	1	<ul style="list-style-type: none"> <li>In place and no repairs required.</li> </ul>
2014/15	Britain in Bloom Road Signs - Simpson	Same Locations and Use as Village signs above	£290.00	3	<ul style="list-style-type: none"> <li>All three signs in place and remain serviceable.</li> </ul>
	Parish Council Toshiba Notebook Laptop	Location: C/o Clerk Use: Parish business	£365.65	1	<ul style="list-style-type: none"> <li>Held by clerk at home residence. In place and no repairs required.</li> </ul>
	Samsung Mobile Phone	As above	£39.99	1	<ul style="list-style-type: none"> <li>Held by clerk at home residence. In place and no repairs required.</li> </ul>
	Let us remember bench (by St Thomas Church, Simpson)	Location: Next to war memorial by St Thomas Church, Simpson Use: Community and Visitors	£763.80	1	<ul style="list-style-type: none"> <li>In place and remains serviceable. Slight moss growth.</li> </ul>
2014/15	Noticeboards for Simpson Village Hall	Location: External wall of Simpson Village Hall Use: Parish and Community	£1,141.00	2	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> </ul>
2015/16	Seagate Expansion 1TB external hard drive	Location: C/o Clerk Use: Parish business	£39.98	1	<ul style="list-style-type: none"> <li>Held by clerk at home residence. In place and no repairs required.</li> </ul>
	Goal Posts on Ashland East playing area	Location: East Ashland play area, Ashland Use: Community and Visitors	£200.00	1	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> </ul>
	Second hand internal display boards	Location: Simpson Village Hall Use: Community and Visitors	£60.00	14	<ul style="list-style-type: none"> <li>Located village hall. In place and remains serviceable.</li> </ul>
	3m x 3m Gazebo	Location: Simpson Village Hall Use: Parish and Community	£608.78	1	<ul style="list-style-type: none"> <li>Located village hall. In place and remains serviceable.</li> </ul>
2015/16	Seagate Expansion 1TB external hard drive	Location: C/o Clerk Use: Parish business	£39.98	1	<ul style="list-style-type: none"> <li>2<sup>nd</sup> drive bought in line with PC policies. Held by clerk or chair at home residence. In place and no repairs required.</li> </ul>

## Audit of Asset Register 2017-18

REGISTER OF ASSETS SIMPSON AND ASHLAND PARISH COUNCIL					Audit of Assets carried out 21 February 2018 by RFO
Date	Description	Location/ Use	Cost (exclu VAT) £	As At 31 March 2018	
<b>PART 1: FIXED ASSETS REGISTER</b>					
<b>Parish Council - General Assets</b>					
2015/16	Dog bins Ashland and Simpson	Location: 1 – right of grazing area gate, down from notice board car park, off Simpson Road, opposite St Thomas Church, Simpson 1 – left side of yellow bollards at top of red way where bridge crossed over Marlborough street V8, junction of Wroxall way and Flexern cresecent, Ashland 1 – installed at entrance to Serpent located down the red way right off footpath bridge, Ashland	£360.00	3	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> <li>In place and remains serviceable.</li> <li>In place and remains serviceable.</li> </ul>
2013/14	Simpson Village Hall – asset transferred from MKC to Simpson & Ashland PC	Location: Simpson Village Hall Use: Community use	£300,000 (Insurance valuation)	1	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> </ul>
2013/14	Range Cooker, Leisure	Location: Simpson Village Hall Use: Community use	£1,089.00	1	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> </ul>
2013/14	Microwave, Daewo	Location: Simpson Village Hall Use: Community use	£200.00	1	<ul style="list-style-type: none"> <li>In place and remains serviceable.</li> </ul>
	Fridge, BEKO	As above	£450.00	1	
<b>Total value at end of March 2017</b>			<b>£14,507.99</b>	<b>173</b>	
<b>PART 1: FIXED ASSETS REGISTER</b>					
<b>Parish Council - General Assets</b>					
2017/18	Floor Buffer with two spare heads	Location: Simpson Village Hall Use: Community use	£200.00	1.00	<ul style="list-style-type: none"> <li>Audited Feb 2017. In place and remains serviceable.</li> </ul>
	Henry Hoover	As above	£100.00	1.00	<ul style="list-style-type: none"> <li>As above.</li> </ul>
	Cooker Hood	As above	£80.00	1.00	<ul style="list-style-type: none"> <li>As above.</li> </ul>



## Audit of Asset Register 2017-18

REGISTER OF ASSETS SIMPSON AND ASHLAND PARISH COUNCIL					Audit of Assets carried out 21 February 2018 by RFO
Date	Description	Location/ Use	Cost (exclu VAT) £	As At 31 March 2018	
<b>PART 1: FIXED ASSETS REGISTER</b>					
<b>Parish Council - General Assets</b>					
2017/ 18	Pack of 10 Litter pickers, 10 High Viz jackets, 10 gloves	As above	Donation	10	• In place and remains serviceable.
	Econ Recycled Hooded Litter Bin – 90 Litre with galvanized metal liner	Location: Premier Store, Ashland Use: Community Use	£136.97	1	• In place and remains serviceable.
	Pack of 10 Litter pickers, 10 High Viz jackets, 10 gloves and 5 Handihoops	Location: Simpson Village Hall Use: Community use	£213.24	10	• In place and remains serviceable.
	12 Chairs for 3-4 yr olds and 2 adjustable height tables for children	As above	£349.38	2 tables 12 chairs	• In place and remains serviceable.
	4 Handihoops and 4 extra long litter pickers	Location: Simpson Village Hall Use: Community use	£116.24	4	• In place and remains serviceable.
<b>Total value at end of March 2018</b>			<b>£15,703.82</b>	<b>215</b>	
<b>PART 2: INVENTORY FOR VILLAGE HALL</b>					
2017/1 8	Noticeboard metal surround felt board (170cmx117cm )	As above	£100.00	1.00	• Audited Feb 2017. In place and remains serviceable.
	Noticeboard metal surround felt board (60cmx90cm)	As above	£60.00	1.00	• As above.
2017/1 8	Roller blinds for windows	As above	£90.00	9.00	• As above.
	Delta 40 cup water urn	As above	£80.00	1.00	• As above.
	Burco 6LT Catering Airpot	As above	£80.00	1.00	• As above.
	Cookworks electric Kettle	As above	£20.00	1	• As above.
2017/1 8	Assorted glasses	As above	£30.00	92.00	• As above.
	Glass vase	As above	£8.00	1.00	• As above.
	Glass jug	As above	£2.00	1.00	• As above.
	Plates - Large	As above	£39.00	26.00	• As above.

## Audit of Asset Register 2017-18

REGISTER OF ASSETS SIMPSON AND ASHLAND PARISH COUNCIL					Audit of Assets carried out 21 February 2018 by RFO
Date	Description	Location/ Use	Cost (exclu VAT) £	As At 31 March 2018	
<b>PART 2: INVENTORY FOR VILLAGE HALL</b>					
2017/18	Plates - small	As above	£89.00	112.00	• As above.
	Mugs	As above		68.00	• As above.
	Clear glass cups	As above		36.00	• As above.
	glass saucers	As above		52.00	• As above.
	Assorted big dishes/bowls	As above	£8.00	4.00	• As above.
	Assorted cutlery, soup ladle, 2 whisks, tin opener, bottle opener	As above	£50.00		• As above.
	Assorted kitchen - 1 10 cup teapot, 4 five cup teapots, cake stand, 1 casserole dish metal, assorted metal wire racks, 2 trays	As above		10	• As above.
	Cleaning equipment - 2 brooms, 3 pans and brushes, 1 plastic washing up bowl, 1 rubbish container	As above	£30.00	7	• As above.

**Review of Asset Register carried out Feb 2018.**

**Value of Village Hall - As per Auditor regulations for Annual Audit Return the value is stated as £1.00.**

**Amounts for Fridge and microwave are based on current costs for replacement like for like.**

**Amounts for inventory of kitchen/cleaning equipment in hall based on replacement like for like (IKEA used as an example).**