



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 8 January 2018, 8.00 p.m, at Simpson Village Hall

Item	Agenda	Lead
1.	Welcome, introductions and apologies 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.	Community Consultation – Parish Budget Preparation	All
3.	Declarations of Interest	All
4.	To agree the minutes of the Parish Council meeting held on 6 November 2017 (Paper 1)	Cllr D Pye – Chair
5.	Matters arising from the Minutes	As above
6.	Note delegated decisions agreed since last meeting	All
7.	Any other business: a) Finance report - to note balance and variances at end of December and sign off accounts as accurate (Paper 2) b) Precept 2018 approval c) Planning – update if required d) Any other business	Cllr Pope/ Clerk As above Cllr Baume All
8.	Date of next meeting: Parish Council meeting on Monday 5 March 2018 at 8.00pm, Simpson Village Hall	

Updates from Groups to be made at next meeting.

Paper 1: 8 November 2017 minutes for approval

Paper 2: 2017/18 Income and Expenditure update at end of December 2017

Paper 1



Simpson and Ashland Parish Council

Minutes of Meeting held on 6 November 2017 at 8.00p.m., Simpson Village Hall

Present:	Cllrs Peter Barnes (Vice Chair), Carole Baume, Andrew Harrington, Robert Ling, Cathy Pope, Sue Key (Clerk/RFO)	
Min. Ref.	Item	Action
	Apologies: Cllr David Pye (Chair), Sheila Thornton	Noted
1 & 2	Public Forum: Cllr Barnes, Vice Chair, gave apologies for Cllr Pye and Cllr Thornton and welcomed residents Helen Boyce and Julie Anne Tweed to the meeting and opened the public forum up to them to raise any questions. a) Early Learning Centre Site (211 Simpson) -	

	<p>Helen and Julie Anne asked for an update on the situation regarding 211 Simpson. Cllr Baume reported that she had spoken to MKC today and they are waiting to receive revised plans and additional detailed explanations as requested. Once received they will go out to public consultation again prior to being reviewed at a Planning Panel meeting. Cllr Baume stated the earliest Panel meeting the revised application could be heard at would be 14 December. As soon as the plans are received the PC will be informed and will let residents know by social media and e-mail. Cllr Baume confirmed Old Woughton PC had also made a submission objecting and will work with Old Woughton to ensure that when this application is heard at the Panel stage, both PCs are able to get across their main concerns and there is no duplication.</p> <p>Actions:</p> <p>i) PC to inform residents when revised plans have been received for further public consultation.</p> <p>ii) Cllr Baume to collate further submission to MKC based on revised plans.</p> <p>iii) Cllr Baume to work with Old Woughton PC when Panel date confirmed to ensure main concerns from both PCs are raised.</p>	<p>Clerk Cllr Baume Cllr Baume</p>
3	<p>Ashland Development Vice Chair noted update provided in Chair's report (Paper 3 of Agenda) confirming progress. Cllr Harrington stated contractors are keeping areas tidy and clean.</p>	
4	<p>CA:MK Community Project Cllr Barnes circulated a report (See Appendix 1) updating on progress to date. In summary, Cllr Barnes stated background data provided. Contacts for Warren Bank have been given to May Chung. Contacts for Old Groveway flats required. The steering group need to agree a date to meet with May as soon as possible to move the project on and to see what support can be provided, as May only has 10 hours a week to complete this project. Cllr Harrington confirmed that he is happy to be on the steering group. Clerk confirmed CA:MK are happy with the contract and that she is waiting to receive a signed copy.</p> <p>Noted:</p> <p>i) PC noted report.</p> <p>Actions:</p> <p>ii) Cllr Barnes to speak to Cllr Thornton regarding contacts for Old Groveway.</p> <p>iii) Steering group to arrange date to meet with May Chung.</p>	<p>Cllr Barnes S Group</p>
5	<p>Service Devolution – Update Cllr Baume has offered to be a member of the working group to review drafts of the Framework for service delivery. The group are not happy with the first draft as they believe it is not written in a way that is built on partnership working between MKC and the parishes and is implying the best options are to stay with MKC's current contractors. The document is now out for wider consultation but Cllr Baume is not sure what more S&APC can say that the working group has not already raised. Cllr Harrington enquired if BALC could be asked to write to MKC on behalf of all Parish Councils raising concerns over the current Framework document.</p>	

	<p>General discussion, related to this item and item 6 below, was held regarding the two consultation days on 8 and 13 January to give residents the opportunity to say what they want the budget to be used for. This exercise along with the CA:MK, project should provide a good base for shaping the budget.</p> <p>General discussion on Weed growth, which has been raised by residents in recent months. Noted MKC had carried out the planned programme for Simpson and Ashland.</p> <p>Actions: i) Cllr Baume to contact MKC to ascertain the dates for the next cycle of weed spraying for Simpson and Ashland.</p>	Cllr Baume
6	<p>Draft 2018/19 Budget Linked to item 5 above. Clerk reported MKC had commenced process for setting 2018-19 precept. Deadline to confirm level of precept is 1 February 2018. Initial draft of budget reviewed and noted. This may require further change once consultations and the Simpson project are completed. General discussion of the budget included:</p> <ul style="list-style-type: none"> • was maintenance budget line for Village Hall required in both the PC budget and the Village Hall budget. Could the money allocated in the PC be moved to community support projects? • noted community projects line included money for parking and open spaces engagement and money to commence work on outcomes from CA:MK project. <p>General discussion moved on to the level of precept required. Cllr Ling reminded the meeting that the PC had previously discussed year on year increase to prepare for taking on more responsibilities and the meeting felt this should continue but the level of increase requires further consideration in line with the current economic situation.</p> <p>Noted i) 2018/10 Precept level and draft budget – PC to discuss further at next meeting.</p>	All
7	<p>Declarations of Interest No change to current declarations in place.</p>	Noted
8	<p>Minutes of the Council meeting held on 4 September 2017: Noted – Minutes and budget expenditure agreed as a correct record or the meeting and signed by the Vice Chair.</p>	Noted
9	<p>Matters arising from 3 July 2017 minutes: 1&2ab) 141 Simpson – Cllr Baume stated no planning application to date has been made. All other items covered in rest of agenda.</p>	Noted
10	<p>Delegated Decisions made since last meeting: To note the following decisions have been made under the scheme of delegated powers since the last meeting: a) Payments of two invoices under £200 – approved by Chair and Cllr with Finance portfolio. Invoice from CVS to enrol staff re pensions legislation of £90 and invoice for £35, poster for October Craft event.</p>	Noted
11	<p>Chairs Report Report noted and accepted.</p>	
	<p>Groups Reports</p>	

12.1	<p>Communications Group – Newsletter – Cllr Barnes is collating the December newsletter. It will include:</p> <ul style="list-style-type: none"> - article from Cllr Baume on planning, - article encouraging residents to come up with content for future newsletters, - article about a Simpson resident who was 100 in October, - article on CA:MK project by May Chung. <p>Cllr Harrington stated that he may have a resident who would be interested in working on producing the newsletter.</p> <p>General discussion held concerning advertising other PCs events on Facebook. It was noted this was a good thing as it could help residents to start to organise their own community events and could also be reciprocal.</p> <p>Verbal report noted and accepted.</p>	
12.2	<p>Open Spaces Group</p> <p>No report to present for this period.</p>	
12.3	<p>Community Engagement and Play Group</p> <p>Report noted and accepted. Cllr Harrington highlighted the following points:</p> <ol style="list-style-type: none"> a) Photograph competition – judging completed and 100 cards of each had been ordered and packs of 5 would be sold. Expenses incurred by Cllr Harrington. See item 13 (b) below. b) Future events – group had looked at activities held this year. Consensus was that holding events at the weekend were more successful and for 2018/19 4 main events would be planned for Easter, picnic events in July and September and a Xmas/Halloween event, with some ad hoc events to be added. It was felt focus to have events for all of the community, Simpson and Ashland c) Craft Fair – very well attended at CWA. Need to understand better why this was. Raised income of £13.50 which will now be banked by Clerk and go towards future community events. 	
12.4	<p>TRAP (Towpaths, Roads and Pathways) Group –</p> <p>No report to present for this period.</p>	
12.5	<p>Village Hall Management Committee</p> <p>Report noted and accepted. Cllr Ling highlighted the following points:</p> <ol style="list-style-type: none"> a) Capital maintenance projects – Cllr Ling outlined the rationale behind these proposals to reduce heating and lighting costs and to improve storage for users. Cllr Ling asked for these proposals to be approved for completion in this financial year. b) Draft Budget 2018/19 – initial draft reviewed by VHMC. However this may require further review in light of the recent discussions concerning the future use of the hall to support the community and make it a community hub. Further discussion on the halls future use etc required and it be noted that as result this may require more significant funding to be considered. c) Possible new user – Cllr Harrington is aware of some mothers wanting to set up a toddler group. PC to consider how to support this and how the hall can be used for this group. <p>Report noted and accepted.</p> <p>Noted:</p> <ol style="list-style-type: none"> ii) Capital maintenance projects – PC unanimously approved cost of £2k to carry out projects in this financial year. <p>Actions</p>	Cllr Ling

	iii) Future of Village Hall –PC to review further the future of the hall.	All
12.6	<p>Planning Development Cllr Baume updated the meeting on the following planning applications which had been received:</p> <p>a) George Amey Centre, 366 Simpson – to install new low rise shower and toilet block and provision of a zip wire. Deadline for PC to respond to MKC is 23 November. Cllr Baume recommended no objections.</p> <p>b) 187 Simpson – replace gate with 1.5m-1.8m curved top wooden electric gate with metal gate posts. Deadline to respond to MKC by 17 Nov. Cllr Baume recommended no objections.</p> <p>c) 66 Lexham Road, Ashland – provision of single storey rear extension. Deadline to respond to MKC by 17 Nov. There is parking at rear of this property and therefore Cllr Baume recommended no objections.</p> <p>With regard to current applications, Cllr Baume reported the following:</p> <p>d) 4 Penshurst – MKC has refused this application and now sent an Enforcement Notice which will take affect from 11 December, unless an appeal is made. Once the Enforcement Notice starts the owner has four months to put everything right.</p> <p>e) 211 Simpson – see item 1&2 above update.</p> <p>Cllr Baume stated MKC are now consulting on latest Plan:MK Oct 2017 strategic documents which sets out the planning strategy up to 2031. Public and the PC have until 20 December to make any comments.</p> <p>Noted:</p> <p>i) PC unanimously agreed no objections to George Amey, 187 Simpson and 66 Lexham applications.</p> <p>Actions:</p> <p>i) Clerk to write to MKC confirming no objections as agreed above.</p> <p>ii) Clerk to look at Plan:MK to see if any specific issues relating to Simpson and Ashland</p>	<p>Noted</p> <p>Clerk</p> <p>Clerk</p>
13	<p>Financial Report: 2017/18 up to end of Period 7:</p> <p>a) 2017/18 Income/Expenditure statement – as at 26 October balances:</p> <ul style="list-style-type: none"> - Overall balance is £74,138.34 made up as follows: - Account 1 = £19,514.32 - Account 2 = £46,345.17 and - Account 3 = £8,278.85 - Estimated year end projected of £56,914.70 - Expenditure – 16 payments to Account 1 totalling £2,364.62. No unusual payments. Included payments for Litter pickers, summer activity programme, renewal of data protection subscription and enrolment of staff regarding pension requirements. Account 3 had 13 payments amounting to £826.14 covering gas, electricity, annual fire equipment service, Anglia Water, and reimbursement of MK50 exhibition, which came under the grant requested. No unusual payments. - 10% variances - Anglia Water payment for village hall was high due to a fault with a cistern which has now been fixed. Next bill may still be above usual usage but expect future bills to be back to usual usage. <ul style="list-style-type: none"> • Income - Account 1 income = £20,817.33. This includes 2nd precept payment, £500 donation from Vanessa Gwynn relating to Richard 	

	<p>Freeman, reimbursement of £175 from the MK Boat grant and a reimbursement from HMRC of £108.12 re overpayment regarding salary payments. Business Reserve account – interest earned equals £0.51. Village Hall Account income for this period is £2,004.51.</p> <ul style="list-style-type: none"> • Reserves - Projecting at end of 2017-18 reserves will be at a level of £56,914.70. <p>b) Committed expenditure up to March 2018 - Estimated committed expenditure to March 2018 of £17,188.75 for PC (see Appendix 2 part b of agenda) plus the following:</p> <ul style="list-style-type: none"> - Cllr Harrington – £341.59 expenses for craft event and photograph competition. To be off set against community events budget line. - Cllr Barnes – expenses incurred for Village Hall of £27.11. <p>Estimated expenditure for Village Hall of £1,789.70 (see Appendix 2 part b of the agenda). Clerk asked PC to approve all payments plus additional noted above.</p> <p>c) New reporting format – as a result of mid-year audit review new reporting format presented. Noted Cllrs happy with new format.</p> <p>Noted:</p> <p>i) 2017/18 Income and Expenditure – PC agreed as an accurate statement up to 26 October and approved estimated committed expenditure to March 2018.</p>	
14	<p>Clerk/RFO Report:</p> <p>a) Review of Grant Aid Policy – Clerk has reviewed the policy and recommends it to be readopted with no changes.</p> <p>b) Review of Freedom of Information – Clerk has reviewed the policy and recommends it to be readopted with no changes.</p> <p>c) Review of Scheme of Delegated Powers – Clerk stated a mid-year audit review had been carried out with the Internal Auditor to focus on the new processes including the Village Hall. As a result of this review, Clerk and Cllr Pope recommended the amount that can be signed off for payment between meetings be increased to £500 for the PC and the Village Hall. In addition a clause be added relating to internal transfers.</p> <p>d) Pensions – Cllr Pope reported CVS have completed sign up process for S&APC. Letters received by staff. Cllr Barnes asked if the Cleaner could have further discussions on implications.</p> <p>Noted:</p> <p>i) PC unanimously re-approved Grant Aid Policy and Freedom of Information with no changes.</p> <p>ii) PC unanimously approved changes to the Scheme of Delegated Powers with immediate effect.</p> <p>iii) PC noted Cllr Pope to be reimbursed for payment of Data Protection subscription renewal.</p> <p>ACTION:</p> <p>iv) Pension - Cllr Pope to make contact with Cleaner to ensure aware of pension provision and what the implications are.</p>	Cllr Pope
15	<p>Any Other Business</p> <p>a) Informal Planning meetings – discussion held about how best to promote this meeting to residents.</p>	

	<p>b) Usage of Facebook – Cllr Harrington stated 211 people signed up and asked if an article be published in the next newsletter encouraging more residents to sign up to our Facebook page.</p> <p>c) Pink Sacks on Ashland – Cllr Pope has been asked by a resident where the nearest outlet is for Pink sacks. As a result of this request a conversation had been held with the manager at Barnardo’s who is interested to be a collection point in Ashland.</p> <p>d) Litter Pick on Ashland – Premier Stores are organising a litter pick on Saturday 18 November for residents to come and take part. Cllr Barnes confirmed there are litter pickers stored in the Hall that can be used.</p> <p>Noted:</p> <p>i) PC agreed a week before each planning meeting a reminder would be put on Facebook.</p> <p>ii) PC agreed to put an article in the next newsletter.</p> <p>iii) PC agreed to make contact with relevant service in MKC to see if a pink sack collection point can be set up in Ashland.</p> <p>ACTION:</p> <p>iv) Facebook – Cllr Barnes will write an article to encourage sign up of residents to the Facebook page.</p> <p>v) Pink Sacks – Clerk to find out contact details of relevant officer in MKC to discuss a pink sack collection point.</p> <p>vi) Litter Pick – to be advertised on Facebook page.</p>	<p>Cllr Barnes</p> <p>Clerk Clerk</p>
16	<p>There being no further business the meeting closed at 9.58 p.m. Date and time of next meeting: 8 January 2018 at 8.00 p.m.</p>	

Paper 2

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

PARISH COUNCIL ONLY	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

PARISH RESERVE ACCOUNT ONLY	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

	Budget	Actual	Committed
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SIMPSON VILLAGE HALL ONLY	2017-18	2017-18	Nov to March
	£	To date	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	£12650.70	£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

Summary of transactions for period: November to end of December 2017

Expenditure

- Account 1 – 10 payments to Account 1 totalling £5,277.47. No unusual payments. Included Dog bin payments, Clerks salary, stationery and expenses; first payment for Community Action:MK regarding Simpson project; training for GDPR in April 2018; reimbursement payment for holding craft event and running photograph competition and December newsletter.
- Account 3 had 9 payments amounting to £571.96 covering gas, electricity, annual boiler check and new locks and cleaning materials for village hall. No unusual payments.
- 10% variances
 - Village Hall - Anglia water payment to come out of account in January is higher than forecast at £216.40 and could be due to fault with cistern still in this period and the higher usage of the hall
 - Village Hall – Gas to come out of January is higher than forecast at £127.42. This can be partly down to the winter period and more heating required and also to the higher usage.

Income –

- Account 1 income - £13.50. Income from Craft event held in October and to be used for future community events.
- Business Reserve account – interest earned equals £3.85.
- V Hall Account income for this period - £2,037.50.

Reserves –

- Projecting at end of 2017-18 reserves will be at a level of £56,986.47.

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