



SIMPSON AND ASHLAND PARISH COUNCIL

Dear Residents

An ordinary Meeting of SIMPSON & ASHLAND PARISH COUNCIL is to be held on MONDAY 2ND SEPTEMBER 2019 at 8.00pm in Simpson Village Hall, Simpson, MK6 3AD.

All are welcome to attend.

L. Emmanuel

Lisa Emmanuel
Clerk to Simpson & Ashland Parish Council
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AGENDA

- 1. Welcome, Introductions and Apologies for Absence**
- 2. Devolved Services** – To welcome Councillor Emily Darlington, Kay Pettit, MKC Programme Manager (Parish & Town Councils) and Nicholas Hannon, MKC Head of Environment and Waste to receive an update on the Phase 1 Programme to Devolve the Delivery of Landscaping Services from 2020.
- 3. Declarations of Interest**
- 4. Public Forum.**
- 5. To approve the minutes of the Full Council meeting held on 1st July 2019.**
- 6. Chair's Report.**
- 7. Community Infrastructure Fund (CIF)** – to receive an update on the proposed crossing at Simpson Drive.
- 8. Ashland S106 project** – to receive an update on the proposals for the 'community meeting space'.
- 9. Woughton Community Council Support Services** – to receive an update on the services provided.
- 10. Open University Community Project** – to receive an update on progress.

11. **Finance Report and Payments list**
12. **Planning Applications**
 - a) **Application Ref: 19/01671/FUL 1 Thornbury, West Ashland, MK6 4BB**
 - b) **Application Ref: 19/01851/FUL Five Acres Nursing Home, Simpson, MK6 3AD**
13. **Delegated Decisions.**
14. **Bank Account Mandates –**
 - a) **Signatories** - to authorise the following Officer to be an authorised signatory on the Council's account with Nat West Bank:
 - Lisa Emmanuel – Clerk to the Counciland to approve the removal of the following former Members/Officers as signatories:
 - Rupert Fairclough
 - Catherine Pope
 - b) **Debit Card** – to authorise the change of cardholder following appointment of the new Clerk and to agree the maximum daily withdrawal amount be set at the maximum payment authority for the Clerk (£500).
15. **Parish noticeboards** – to agree re-location of existing board on Ashland adjacent to the lake and to consider further need for additional board/s.
16. **Note any changes to risk management**
17. **Councillor Vacancies** – to consider proposals to promote the councillor vacancies and encourage applications.
18. **Simpson Village Hall Emergency Lighting** – to consider recommendations from Churches Fire following the Fire Safety Inspection as follows:
 - a) Replace the emergency light in the store-room
 - b) Install exterior emergency lighting outside the main entrance and rear exit doors
 - c) Change 2D fitting by entrance control panel to a maintained EL
19. **Any other business**
20. To note that the next meeting of the Full Council will be held on **Monday 4th November 2019** at **8.00pm** at **Simpson Village Hall, Hanmer Road, Simpson.**

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Item 5. Minutes of the Full Council Meeting held on 1st July 2019

**SIMPSON AND ASHLAND PARISH COUNCIL
EXTRAORDINARY MEETING MINUTES**

Meeting date:	1 July 2019
Venue:	Simpson Village Hall
Councillors present:	Cllr Pye - Chair (DP) Cllr Barnes – Vice Chair (PB) Cllr Ezeh (CE) Cllr Thornton (ST)
Also present:	
Apologies:	Cllr Ling
Members of public:	None present

Ref.	Agenda item and Minutes	Action
19020	Introduction and Apologies	
	Apologies were received from Cllr Ling. Cllr Pye reported that, following an interview on 10 July, Lisa Emmanuel had been offered the post of Parish Clerk and had accepted. She will start work on 10 July.	Noted
19021	Declarations of Interest	
	None received	Noted
19022	Minutes of the meetings on 13 May and 10 June 2019	
	The minutes of both meetings were approved and signed by the Chair. They will be passed to the clerk.	Approved
19023	Approve and sign the Accounting Statements 2018/19	
	The accounting statements were approved and signed by the Chair. They will be passed to the clerk.	Approved
19024	Revised Standing Orders	
	The Standing Orders were noted and the Clerk will be asked to review them	LE
19025	Community Infrastructure Fund	
	ST was congratulated on the successful outcome of the bid for funding for the raised crossing on Simpson Drive to the Picnic Area car park. The PC will contribute £15k to the matched provision from the fund. LE to arrange a meeting with MKC representatives to review the detail of the plans.	LE
19026	Community Action:MK	
	Conversations are taking place. DP reported that he had attended two meetings. A steering group is being formed of which ST is a member. It is important to note that the PC is funding the exercise but not leading it.	

19027	Ashland event	
	Crystal Grant (CG) was to be congratulated for the event in June. ST noted that there is a continuing need to support residents. Various ideas had been put forward for CG's engagement: attending the Tuesday morning coffee group; attending The Mount; CWA and the condition of Old Groveway.	
19028	Charles Warren Academy	
	It was noted that the catchment area was changing to a perimeter of 0.4 miles from the academy building. This may mean that not all of Ashland is included.	Noted
19029	Scope clothing bank	
	A proposal for a clothing bank at Ashland was rejected.	
19030	Ashland play area bin	
	It was noted that John Gregory is happy to continue emptying the bin at the play area.	Noted
19031	Peace Picnic insurance cover	
	It was agreed that Monica Shelley should be reimbursed in full for the cost of the public liability insurance cover for the event on Hanmer Green on 20 July.	LE
19032	Financial report	
	The report was accepted.	
19033	Any other business	
	DP and ST reported that an Open University project, sponsored by Samsung had been approved and that Simpson would be one of the sites for a pilot project on the uses of new technologies in the lives of older residents.	
	Bus shelter opposite The Mount. An outline plan is expected soon.	
	It was agreed to pay up to £100 to restock the planters which have been returned to their position at the entrance to Lissel Road.	LE
19034	Date of next meeting	
	Monday 2 September at 8.00 in the Village Hall	
	The meeting closed at 08.19PM	



Item 6. SIMPSON AND ASHLAND PARISH COUNCIL

CHAIR REPORT

Meeting date:	2 nd September 2019
Venue:	Simpson Village Hall
Prepared by:	David Pye, Chair

Simpson & Ashland Parish Council (SAPC) has had a busy summer and firstly, I would like to formally welcome and introduce Lisa Emmanuel, who joined us as our new Clerk in late July. It is great to have Lisa as part of the PC team and she brings with her a wealth of experience that will be invaluable over the coming months and years. Since our last full PC meeting in July we have continued to respond to planning applications on both Ashland and Simpson (including holding a public meeting in August on the plans for the Five Acres site) and have held a series of resident engagement events and activities in Ashland. Linked to these events have been ongoing discussions with residents as to how the S106 monies (around £167,000) can be best used for maximum benefit, given that the regulations mean that it can only be spent on a 'meeting place'. It is great to see all the thoughts and suggestions coming through and I would like to thank the members of the Ashland Steering group who have been taking this work forward- more events are planned so please keep an eye out on the parish Facebook and Instagram sites for further information. As well as the S106 discussions and planning we have also been involved in:

- Ongoing discussions around devolution of services currently provided by Milton Keynes Council (MKC). MKC has recently sent out a draft contract for its open spaces service devolution and we have studied this carefully and it sets a series of rather steep challenges and expectations for a parish council of our size. This said, we are currently working with MKC to see how we as a community, might be able to have a greater say over the provision of services than is currently the case- come along to our meeting on Monday 2 September to hear from the relevant MKC Cabinet Member (Cllr Darlington) and MKC staff as to what might be possible;
- Community Infrastructure Fund (CIF). It was great to find out that the SAPC bid to CIF has been successful and we will be working with MKC to have a pedestrian crossing installed between Simpson and the linear park play area. This should both ensure greater safety for pedestrians as well as acting as a speed deterrent- more details and plans to follow once they have been finalised;
- The SAPC audit- as a PC we are independently audited every year and this is just to let you know that the audit has been signed off
- Provision of support services- following discussions with residents, SAPC is buying in some advice, information and guidance support for S&A residents from Woughton Community Council. If you would like more information about how to access this support, then please contact Lisa on clerk@simpsonashland-pc.gov.uk or meet her at the Tuesday morning club at the Village Hall; and
- SAPC membership- Robert Ling, who has provided sterling service to SAPC and the wider community will be leaving us within the next six months or so as he moves

from the area. This means that we will shortly have four vacancies on the PC. We should have eight councillors and now that we are down to four, we cannot continue to support the local area in the way that we would like as we simply do not have enough people. At the last AGM I outlined how the PC wishes to work with you and other members of the community to keep making a difference at the local level. We really need more members of the community to join us either informally or more formally as members of the council. Without your input we will have no option but to reduce the level of PC activity to the statutory minimum. We don't want this to happen so please do come along and hear how you can shape the future of this great part of MK! We are holding an informal get together on **Saturday 26 October at 12.30pm** (light lunch provided) at the Village Hall so you can hear a bit more about the PC and being a councillor. Please RSVP to Lisa no later than Tuesday 15th October if you wish to attend for catering purposes.

Item 11. Finance Report & Payments List
SIMPSON AND ASHLAND PARISH COUNCIL
FINANCIAL REPORT

Simpson & Ashland PC - Financial Summary				28/08/2019
Category	Budget	MAA <i>28/08/2019</i>	Actual <i>28/08/2019</i>	EOY Projection
Income				
Precept	£ 50,700.00		£ 27,202.35	£ 50,700.00
Village Hall hire	£ 7,600.00	£ 3,123.29	£ 4,619.00	£ 9,000.00
VAT reclaim	£ 1,800.00		£ -	£ 1,800.00
Other	£ -		£ -	£ -
Total income	£ 60,100.00		£ 31,821.35	£ 61,500.00
Expenditure				
Admin and expenses	£ 700.00	£ 287.67	£ 812.65	£ 1,200.00
Audit	£ 500.00	£ 205.48	£ -	£ 500.00
Dog bin cleaning	£ 1,800.00	£ 739.73	£ 568.14	£ 1,300.00
Insurance	£ 725.00	£ 297.95	£ -	£ 725.00
Memberships/Subs	£ 450.00	£ 184.93	£ -	£ 450.00
Media	£ 2,500.00	£ 1,027.40	£ 490.40	£ 2,500.00
Salaries	£ 7,500.00	£ 3,082.19	£ 5,075.03	£ 9,000.00
Community events	£ 9,300.00	£ 3,821.92	£ 1,781.73	£ 9,300.00
Community projects	£ 6,350.00	£ 2,609.59	£ 1,814.00	£ 6,350.00
Village Hall maintenance	£ 2,500.00	£ 1,027.40	£ 593.94	£ 2,500.00
Village Hall utilities	£ 1,700.00	£ 698.63	£ 683.27	£ 1,700.00
Other	£ 350.00	£ 143.84	£ 28.00	£ 350.00
Contingency	£ 1,275.00	£ 523.97	£ -	£ -
Grants	£ 3,300.00	£ 1,356.16	£ 123.00	£ -
Total expenses	£ 38,950.00		£ 11,970.16	£ 35,875.00
Surplus/Deficit	£ 21,150.00		£ 19,851.19	£ 25,625.00
Contribution to devolution	£ 17,000.00			
Reserves				
	Actual			
	<i>28/08/2019</i>			
Bank accounts	£ 121,557.53			
Current account	£ 27,091.12			
Savings account	£ 94,466.41			
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	£ 42,946.53			

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

Audit – additional work following queries from external auditor

Salaries – additional hours required for clerk handover

Payments

The following table shows all payments made from the current account between 01.07.19 and 28.08.19

Record of Payments				
Date	Description	Expense	Category	Bank Entry
23/07/2019	DNH Contracts	£ 103.30	Dog bin cleaning	'DNH CONTRACTS , 1240 , VIA ONLINE - PYMT , FP 23/07/19 10 , 64152926383056000N
24/07/2019	CVS Imprest	£ 549.15	Salaries	'CVS IMPREST ACC , SACP JULY , VIA ONLINE - PYMT , FP 24/07/19 10 , 06083800187345000N
26/07/2019	Crystal Grant, Work From Home paym	£ 120.00	Salaries	'CRYSTAL GRANT , VIA ONLINE - PYMT , FP 26/07/19 10 , 51122327409159000N
30/07/2019	Splash Window Cleaning	£ 10.00	Village Hall maintenance	'SPLASH , SIMPSON VILL HALL , VIA ONLINE - PYMT , FP 30/07/19 10 , 01104431249312000N
01/08/2019	Expenses payment - Sheila Thornton	£ 39.76		'S THORNTON , SACP EXPENSES , VIA ONLINE - PYMT , FP 02/08/19 10 , 06103536781121000N
06/08/2019	DNH Contracts	£ 129.12	Dog bin cleaning	'DNH CONTRACTS , 1262 , VIA ONLINE - PYMT , FP 06/08/19 10 , 23104117098546000N
08/08/2019	Crystal Grant expenses for events	£ 26.38	Community events	'CRYSTAL GRANT , ASHLAND EVENTS , VIA ONLINE - PYMT , FP 08/08/19 10 , 23102518293379000N
08/08/2019	MKPA	£ 29.43	Community events	'MKPA , 184297 SACP , VIA ONLINE - PYMT
08/08/2019	Strawberry Fieldz Marquee	£ 337.00	Community events	'STRAWBERRY FIELDZ , INV000234 , VIA ONLINE - PYMT
13/08/2019	R. Ling Expenses re VH maintenance	£ 235.57	Village Hall maintenance	'RJE LING , SACP EXP VH/ASH , VIA ONLINE - PYMT
13/08/2019	R. Ling Expenses re Ashland Events	£ 245.00	Community events	'RJE LING , SACP EXP VH/ASH , VIA ONLINE - PYMT
13/08/2019	Crystal Grant expenses for events	£ 5.69	Community events	'CRYSTAL GRANT , ASHLAND EVENTS , VIA ONLINE - PYMT , FP 13/08/19 10 , 06193254986959000N
21/08/2019	Churches Fire (extinguisher service)	£ 55.54	Village Hall maintenance	'CHURCHESFIRE , S119-023623 , VIA ONLINE - PYMT , FP 21/08/19 10 , 09121158141376000N
22/08/2019	CVS imprest - salaries	£ 1,007.55	Salaries	'CVS IMPREST ACC , SACP JULY , VIA ONLINE - PYMT , FP 22/08/19 10 , 48140305940524000N
23/08/2019	MKPA (Ashland event)	£ 60.00	Community events	

Prepared by Lisa Emmanuel, Parish Clerk and Responsible Financial Officer, 28.08.19



Item 12. Delegated Decisions

DELEGATED DECISIONS

Meeting date:	2 nd September 2019
Venue:	Simpson Village Hall
Period Covered	1 st July to 2 nd September

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

1. Payment of grant for Peace Picnic Insurance.
2. Planning Application: 19/01671/FUL 1 Thornbury, West Ashland, MK6 4BB additional comments made.
3. Planning Application: Five Acres
4. Grant approved for Neighbourhood Watch signs.
5. Purchase of flowers for Lorraine Hodgton for services re newsletter.