

FAIRFIELDS COMMUNITY COUNCIL

Email: Clerk@fairfields-pc.gov.uk

Website: www.fairfields-pc.org.uk



Tuesday 24 January 2023 @ 18h30

At Fairfields Sports Hub, Apollo Avenue, Fairfields, MK11 4BA

IN ATTENDANCE:

Councillors: Cllr David Nicholas (DN)-Chair, Cllr Edward Martin (EM),
Cllr Rajeev Sharma (RS)-arrived at 18h39

Officer: Vicky Mote (Clerk/RFO)

Members of the public: 7 members of the public present

Meeting started at 18h39

| REF | MINUTES |
|-----|--|
| 1 | <p>Clerk/RFO: Council to formally appoint the new Clerk/RFO, in accordance with Standing Order 3.</p> <p>Council RATIFIED the decision to employ Vicky Mote (start date 28/11/22) as their new Clerk/RFO, following an interview by Cllr Ian Hunt (previous Chair) and Jean Nicholas (outgoing Clerk) on 14/10/22.</p> <p>Cllr DN thanked Jean Nicholas for her contribution as Clerk to Fairfields Community Council and her wider contribution to the sector for over 20 years.</p> |
| 2 | <p>Apologies: Council RESOLVED to accept apologies from Cllr Jade Walsh.</p> |
| 3 | <p>Declarations of Interests: There were none to record.</p> |
| 4 | <p>Public question time, including Parish and Ward Councillor updates: In accordance with Standing Order 1(d), members of the public may ask questions on any matters dealt with by Full Council, which are included on this agenda.</p> <p>7 members of the public were present.</p> <p>A member of the public asked for an update regarding the bus coming into Fairfields from Watling Street. Cllr DN confirmed that there will be a number of updates, bus included, in the next Full Council meeting on 09/02/23.</p> |

| 5 | <p>Employee Matters:</p> <p>1. Clerk/RFO: Council RESOLVED that in order to ensure the council can function, it would keep Mrs. Jean Nicholas (outgoing Clerk) on a temporary basis, until the required minimum number of bank signatories has been resolved.</p> <p>2. NJC Pay Award: Council NOTED the new NJC Pay Award, effective 01 April 2022.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|---|----------------------------|-------------------|-----------------|------------|-----|-----|----------|------|-----------------|----------|----------|----------|----------|------|-------------------------|----------|--|----------|----------|------|-----------------------|----------|--|----------|----------|----------|----------------------|----|--|-------|----------|----------|---------------------------|---|--|------|----------|------|-------------------|---------|--------|---------|----------|----------|----------------------|-------|--|-------|----------|----------|------------------------|----|--|-------|----------|------|----------------------|------------|----------|------------|----------|---------------|-----------|---------|--------|--------|----------|---------------|-----------|---------|--------|---------|----------|------|---------------------------|------------|--|------------|----------|------|----------------|----------|---------|----------|----------|---------|-----------------------|----|--|-------|----------|------|----------------------------|---------|--|---------|----------|------|-------------------------|---------|--|---------|----------|---------|----------------|----|--|-------|----------|------|----------------------|---------|--|---------|----------|------|-----------------|----------|--|----------|----------|------|----------------|----------|----------|----------|----------|------|----------|----------|--|----------|--------------|--|--|-------------------|-----------------|--|
| 6 | <p>Minutes</p> <p>Council RESOLVED that the minutes of the Full Council meeting held on 10 November 22 be agreed as a true and accurate record of the meeting. Minutes signed by the Chair.</p> <p>Council NOTED that the meeting due to be held on 12/01/23 did not take place as they were not quorate.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>Finance</p> <p>1. Payments: Council RATIFIED a list of payments made and NOTED those due to be made before the next meeting.</p> <p style="text-align: center;">FINANCE REPORT NOV + DEC 22 EXPENDITURE</p> <p>31.10.22 Balance brought forward £94,181.37</p> <table border="1" data-bbox="293 1016 1292 1727"> <thead> <tr> <th>DATE</th> <th>PAYMENT</th> <th>DETAILS</th> <th>GROSS</th> <th>VAT</th> <th>NET</th> </tr> </thead> <tbody> <tr> <td>02.11.22</td> <td>BACS</td> <td>RTM landscaping</td> <td>(660.00)</td> <td>(110.00)</td> <td>(550.00)</td> </tr> <tr> <td>02.11.22</td> <td>BACS</td> <td>MK Garden Works October</td> <td>(550.00)</td> <td></td> <td>(550.00)</td> </tr> <tr> <td>02.11.22</td> <td>BACS</td> <td>MK Garden Works plots</td> <td>(180.00)</td> <td></td> <td>(180.00)</td> </tr> <tr> <td>08.11.22</td> <td>Receipts</td> <td>Maradzah inv 2022213</td> <td>55</td> <td></td> <td>55.00</td> </tr> <tr> <td>08.11.22</td> <td>Receipts</td> <td>Plot 36 Marius bal of inv</td> <td>5</td> <td></td> <td>5.00</td> </tr> <tr> <td>10.11.22</td> <td>BACS</td> <td>Viking Cartridges</td> <td>(52.13)</td> <td>(8.69)</td> <td>(43.44)</td> </tr> <tr> <td>11.11.22</td> <td>Receipts</td> <td>Donna Gunner Plot 18</td> <td>50.42</td> <td></td> <td>50.42</td> </tr> <tr> <td>11.11.22</td> <td>Receipts</td> <td>Stephenson dep plot 43</td> <td>50</td> <td></td> <td>50.00</td> </tr> <tr> <td>21.11.22</td> <td>BACS</td> <td>RTM bulbs & planting</td> <td>(1,380.00)</td> <td>(230.00)</td> <td>(1,150.00)</td> </tr> <tr> <td>24.11.22</td> <td>DEBIT CARD</td> <td>Microsoft</td> <td>(11.28)</td> <td>(1.88)</td> <td>(9.40)</td> </tr> <tr> <td>24.11.22</td> <td>DEBIT CARD</td> <td>Microsoft</td> <td>(27.00)</td> <td>(4.50)</td> <td>(22.50)</td> </tr> <tr> <td>25.11.22</td> <td>BACS</td> <td>Clerks Nov salary backpay</td> <td>(1,128.10)</td> <td></td> <td>(1,128.10)</td> </tr> <tr> <td>25.11.22</td> <td>BACS</td> <td>BROXAP dog bin</td> <td>(328.80)</td> <td>(54.80)</td> <td>(274.00)</td> </tr> <tr> <td>29.11.22</td> <td>Receipt</td> <td>Muhammad Rana Plot 40</td> <td>50</td> <td></td> <td>50.00</td> </tr> <tr> <td>30.11.22</td> <td>BACS</td> <td>Spotless bus shelter clean</td> <td>(25.00)</td> <td></td> <td>(25.00)</td> </tr> <tr> <td>02.12.22</td> <td>BACS</td> <td>MK Garden Works-Plot 36</td> <td>(50.00)</td> <td></td> <td>(50.00)</td> </tr> <tr> <td>12.12.22</td> <td>RECEIPT</td> <td>Edgson-Plot 51</td> <td>37</td> <td></td> <td>37.00</td> </tr> <tr> <td>16.12.22</td> <td>BACS</td> <td>Nishant Goel-Plot 43</td> <td>(50.00)</td> <td></td> <td>(50.00)</td> </tr> <tr> <td>20.12.22</td> <td>BACS</td> <td>Mrs JM Nicholas</td> <td>(753.25)</td> <td></td> <td>(753.25)</td> </tr> <tr> <td>20.12.22</td> <td>BACS</td> <td>RTM Landscapes</td> <td>(660.00)</td> <td>(110.00)</td> <td>(550.00)</td> </tr> <tr> <td>20.12.22</td> <td>BACS</td> <td>HMRC-Tax</td> <td>(125.24)</td> <td></td> <td>(125.24)</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td>(5,733.38)</td> <td>(519.87)</td> <td></td> </tr> </tbody> </table> <p>31.12.22 Balance £88,447.99 (519.87) Month-VAT</p> <p>2. Finance Report: Council NOTED the Trial Balance financial report showing receipts and payments vs budget to date 31/12/22.</p> | DATE | PAYMENT | DETAILS | GROSS | VAT | NET | 02.11.22 | BACS | RTM landscaping | (660.00) | (110.00) | (550.00) | 02.11.22 | BACS | MK Garden Works October | (550.00) | | (550.00) | 02.11.22 | BACS | MK Garden Works plots | (180.00) | | (180.00) | 08.11.22 | Receipts | Maradzah inv 2022213 | 55 | | 55.00 | 08.11.22 | Receipts | Plot 36 Marius bal of inv | 5 | | 5.00 | 10.11.22 | BACS | Viking Cartridges | (52.13) | (8.69) | (43.44) | 11.11.22 | Receipts | Donna Gunner Plot 18 | 50.42 | | 50.42 | 11.11.22 | Receipts | Stephenson dep plot 43 | 50 | | 50.00 | 21.11.22 | BACS | RTM bulbs & planting | (1,380.00) | (230.00) | (1,150.00) | 24.11.22 | DEBIT CARD | Microsoft | (11.28) | (1.88) | (9.40) | 24.11.22 | DEBIT CARD | Microsoft | (27.00) | (4.50) | (22.50) | 25.11.22 | BACS | Clerks Nov salary backpay | (1,128.10) | | (1,128.10) | 25.11.22 | BACS | BROXAP dog bin | (328.80) | (54.80) | (274.00) | 29.11.22 | Receipt | Muhammad Rana Plot 40 | 50 | | 50.00 | 30.11.22 | BACS | Spotless bus shelter clean | (25.00) | | (25.00) | 02.12.22 | BACS | MK Garden Works-Plot 36 | (50.00) | | (50.00) | 12.12.22 | RECEIPT | Edgson-Plot 51 | 37 | | 37.00 | 16.12.22 | BACS | Nishant Goel-Plot 43 | (50.00) | | (50.00) | 20.12.22 | BACS | Mrs JM Nicholas | (753.25) | | (753.25) | 20.12.22 | BACS | RTM Landscapes | (660.00) | (110.00) | (550.00) | 20.12.22 | BACS | HMRC-Tax | (125.24) | | (125.24) | TOTAL | | | (5,733.38) | (519.87) | |
| DATE | PAYMENT | DETAILS | GROSS | VAT | NET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02.11.22 | BACS | RTM landscaping | (660.00) | (110.00) | (550.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02.11.22 | BACS | MK Garden Works October | (550.00) | | (550.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02.11.22 | BACS | MK Garden Works plots | (180.00) | | (180.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08.11.22 | Receipts | Maradzah inv 2022213 | 55 | | 55.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08.11.22 | Receipts | Plot 36 Marius bal of inv | 5 | | 5.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.11.22 | BACS | Viking Cartridges | (52.13) | (8.69) | (43.44) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.11.22 | Receipts | Donna Gunner Plot 18 | 50.42 | | 50.42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.11.22 | Receipts | Stephenson dep plot 43 | 50 | | 50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21.11.22 | BACS | RTM bulbs & planting | (1,380.00) | (230.00) | (1,150.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24.11.22 | DEBIT CARD | Microsoft | (11.28) | (1.88) | (9.40) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24.11.22 | DEBIT CARD | Microsoft | (27.00) | (4.50) | (22.50) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25.11.22 | BACS | Clerks Nov salary backpay | (1,128.10) | | (1,128.10) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25.11.22 | BACS | BROXAP dog bin | (328.80) | (54.80) | (274.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29.11.22 | Receipt | Muhammad Rana Plot 40 | 50 | | 50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30.11.22 | BACS | Spotless bus shelter clean | (25.00) | | (25.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02.12.22 | BACS | MK Garden Works-Plot 36 | (50.00) | | (50.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12.12.22 | RECEIPT | Edgson-Plot 51 | 37 | | 37.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.12.22 | BACS | Nishant Goel-Plot 43 | (50.00) | | (50.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20.12.22 | BACS | Mrs JM Nicholas | (753.25) | | (753.25) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20.12.22 | BACS | RTM Landscapes | (660.00) | (110.00) | (550.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20.12.22 | BACS | HMRC-Tax | (125.24) | | (125.24) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | | (5,733.38) | (519.87) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

3. Budget and Precept 2023/24:

Council RESOLVED to keep the precept unchanged at £58,097.27, which equates to £49.25 (Band D). Breakdown of the 2023/24 tax bands are represented below.

| Tax Band | Statutory Proportion (fraction) | Statutory Proportion (percentage) | Precept per year | Precept per week |
|---------------|---------------------------------|-----------------------------------|------------------|------------------|
| Band AR | 5/9 | 56% | £27.58 | £0.53 |
| Band A | 6/9 | 67% | £33.00 | £0.63 |
| Band B | 7/9 | 78% | £38.42 | £0.74 |
| Band C | 8/9 | 89% | £43.83 | £0.84 |
| Band D | 9/9 (1) | 100% | £49.25 | £0.95 |
| Band E | 11/9 | 122% | £60.09 | £1.16 |
| Band F | 13/9 | 144% | £86.52 | £1.66 |
| Band G | 15/9 | 167% | £82.25 | £1.58 |
| Band H | 18/9 | 200% | £98.50 | £1.89 |

4. Reserves Policy: Council RESOLVED to adopt the new Reserves Policy and would agree in a future meeting, the minimum reserves to be held.

5. Grants: There were no grants to consider.

6. Appointment of Internal Auditor 2022/23:

Council RESOLVED to appoint Auditing Solutions for the financial year ending 31 March 2023.

8 Office

1. Phone:

Due to the cancellation of the meeting on 12/01/23 and the requirement for a phone, Council RATIFIED the decision to go ahead with setting up a VOIP phone number for Fairfields Community Council.

2. Laptop and Website Upgrade: Council RATIFIED the decision to go ahead with the purchase of a laptop and printer as per the quotes provided.

9 Planning Applications

To review and comment on new and amended planning applications.

22/03130/HOU

At: 7 Claudius way, Fairfields, Milton Keynes, MK11 4AL.

Proposal: The conversion of the garage to an annex/gym and the erection of a single storey detached outside store/hobby room.

Council RESOLVED that Fairfields Community Council has no objection to this application.

| | |
|----|--|
| 10 | <p>Licensing Applications To review and comment on new and amended Licensing Applications.</p> <p>Boroughwide Street Trading Consent – Renewal</p> <p><u>Howe and Co Fish and Chips</u> for 13 vans to trade Boroughwide for the following times: Monday to Sunday 12h00 to 14h30 and 16h00 to 21h30</p> <p>The existing conditions on the consent are: A bin will be made available for customer use.</p> <p>Council RESOLVED that Fairfield's Community Council has no objection to this renewal application.</p> <p><u>MK Ices (Reg EK09 XXE)</u> for one ice cream van to trade Boroughwide for the following times: Please note the change of hours. Existing Hours: Monday to Sunday 15h00 to 18h00 Hours Applied For: Monday to Sunday 14:00 to 21:00</p> <p>Council RESOLVED that Fairfield's Community Council has no objection to this renewal application.</p> |
| 11 | <p>Newsletter Council AGREED that all members to forward any articles to be included in the next edition, to the Clerk for production. Cllr DN to provide a Chair report. Clerk confirmed that the quarterly editions were Mar, Jun, Sep, Dec.</p> |
| 12 | <p>To note the date of the next meeting Council NOTED the next meeting on Thursday 09 February 23 at 18h30, meeting closed at 19h02.</p> |
| 13 | <p>Confidential Item. Council RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business, the Public and Press will be excluded from the following agenda item for the reason of it relating to Council's discussion and agreement on the Clerk's Pension.</p> <p>Council RESOLVED to provide the Clerk with the Local Government Pension Scheme.</p> |

Meeting ended at 19h10

| | |
|---------------|--|
| Date: | |
| Chair's Name: | |
| Signature: | |