
ANNUAL MEETING OF COUNCIL FOLLOWED BY MONTHLY FULL COUNCIL MINUTES

Held on Thursday 09 May 2024 at 19h00
At Fairfields Sports Hub, Apollo Avenue, Fairfields, MK11 4BA

Councillors present: Jake Bloomfield (Chair), Shelley Holmes, Ron Holmes, Lauren Scott-Turner

Officer present: Vicky Mote (Clerk/RFO).

Members of the public: Two present.

Meeting started at 19h00.

ANNUAL MEETING OF COUNCIL

FC24/25-016 Election of Chair 2024/25 and declaration of acceptance of office.
Jake Bloomfield was proposed, Council RESOLVED to elect Jake Bloomfield as Chair, declaration of acceptance of office duly signed in front of Clerk.

FC24/25-017 Election of Vice-Chair 2024/25 and declaration of acceptance of office.
There were not proposals, Council RESOLVED not to elect a Vice-Chair

FC24/25-018 Declarations of Interests: To note councillors' declarations of interest in matters on the agenda (Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, councillor's are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting).
Councillors Shelley Holmes and Lauren Scott-Turner declared an interest in agenda item FC24/25-033 Allotment report.

FC24/25-019 Apologies: No apologies received; it was NOTED that Councillor Jennifer Wilson-Marklew was not present.

FC24/25-020 Governing Documents. To approve any changes proposed following the annual review.

1. Standing Orders. Council NOTED the minor changes relating to gender neutral updates.
2. Financial Regulations. Council NOTED that there were no changes, the new version of financial regulations, updated by NALC, were not available at the time of the meeting. Council RESOLVED to bring this agenda item back once new version is available.
3. Delegation Arrangements. Council NOTED that there were no changes.
4. Members Code of Conduct. Council NOTED the minor changes relating to gender neutral updates.

FC24/25-021 Other Policy Documents. To approve any changes proposed following the annual review.

1. Freedom of Information and Data Protection. Council NOTED that there were no changes.
2. Social Media & Press Policy. Council NOTED that there were no changes.
3. Complaints Procedure. Council NOTED that there were minor changes from 'parish council' to 'community council'.
4. Grants Policy. Council NOTED that there were no changes.
5. Public Participation. Council reviewed and RESOLVED to adopt this new policy FCC-14.

FC24/25-022 Internal Auditor. Council NOTED that there is a rolling contract in place and RESOLVED to continue using Auditing Solutions.

FC24/25-023 Asset Register. Council NOTED the updated register dated 31-04-24.

FC24/25-024 Banking Signatories and Banking Provider(s). Council RESOLVED the following:

Signatories: Councillors Jake Bloomfield and Shelley Holmes as signatories for the year 2024/25.

Banking Providers: Current account to remain with Lloyds Bank, as this account holds more than the £85,000 FSCS guarantee, Clerk to look into opening a new bank account with Unity Trust Bank as follows:

£50,000 Community Centre reserves to be held in fixed term deposit Business Savings Account for a term of 6 months, to be reviewed at the end of this period.

£10,000 to be transferred from Lloyds Bank into a Unity Current Account, which is to be used for allotment transactions.

FC24/25-025 Insurance. Council NOTED that there is a long-term agreement in place until 01 July 26 with Zurich.

FC24/25-026 Subscriptions to other bodies. Council RESOLVED to continue with all the subscriptions listed below for 2024/25.

1. National Association of Local Councils (NALC) (subs included with BMKALC) - Councillor Support, Development tools etc.
2. Bucks and Milton Keynes County Association of Local Councils (BMKALC) - Clerk and Councillor Support, Legal advice, Courses.
3. Society of Local Council Clerks (SLCC) - Clerk training, support, policies, networking and continuing professional development (CPD).
4. Information Commissioner Office (ICO) - To comply with data protection regulations.
5. The National Allotment Society.

FC24/25-027 Council RESOLVED to set the following Dates, time and place of meetings of the council for the year 2024/25.

Dates 2024: Thursday 13 Jun, 11 Jul, 8 Aug, 12 Sep, 10 Oct, 14 Nov, 12 Dec

Dates 2025: Thursday 9 Jan, 13 Feb, 13 Mar, 10 Apr, 8 May

Time: 19h00

Place: The Sports Hub, Apollo Avenue, Fairfields, MK11 4BA

AGENDA-ORDINARY MEETING

FC24/25-028 Public question time, including 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.

Resident asked for an update on dog bin located on corner of Albus Close/Cicero; Clerk confirmed will look at before next meeting.

FC24/25-029 Minutes.

Council RESOLVED that the draft minutes of the Full Council Meeting held on 11 April 2024 be accepted as a true copy; duly signed by the Chair.

FC24/25-030 Governance

1. Internal Audit, Council NOTED the Annual Internal Audit Report 2023/24, full detailed report to follow.
2. Annual Governance and Accountability Return (AGAR). Council RESOLVED to approve the following:
 - 2.1 Section 1, Annual Governance Statement
 - 2.2 Section 2, Accounting Statements.
 - 2.3 Electors' Rights, Monday 3 June 24 to Friday 12 July 24.

FC24/25-031 Finance.

1. Payments: Council NOTED and APPROVED the list of payments made from 01/04/24 to 30/04/24.

| FAIRFIELDS COMMUNITY COUNCIL | | | |
|-------------------------------|-------------------------------------|------------|-------------------------------------------------|
| PAYMENTS 01-04-24 to 30-04-24 | | | |
| DATE | SUPPLIER | AMOUNT | DETAILS |
| 02/04/2024 | BUSINESS CHG CRD | £41.76 | DD-Charge Card Payment |
| 02/04/2024 | SPOTLESS WINDOW CL | £30.00 | Bus Shelter |
| 02/04/2024 | PAYROLL | £3,524.07 | Mar 24 (salary, pension, tax + NI) |
| 02/04/2024 | S2D LEAFLETS LTD | £1,046.16 | Spring Newsletter + Resident Questionnaire |
| 03/04/2024 | CLOUDY GROUP | £41.99 | Website Hosting |
| 03/04/2024 | RTM LANDSCAPES LTD | £280.00 | Apollo Green Landscaping |
| 08/04/2024 | THE SOCIETY OF LOCAL COUNCIL CLERKS | £288.00 | Annual Clerk membership |
| 08/04/2024 | STARBOARD SYSTEMS | £1,366.80 | Scribe finance package |
| 08/04/2024 | BUCKHAMSHIRE & MIL | £425.67 | BMKALC + NALC annual membership |
| 18/04/2024 | LUKE D LA BASIDE | £300.00 | Allotment landscaping |
| 18/04/2024 | EDGE IT SYSTEMS | £401.88 | Allotment inspection tablet, set-up, annual fee |
| 18/04/2024 | NSALG | £66.00 | Annual National Allotment Society membership |
| 25/04/2024 | WARD & CO. LETTERS | £126.00 | Kings Coronation Plaque |
| 29/04/2024 | BUCKINGHAMSHIRE COUNCIL | £809.61 | Pension-Apr 24 |
| 29/04/2024 | PAYROLL | £1,875.96 | Apr-24 |
| 29/04/2024 | WOUGHTON COMMUNITY | £582.98 | Heavy duty strimmer + fuel |
| 30/04/2024 | BUSINESS CHG CRD | £73.85 | DD-Charge Card Payment |
| TOTAL | | £11,206.88 | |

2. Charge Card: Council NOTED and APPROVED the transactions made 01/04/24 to date.

| LLOYDS CHARGE CARD | | | | | |
|--------------------|--------------|-----------|-----------------------------------------|--------|----------------------------------------------------------------|
| Date | Date entered | Reference | Description | Amount | Detail |
| 08/04/2024 | 08/04/2024 | 10888894 | Amazon.co.uk*HE9FD0DV4 AMAZON.CO.UK GBR | £32.09 | Master Lock (Marius Allotment) |
| 23/04/2024 | 24/04/2024 | 10328361 | AMAZON* 204-5500510-08 LONDON LND | £78.77 | Safety Helmet, Anit-vibration gloved, Jerry Can, First Aid Kit |
| 24/04/2024 | 24/04/2024 | 10948393 | MSFT * E0800RVBV1 MSBILL.INFO GBR | £11.57 | Microsoft License (Clerk) |
| 24/04/2024 | 24/04/2024 | 10948398 | MSFT * E0800RVG75 MSBILL.INFO GBR | £28.88 | Microsoft License (Councillors) |

3. Grants: There were no grant applications to consider.
4. Investment Policy: Council RESOLVED to adopt this new policy FCC-13.

FC24/25-032 Reports.

1. Clerk: gave an update on all outstanding previous meeting actions.
2. Councillors: no reports.
3. Milton Keynes City Council (MKCC): Paul van Geete was not present, submitted the following updates:

Allotments: legal handover still ongoing.

Fairfields Primary School crossing: have engaged with developer on the matter of a potential school crossing.

LP4 Play Park (opposite primary school): Parks Trust has a concern about some of the trees, one has a disease known as 'sooty bark'. Tree Officer needs to make sure it's contained, and decide what to do about it. Hope to open park in June 24.

Tudor Gardens Redway Link: have had to make some changes to address concerns of Stony Stratford Town Council, some local residents and MKCC own cycling and highways officers; hope to start works late summer 24.

4. Developer (Barratts/David Wilson): no updates received.
5. Fairfields Sports Hub: no updates received.

FC24/25-033 Operational.

Allotment Report: Clerk confirmed, will start inspections this month. Proving difficult to find paving slabs that are relatively inexpensive, to hold down the vacant plot covering, more time to investigate further.

FC24/25-034 Milton Keynes Citizens Advice.

Clerk gave an update following meeting 30/04/24 regarding collaborative agreement.

- Fortnightly sessions (alternated between Fairfields and Whitehouse locations) and run between circa 09h00-14h00 (TBC). Day and dates TBC, with a possible start w/c 22 July 24.
- There will be a 6-monthly impact report from MKCAB.
- FCC to approach The Sports Hub as a location, which is accessible for disabled people.
- Ben Thomas will be presenting at our Annual Residents meeting 23/05/24.

FC24/25-035 Planning Applications (list circulated prior to meeting).

There were no new applications to consider.

FC24/25-036 Licensing Applications (list circulated prior to meeting).

There were no new applications to consider.

FC24/25-037 Boroughwide Street Trading Consent – Renewal. (list circulated prior to meeting). The following renewal applications were NOTED.

| REC | COMPANY | REG | DAYS | TIME | CODE | DEADLINE |
|------------|-----------------------|----------|---------|-------------|------|------------|
| 11/04/2024 | Charlie Browns | W395 EOK | Mon-Sun | 16h00-19h00 | BW-R | 07/05/2024 |
| 12/04/2024 | Mr Glen Steel MK Ices | EK09 XXE | Mon-Sun | 14h00-21h00 | BW-R | 10/05/2024 |
| 12/04/2024 | MK Ices | DG10 HCV | Mon-Sun | 14h00-21h00 | BW-R | 10/05/2024 |
| 12/04/2024 | MK Ices | SV64 WSJ | Mon-Sun | 14h00-21h00 | BW-R | 10/05/2024 |
| 16/04/2024 | Mister Softee | J192 NVV | Mon-Sun | 16h00-20h00 | BW-R | 14/05/2024 |
| 07/05/2024 | Maya's Street Food | AO05 OAJ | Tue-Sun | 17h00-20h00 | BW-R | 31/05/2024 |

FC24/25-038 Consultations. None to consider.

FC24/25-039 Event(s). Council to consider some ideas for an annual events calendar. National Allotment week (12-18 Aug). Council RESOLVED that the Clerk look at sending an email to all allotment tenants to gauge their views on an open day.

FC24/25-040 Fairfields Community Council Logo.

Following public consultation, Council RESOLVED to agree the final logo. Option 2 was the winner. The design can be used both in colour and black and white (see header on page one above).

FC24/25-041 Future Agenda Items and next Meeting(s).

1. Future agenda items for consideration.
 - Welcome signs at Fairfields entrances.
2. Council NOTED the Annual Residents meeting on Thursday 23 May 24 @ 19h00.
3. Council NOTED the next full council meeting on Thursday 13 June 24 at 19h00.

Meeting ended at 20h14

FC24/25-042 Confidential Item.

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 were excluded from the following agenda item for the reason of it relating to Councils discussion and agreement on the Clerks' annual appraisal and salary increment. Council RESOLVED to exclude the public and press.

Following a successful appraisal, Council RESOLVED to award the Clerk the next salary increment LC3(33). The Council thanked the Clerk for all her hard work.

Meeting ended at 20h46

| DATE | NAME / POSITION | SIGNATURE |
|----------|------------------------------|-----------|
| 13/06/24 | Cllr Jake Bloomfield (CHAIR) | |