

Minutes of extraordinary Parish Council General Meeting on Monday 2 August 2010 at 7.30pm

PRESENT: Councillors Ayles (Chair), Haynes, Keane and Markham. The Clerk & 4 members of the public were in attendance. The meeting commenced at 7.40pm after the Open Forum closed.

As this was an extraordinary meeting, there was no obligation to hold an Open Forum but the Chair asked the members of the public present if there were any issues they wished to raise. Mrs J Markham asked if the PC could do something about a driver of a car that parked illegally on the junction of New/South Street. Chair said he would ask the PCSO to look into this matter. Report was received about the overgrowing conifer hedge in North Street. Clerk to write to owner.

		ACTION
1	TO RECEIVE APOLOGIES FOR ABSENCE: 2010/087 Cllrs Hinds and Russo – reason of holiday; Cllr Stacey & Ward Cllr Geary reason of work commitments. Apologies accepted	
2	TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below: None	
3	MINUTES OF THE LAST MEETING & MATTERS ARISING FROM THE MINUTES: 2010/088	
3.1	The Open Forum notes & minutes of the general meeting on 5 July 2010 were accepted as an accurate record [Clerks note: striking of the word “no” in apologies as Cllr Keane asked that it be noted he had offered apologies in January for this meeting]. The minutes and Open Forum notes of extraordinary general meeting of 9 July 2010 was accepted as an accurate & true record.	
3.2	To hear brief progress reports on other matters arising (not included elsewhere on the agenda) Nothing to report – list on notice-board	
4	REPORTS FROM COUNCILLORS OR CLERK [available from the Clerk on request]: 2010/089	
4.1	HPAF – File note: 15 July 2010. Duly noted	
4.2	VH Committee minutes – 12 July Duly noted – to be discussed as agenda item	
4.3	Parishes Assembly minutes 10 June (circulated via email. Hard copy available)	
4.4	BALC Executive meeting – File note: 14 July 2010. Duly noted	
5	TO CONSIDER RESOLUTIONS: 2010/090	
5.1	It was unanimously agreed, that the Clerk has the mandate to submit a grant application to WREN for balance of cost needed to refurbish the Fish Ponds (Chequers) play area in conjunction with Phillip Snell as Play Area & Recreation Manager at MK Council & that the Clerk had the mandate to act as project manager for this Play Area refurbishment project. The grant application was signed by the Clerk. [Clerk note: Part of the discussion on this matter was based on the briefing the Clerk gave to Cllrs on current situation with the grant application, in that she was awaiting the amount awarded to CPC from the PlayBuilder grant fund & Cllrs had a chance, if they wished, to peruse the draft of the WREN grant application. Clerk confirmed that everything was in place & completed & that the only outstanding matter was the amount of the grant award from PlayBuilder] It was also unanimously agreed that Cllrs Haynes (with any additional assistance required being available from Cllr Keane) would support the Clerk in the final draft & submission of the grant application at the end of August as the Clerk will be on her annual leave. The following timescale was agreed: - 2 copies of the paperwork & supporting documentation will be prepared by the Clerk for handover to Cllr Haynes (& Keane) by 12 August. - Cllr Haynes (& Keane) to will obtain 2 copies of the 3 rd party funding letter from Phillip Snell (MKC) by 25 August - Cllr Haynes (& Keane) to arrange for 2 copies of paperwork to be sent “next day delivery” on Thursday 26 th August to WREN c/o Matthew Cox, Leamington Spa.	Clerk Cllrs Haynes Keane P Snell MKC
5.2	It was unanimously agreed to adopt the Environmental policy as a formal record of the efforts the PC currently engage in their daily operation.	
5.3	The draft wording for NCCZ questionnaire in the Castlethorpe Newsletter was discussed an approved. Copy to be given to the Newsletter editor for 15 August deadline with a 15 October return date. Results of the poll to be discussed at November’s meeting	Clerk Newsletter agenda Nov 10 Clerk agenda Mch 11
5.4	It was unanimously agreed to allow the Clerk to purchase 7 dog bins (for ward distribution) at a total cost of £455.00 & to arrange for reimbursement via SaferMK funds (Rural West NAG). It was also agreed that at some stage into the fortnightly collection scheme the Clerk must ascertain the usage of the bins to evaluate the effectiveness of the system, whether the collections were frequent enough to cope with demand or whether bins were not being used & to place an agenda item for a report	

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5.5	back. It was agreed by a vote of 3 for 1 against (Cllr Haynes asked it to be noted that he was against allowing any access through the old entrance) after much debate & discussion that while CPC would like to see the old entrance used only for unloading & removal of goods, equipment & food & as a fire exit, it recognised that for certain vulnerable persons & in certain exceptional circumstances such as the path being icy access should be permitted through the old front door. It is therefore the PC's recommendation that the old front entrance is only used in exceptional circumstances (as above) at the responsibility of the hirer. CPC would expect that all children/youth groups use the back entrance & allow no access/egress through the old front door, that the gates are kept closed at all times & that all users are informed that the access/egress to the hall is via the new porch. CPC also noted that the new porch was built to current H&S & DA standards as well as insulated to prevent the past heat loss experienced through the old front doors. Coir matting had been fitted to prevent dirt and damage to the flooring. Regarding the concerns raised about the safety of the pathway in winter (ice) it was noted that as a public footpath it is the responsibility of MKC to grit. It was also noted that lighting was to be installed & Clerk to meet J Foakes 4/8. It was agreed that the booking form should reflect the above PC request & Clerk to liaise with Chair of VHC on change to booking form. It was also noted that there had been damage to the floor by chairs being dragged against the wall. Clerk to ask VHC to amend booking for to reflect that no chairs/equipment is to be dragged across the VH floor.	Clerk VH Chair
5.6	Cllr Haynes & Keanes agreed to be responsible for filling in the Annual Satisfaction Survey & return to MKC.	P Haynes J Keane
5.7	Mrs Goodger's resignation as VH cleaner/booking clerk accepted. CPC to issue thanks to Mrs Goodger for her hard work. It was unanimously agreed that the current contract details, wage rate & job descriptions were still applicable. Clerk authorised to place advertisement for cleaner/booking clerk on notice-boards/website a.s.a.p after VH Cmttee agreement of wording. Clerk stated interim cover had been arranged & a schedule of cleaning had been agreed by the VH Cmttee. [Clerk note: Chair/Vice Chair of the VH Committee have asked that either one attend the interviews. Decision on interview panel to be taken in closed session at next CPC meeting] . Closing date for applications to be 03/09/10 with interviews in early weeks of September.	Clerk VH Cmttee
6	TO CONSIDER FINANCES: 2010/091	
6.1	A statement of the current financial position was circulated prior to meeting. No queries were raised. Approved unanimously. Clerk handed all Cllrs a budget vs actual schedule.	
6.2	The RFO Payments Schedule was circulated in advance. Payments of £2018.65 from Lloyds Bank PLC were approved. A funds transfer cheque from Bank Of Ireland to support payments of £2500.00 was approved. Proposed Cllr Ayles seconded Cllr Haynes	
7	TO CONSIDER CORRESPONDENCE RECEIVED: 2010/092	
7.1	July Parish & Town Council newsletter – electronic copy forwarded to all Cllrs	
7.2	BALC Matters Arising noted	
7.3	HiMO's – proposed new legislation noted. Possible letter of support to be discussed when necessary.	
7.4	Salden Chase development by AVDC. New developments on this matter noted as well.	
7.5	State of disrepair of tennis court – Ms N Green. Unanimously agreed Clerk will inform Ms Green that groundsman had been appointed & that her comments had been noted & that Cllr Markham will arrange with handyman for the 2 of them to remove tennis net post & repair & re-set into tarmac.	Clerk letter
8	ANY OTHER BUSINESS: 2010/093	
8.1	A508 – meeting to be held in October with all involved/interested parties	
8.2	Stantonbury Campus bus now stopping at North Street/BER & VH	
8.3	Newsletter – short article to remind dog owners that sports ground not to be used	Clerk
8.4	Duck Race signs still on verges. Letter to organisers to remove	Clerk
8.5	Mower has water in fuel tank. Cllr Markham to organise George Brown to rectify	I Markham
8.6	For noting: Lottery has visited shop & decision to be made within next few months	
9	TO AGREE DATE OF FUTURE MEETING. 2010/094	
	Next meeting to be held on Monday 6 September at 7.30pm in the village hall	

There being no further business to discuss the meeting closed at 9.10pm

