

NORTH CRAWLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 3 June 2024 at 7.30 pm in the Institute

Present:	Parish Councillors: S Garner (in the Chair), L Butterworth, N Kearney, D Harpur, T Smith and J Weatherley Clerk/RFO S M Bushnell Ward Councillor K McLean (for item 06/2024/17)	ACTION
06/2024/01	Apologies for Absence Councillor J Armstrong; PCSO Arlene Ormston; Ward Councillor P Geary	
06/2024/02	Approval of Minutes: The Minutes of the Parish Council meeting held on 7 May 2024 were approved.	
06/2024/03	Items from members of the public: There were no members of the public present.	
06/2024/04	Update from the PCSO: Arlene Ormston was not present at the meeting but had responded via email that there had been no crime related incidents in North Crawley or Little Crawley since the last meeting. However, there had been an incident of a delivery driver being bitten by an out-of-control dog. In other villages, there had been some incidents of car theft, and she stressed the importance that owners of keyless cars should store their fobs in faraday wallets to make them more secure.	
06/2024/05	Brook End Nurseries Site: The Chair reported that he was meeting Victoria Barrett later in the week and would talk to her about her views on the progress of the Inquiry so far.	Chair
	Matters Arising from the Previous Minutes	
06/2024/06	Discussion with Lisa Beckett (MKCC): It was noted that there had been no response from MKCC following Lisa Beckett's visit to the previous meeting.	Lisa Beckett/ KMclean
06/2024/07	Minute 05/2024/12 Solor Panels for SIDS: The Chair reported that following further research, the installation of ANPR cameras was problematic from a data protection perspective and that they tended to be for use on trailers in specific road control situations. He had discussed this with the resident who had offered to donate and it had been agreed that the donation would fund the following: 4 x solar panels; 4 x new poles; 4 x batteries; 1 x SID. The donation of £10,000 was being made by Richard Sykes. This was from a legacy that he had been left by his stepmother in Australia who wanted the money to be distributed "for the good of communities". Thanks were expressed to Richard for agreeing to make this donation to the Parish Council on behalf of his stepmother.	

Signed: Chair Clerk Date

	<p>Following further discussion, it was agreed to apply for 50/50 funding from the Community Infrastructure Fund for 2 x SIDS. This would result in a SID being installed permanently at each entry to the village from April 2025.</p> <p>The Chair and the Clerk would take these actions forward.</p>	Clerk/Chair
06/2024/08	<p>Minute 05/2024/14 Cemetery paths: The Clerk reported that the work to the paths was planned to take place in July.</p>	
06/2024/09	<p>Minute 05/2024/18 Footpaths: This stile had still not been repaired and Cllr Smith would contact the landowner again.</p>	TS
06/2024/10	<p>Minute 05/2024/21 Adventure Playground: The Clerk had contacted the MKCC playground inspectors (Glendale) for a quote to re-tension the zipwire and this had been received at £54.10. This quote had been accepted.</p>	
06/2024/11	<p>North Crawley Neighbourhood Plan:</p> <p>The Chair reported the following had been discussed at the meeting of the Implementation Group on 16 May 2024:</p> <ul style="list-style-type: none"> • The suggestion to have a path between H5 and Orchard Way had been abandoned as it would not be supported and paid for by the developer. • The area for the pond on H3 had been enlarged. The pond was needed for water attenuation on the site but would also become an important aesthetic feature with walkways around it and would attract insects and wildlife. However, there were concerns about children’s safety around the water and it was stressed that there must be sufficient and appropriate measures made by the developer to address these concerns. • A public information event would be held once the current planning applications had been approved so that the detail could be explained to residents. • Site H6 High Street. The plans for three houses on this site were progressing well and were nearing completion. 	
	<p>Planning Applications</p>	
06/2024/12	<p>The following planning application had been received:</p> <ul style="list-style-type: none"> • 24/01036/TPO - The removal of all trunk suckers on the lower part of a Lime Tree protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/77 at Ivy House 31 High Street North Crawley – No objections • 24/01043/FUL - The erection of a straw barn at Lodge Farm Cranfield Road North Crawley – No objections • 24/01139/HOU - The erection of a single storey front extension with W/C at 16 Hackett Place North Crawley - No objections 	

Signed: Chair Clerk Date

	Councillor's Reports	
06/2024/13	IMC: The Chair reported that he and Cllr Butterworth had attended the meeting of the IMC on 20 May. Items discussed included the Fun Day, grass guard tiles, zip wire and trip hazard on plank bridge. The latter problem had been resolved. The IMC had discussed increasing the letting fees but had decided that they should remain at the current level for the time being. There were some drainage problems in the field which might be due to a blockage and this was being investigated. There was still the on-going concern about the insurance implications of unknown items being stored in the Institute by the Masons.	
06/2024/14	Fun Day: Arrangements were progressing for this event on 26 August. A bouncy castle was being hired this year which would require some volunteers to supervise its use. The Chair asked councillors if they could help with this if they were available.	
06/2024/15	Footpaths: Cllr Smith referred to the kissing gate behind Church Farm. The landowner had not repaired this but had cut a path so that there was an easy way through. Cllr Smith had checked with MKCC Rights of Way and they were happy with this arrangement as there were no animals in the field.	
06/2024/16	School Crossing Warden: The Clerk reported that this had now been advertised but it was not known whether any applications had been received. She understood that this would be re-advertised if necessary and it was agreed that another reference to it would be made in the July issue of Scan.	Clerk
06/2024/17	Ward Councillor's Report: At this point, Cllr McLean arrived at the meeting. He had been delayed by MKCC commitments. He did not have anything specific to report and no case work referrals had been passed on to him for the rural area. He had however taken the Local Police Authority's Commander and the Chief Inspector of the Rural Team around the Ward. This was important to acquaint them of the rural area and the specific problems and issues it faced.	
06/2024/18	Review of Policies: The following policies, which had been previously circulated, were approved (Proposed by Cllr Kearney and seconded by Cllr Smith): <ul style="list-style-type: none"> • Financial Regulations – This was based on a new NALC template • Risk Assessment • Standing orders • Members' Code of Conduct • Complaints policy • Equality and Diversity policy • Data Protection and Information policy • Publication Scheme 	

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	Finance Matters																																																
06/2024/19	<p>Annual Accounts 2023/2024: The Clerk had previously circulated the AGAR (Annual Governance and Accountability Return) for 2023/24 which had been approved by the Internal Auditor. It was unanimously agreed (Proposed by Cllr Kearney and seconded by Cllr Smith) to approve the Annual Governance Statement and the Accounting Statement which was signed by the Chair and Clerk/RFO as required. The Clerk would arrange for the information to be publicised on the Parish Council website, for the period of the Exercise of Public Rights to be advertised and for the AGAR to be submitted to the External Auditor.</p>				Clerk																																												
06/2024/20	<p>Internal Auditor's Report: This was received and the Internal Auditor had found all to be satisfactory and no actions had been recommended other than the following: "We again take this opportunity to draw the Clerk and Council's attention to a current change in the requirement for production of a formal Investment Strategy: whilst this only becomes mandatory for Councils with retained funds more than £100,000, current NALC guidance indicates that, again in line with best practice, all Councils holding funds more than £10,000 should also develop an appropriate Strategy. Bearing in mind the balance of monies held by the Council we suggest it would be appropriate to prepare an investment policy." It was noted that the balance was over £10,000 due to the H1 fund which was currently held in a Unity Trust deposit account and attracted interest. These funds might be needed at short notice for particular projects and so could not be tied up for a long period. However, the Clerk was asked to investigate whether there were other options that could be used for these funds, to achieve a higher rate of interest.</p>				Clerk																																												
06/2024/21	<p>Receipts and Payments:</p> <table border="1"> <thead> <tr> <th></th> <th>AMOUNT</th> <th>METHOD</th> <th>DETAILS</th> </tr> </thead> <tbody> <tr> <td colspan="4">RECEIPTS:</td> </tr> <tr> <td>North Crawley Cricket Club</td> <td>££4.76</td> <td>Bank transfer</td> <td>Reimbursement for cricket practise nets insurance</td> </tr> <tr> <td>Donation from a resident</td> <td>£10,000.00</td> <td>Bank transfer</td> <td>Donation towards speed indicator device equipment</td> </tr> <tr> <td colspan="4">PAYMENTS:</td> </tr> <tr> <td>Sage UK Ltd</td> <td>£9.60*</td> <td>Direct Debit</td> <td>Payroll software – June 2024</td> </tr> <tr> <td>North Crawley IMC</td> <td>£26.00</td> <td>Bank transfer</td> <td>Hire of Institute – May 2024 PC meeting</td> </tr> <tr> <td>North Crawley IMC</td> <td>£45.00</td> <td>Bank transfer</td> <td>Hire of Institute under Subsidy Scheme (Tee J Dance Studios)</td> </tr> <tr> <td>North Crawley IMC</td> <td>£104.00</td> <td>Bank transfer</td> <td>Hire of Institute under Subsidy Scheme (Bingo)</td> </tr> <tr> <td>Sovereign Systems Ltd</td> <td>£35.99*</td> <td>Direct Debit</td> <td>Adventure Play Park inspection – monthly payment</td> </tr> <tr> <td>Amazon.co.uk</td> <td>£30.00</td> <td>Charge card</td> <td>1 x £30 Cineworld Voucher for May Young Fun prize</td> </tr> </tbody> </table>					AMOUNT	METHOD	DETAILS	RECEIPTS:				North Crawley Cricket Club	££4.76	Bank transfer	Reimbursement for cricket practise nets insurance	Donation from a resident	£10,000.00	Bank transfer	Donation towards speed indicator device equipment	PAYMENTS:				Sage UK Ltd	£9.60*	Direct Debit	Payroll software – June 2024	North Crawley IMC	£26.00	Bank transfer	Hire of Institute – May 2024 PC meeting	North Crawley IMC	£45.00	Bank transfer	Hire of Institute under Subsidy Scheme (Tee J Dance Studios)	North Crawley IMC	£104.00	Bank transfer	Hire of Institute under Subsidy Scheme (Bingo)	Sovereign Systems Ltd	£35.99*	Direct Debit	Adventure Play Park inspection – monthly payment	Amazon.co.uk	£30.00	Charge card	1 x £30 Cineworld Voucher for May Young Fun prize	
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	Barclaycard	£30.00	Direct Debit	Payment for above item	
	RTM Landscapes Ltd	£2,070.00*	Bank transfer	Grass cutting – May 2024	
	Kompan Ltd	£164.72*	Bank transfer	Quarterly playground inspection	
	Auditing Solutions Ltd	£294.00*	Bank transfer	Internal Audit fee	
	Fitzpatrick Woolmer Ltd	£948.00*	Bank transfer	50% deposit – Wasteground sign	
	S Garner	£16.00	Bank transfer	Plants bought for stone trough	
	RoSPA Play Safety	£201.60*	Bank transfer	Annual inspection of 2 x play areas	
	* Payment includes VAT				
06/2024/22	<p>Adventure Playground and Children’s Play Area: It was reported that:</p> <ul style="list-style-type: none"> Children’s Play Area (previous minute 05/2024/08 refers) – Kompan had not yet replied with details of the specification for the drainage work. The Clerk would chase this. A discussion took place as to how this drainage work would solve the problem and, if it had been thought to be necessary, why it was not carried out as part of the initial installation. The Clerk suggested that it might be useful to obtain a second opinion from another playground contractor and it was agreed to take this forward. As part of the regular visual inspections carried out by the Village Warden, it had been noticed that the grass guard tiles around the slide needed more fixings as they were loose and were a trip hazard. The Clerk had been in touch with Sovereign and they would rectify this problem by adding some extra pegs. Eventually the grass would grow around the pegs to secure the grass guard tiles. 				Clerk Clerk
06/2024/23	Wasteground sign: The Clerk reported that the order had been sent to the manufacturer and that, once they had received 50% of the total cost, a proof of the sign would be sent for approval.				
06/2024/24	<p>Correspondence and other information matters:</p> <p>Footpath in Church Walk: Cllr Weatherly reported a problem with the recently completed work in Church Walk. The Clerk would investigate this further.</p>				Clerk
06/2024/25	Young Fun Draw: This took place and number 15 was the winner. The £30 prize would be delivered by the Clerk.				Clerk
06/2024/26	Date and time of next meeting: Monday 1 July 2024 at 7.30 pm in the Institute				

Signed: Chair Clerk Date