

NORTH CRAWLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 5 January 2021 at 7.30 pm

(Under the Local Authorities (Coronavirus) Regulations 2020, this meeting was held using video conferencing)

Present:	Parish Councillors: Steve Garner (in the Chair), Sue Garner, D Harpur, M Hold and T Smith Clerk/RFO S M Bushnell Ward Councillor K Mclean (left meeting after Item 18/01/2021) PCSO C1018 Arlene Ormston	ACTION
01/01/2021	Apologies for Absence Ward Councillors P Geary and D Hosking	
02/01/2021	Membership of Parish Council: Nothing to report but awareness of the vacancy would continue to be made via various means. The Chair suggested that one or two new Councillors could be recruited who would not be expected to take on a specific area of responsibility and would just be required to attend meetings, give opinions and make decisions. It was agreed that this would be a good way forward as this might attract suitable candidates who had less time to devote to the role.	
03/01/2021	Declarations of Interests: No declarations of interest were made.	
04/01/2021	Approval of Minutes: The Minutes of the Parish Council meeting held on 1 December 2020 were approved.	
05/01/2021	Items from members of the public: There were no members of the public present at the meeting.	
	Matters Arising from the minutes	
06/01/2021	Minute 08/12/2020 Review of North Crawley Conservation Area: The Clerk reported that she had responded to MKC giving the Parish Council's views on this matter. Ward Cllr Mclean agreed to check whether support for the Parish Council's view had been sent off on behalf of the Olney Ward Councillors.	
07/01/2021	Minute 10/12/2020 - Work in Nixey's Walk: The Chair reported that he had begun preparing the area designated for future Wild Flower planting.	
08/01/2021	Minute 11/12/2020 Landscape: The Clerk confirmed that she would monitor when the bus shelter was likely to be painted but she felt that it was currently the wrong time of year for this to be done.	
09/01/2021	Minute 12/12/2020 Parish Council noticeboard: The Clerk confirmed that Oli Rose intended to refurbish the notice board within the next two weeks. It would then be formally handed over to the school for its use.	
10/01/2021	Minute 14/12/2020 The Cock Inn: Due to the third National Lockdown which had started that day and also Government restrictions introduced before Christmas, The Cock Inn had not re-opened as planned. It was agreed that the Clerk would contact the brewery about the external look of the building, e.g. hanging baskets which needed to be removed.	

Signed: Chair Clerk Date

11/01/2021	Update from PCSO Arlene Ormston: Arlene reported that a distraction burglary had taken place in December. Hare coursing vehicles had been seen and she asked that if anyone saw anything suspicious to call 999 but must not make a direct approach. Four new PCSOs were shortly to be appointed which would bring the team up to strength. She had received complaints from some residents about the inappropriate use of the car park in Bryans Crescent and was enforcing the removal of a car which was the subject of a SORN declaration and was illegally parked there. The Clerk agreed to put a TVP poster on social media which gave information on how to protect catalytic converters from theft.	Clerk
12/01/2021	Planning: No new applications had been received.	
13/01/2021	Bryans Crescent car park: The Clerk had been due to meet an officer from MKC Housing Department on site that morning but the meeting had been cancelled due to the national lockdown.	
14/01/2021	Neighbourhood Plan: The Chair reported that the consultant's report received before Christmas had highlighted differences on site assessments with those produced by the Steering Group. These differences would be considered by the Steering Group but it was likely that this would result in a limited number of sites being put forward. A meeting would be held soon with David Blandamer (MKC Senior Urban Designer) and then landowners' meetings would take place about the use of the sites. An update would then be produced for residents which would show maps and a brief precis of the assessments that had taken place. The Steering Group was frustrated by the slow progress but recognised that COVID-19 restrictions and the Christmas break had slowed things down.	
15/01/2021	Post of Village Warden: The Clerk reported that this had been publicised on the website, the Facebook pages and the noticeboard but no responses had been received. This would be repeated and also put in the next edition of Scan. She had discovered that Sherington PC had a similar post, albeit for a larger number of hours per week, and she agreed to contact them for more information. The possibility of sharing similar posts between Parish Councils and also the need to be flexible over the hours and duties was also raised. The Clerk agreed to contact other neighbouring Councils to explore these ideas.	Clerk
16/01/2021	North Crawley Village Shop: It was reported that the village shop was 100 years old on 4 February 2021 and it was agreed that this should be marked in some way. It was agreed that a permanent plaque should be put up on the shop to commemorate this and the Chair reported that the owner of the shop had agreed to this. The unveiling of the plaque would take place in the summer when it would hopefully be possible to hold a public ceremony. In the meantime, the Chair agreed to email the Councillors with suggestions for nominating Village Champions for 2020, the presentation of which could take place on the shop's centenary.	Chair
17/01/2021	Councillors' Reports: Flooding: Cllr Harpur was concerned about the effects of the recent flooding. Ward Cllr Maclean reported that MKC had requested a review of	

Signed: Chair Clerk Date

	<p>all areas that had been affected in the recent flooding and an interim report was due in mid-February. It was agreed that Cllr Harpur would put together a report on his observations on local flooding for the Clerk to send to Nick Hannon, MKC Head of Environment and Waste.</p> <p>PC Website: Cllr Sue Garner reported that there was now more content on the website and that the monthly updating process seemed to be working well.</p> <p>Play Park: The Chair reported that the Play Park Committee had been very active – the wooden multi-play had been fully refurbished and there were projects for which it was in the process of applying for grants. It had been established that installation was a substantial part of the cost of protective netting for use during the cricket season. The Committee was therefore intending to use suitably qualified volunteers if possible. The Chair also reported that the broken gate had been replaced.</p> <p>Book Swap Scheme: The Chair reported that the unit to house the books was due to be made and it was hoped that the Scheme would be up and running by the end of March.</p> <p>Footpaths: Cllr Smith did not have anything to report other than that generally the footpaths were difficult to use and muddy due to the time of the year.</p> <p>Cemetery: Cllr Hold reported that she had removed some dead branches from various parts of the cemetery.</p>	DH
18/01/2021	<p>Ward Councillor's Report:</p> <p>MKC Budget: Cllr Mclean reported that this was due to be approved in February and that it amounted to a 2.5% increase in Precept. This relatively low increase was due to being able to spend unused grants from reserves.</p> <p>Public Houses: He had noted concerns expressed earlier in the meeting about the future of village pubs and he requested details of any particular difficulties being experienced so that he could take them up with MKC.</p> <p>Emberton Park: He reported that, unlike in the previous national lockdown, Emberton Park was open. The toilets were however not open and it was hoped that this would be rectified.</p> <p>Ward Councillors' Budget: He reported that the ward budget of £1,000 per councillor was open for applications for financial assistance with community projects, etc. The Clerk would forward the relevant email to the parish councillors.</p>	Clerk
19/01/2021	<p>Financial Support for the IMC: At the Budget Meeting, it had been noted that the same letting fees were being charged for village organisations and for non-village organisations. There was evidence that some village organisations, e.g. the church and the school, no longer hired the Institute because the cost was prohibitive. There were also other lettings which were for the benefit of residents that no longer took place (pre COVID) for the same reason. It was felt this situation was regrettable considering the Institute existed for the benefit of residents. It was agreed that support for the Institute in the coming financial year would be in the form of subsidies given to local organisations to enable them to use the Institute</p>	

Signed: Chair Clerk Date

	<p>for events that would otherwise not take place there. The Chair had previously circulated a paper to Councillors explaining how the scheme could work. The Chair asked for a vote on the Scheme which was unanimously approved. The Chair would discuss the scheme with the Chair of the IMC</p> <p>It was agreed that this scheme would be reviewed at the Budget Meeting in 2021 at which time its effectiveness and also the financial situation of the IMC at that time would be taken into account. It would then be decided whether to continue with the subsidy scheme or to revert back to giving a general grant to the IMC.</p>	Chair																																																
20/01/2021	<p>Finance Matters: RECEIPTS:</p> <table border="1" data-bbox="392 640 1369 748"> <thead> <tr> <th>RECEIVED FROM</th> <th>AMOUNT</th> <th>METHOD</th> <th>DETAILS</th> </tr> </thead> <tbody> <tr> <td>H W Mason and Sons</td> <td>£200.00</td> <td>D Credit</td> <td>Interment fee – Gwendoline Goodman</td> </tr> </tbody> </table> <p>PAYMENTS:</p> <table border="1" data-bbox="392 837 1369 1218"> <thead> <tr> <th>PAYEE</th> <th>AMOUNT</th> <th>METHOD</th> <th>DETAILS</th> </tr> </thead> <tbody> <tr> <td>S M Bushnell</td> <td>£1,068.58</td> <td>101120/21/22</td> <td>Net salary – October to December 2020</td> </tr> <tr> <td>HMRC</td> <td>£267.20</td> <td>D Debit</td> <td>PAYE due on above salary</td> </tr> <tr> <td>Sage UK Ltd</td> <td>£8.40*</td> <td>D Debit</td> <td>Payroll software – Dec 2020</td> </tr> <tr> <td>Sage UK Ltd</td> <td>£8.40*</td> <td>D Debit</td> <td>Payroll software – Jan 2021</td> </tr> <tr> <td>Zoom</td> <td>£14.39 *</td> <td>Charge card</td> <td>Monthly fee 26.12.2020-25.01.2021</td> </tr> <tr> <td>M Chilton</td> <td>£235.75</td> <td>102123</td> <td>Bin emptying to 31.12.2020</td> </tr> <tr> <td>SLCC</td> <td>£112.00</td> <td>102124</td> <td>Annual membership fee</td> </tr> <tr> <td>Wave</td> <td>£13.24</td> <td>D Debit</td> <td>Churchyard water to 8.12.2020</td> </tr> <tr> <td>Barclaycard</td> <td>£14.39</td> <td>D Debit</td> <td>Transactions</td> </tr> </tbody> </table> <p>* Payment includes VAT</p>	RECEIVED FROM	AMOUNT	METHOD	DETAILS	H W Mason and Sons	£200.00	D Credit	Interment fee – Gwendoline Goodman	PAYEE	AMOUNT	METHOD	DETAILS	S M Bushnell	£1,068.58	101120/21/22	Net salary – October to December 2020	HMRC	£267.20	D Debit	PAYE due on above salary	Sage UK Ltd	£8.40*	D Debit	Payroll software – Dec 2020	Sage UK Ltd	£8.40*	D Debit	Payroll software – Jan 2021	Zoom	£14.39 *	Charge card	Monthly fee 26.12.2020-25.01.2021	M Chilton	£235.75	102123	Bin emptying to 31.12.2020	SLCC	£112.00	102124	Annual membership fee	Wave	£13.24	D Debit	Churchyard water to 8.12.2020	Barclaycard	£14.39	D Debit	Transactions	
RECEIVED FROM	AMOUNT	METHOD	DETAILS																																															
H W Mason and Sons	£200.00	D Credit	Interment fee – Gwendoline Goodman																																															
PAYEE	AMOUNT	METHOD	DETAILS																																															
S M Bushnell	£1,068.58	101120/21/22	Net salary – October to December 2020																																															
HMRC	£267.20	D Debit	PAYE due on above salary																																															
Sage UK Ltd	£8.40*	D Debit	Payroll software – Dec 2020																																															
Sage UK Ltd	£8.40*	D Debit	Payroll software – Jan 2021																																															
Zoom	£14.39 *	Charge card	Monthly fee 26.12.2020-25.01.2021																																															
M Chilton	£235.75	102123	Bin emptying to 31.12.2020																																															
SLCC	£112.00	102124	Annual membership fee																																															
Wave	£13.24	D Debit	Churchyard water to 8.12.2020																																															
Barclaycard	£14.39	D Debit	Transactions																																															
21/01/2021	<p>Budget 2021/2022</p> <p>The Clerk reported that a meeting to discuss the budget for 2021/2022 was held on 8 December 2020 at which Councillors Steve Garner, Sue Garner, Derek Harpur, Cuca Hold and Terry Smith were present.</p> <p>Following consideration of each budget heading, it was decided that many of the headings would remain at the same or similar level for the next financial year, with the exception of the following:</p> <p>Expenditure:</p> <ul style="list-style-type: none"> • Landscape contract: Increase from £4,500 to £4,750. It was agreed that the contract should remain with RTM Landscapes but that a tender exercise would be followed for the contract from April 2022. • Ford Maintenance: Decrease from £500 to £250 as much of the work was currently carried out on a voluntary basis. 																																																	

Signed: Chair Clerk Date

	<ul style="list-style-type: none"> • General Maintenance: Increase in the budget for next year from £500 to £700. • Maintenance of Trees: Decrease in budget from £1,500 to £700 to match the likely actual expenditure for the current year. • Noticeboards: Increase from £100 to £400 to allow for the purchase of a noticeboard for the village map to be located on the reverse of the bus shelter. • Emptying Litter Bins and Dog Bins: As it was necessary to have a new system for emptying the bins, etc., it was agreed that the way forward would be to try to employ a Village Warden either on an employed or a self-employed basis. The budget would therefore be increased from £950 to £1,705 which it was estimated would cover the anticipated weekly hours plus the cost of PPE, etc. that would need to be provided by the Council should the post be on an employed basis. • Street Furniture: Decrease from £500 to £100. • War Memorial maintenance: Decrease from £500 to £250. The Clerk had ascertained from the Conservation Officer at MKC that the best way to care for the memorial was for it to receive an annual light clean. If this happened, then the expensive need to have a more extensive clean and refurbishment as happened a few years previously would be avoided or reduced. It was agreed that a gentle clean of the memorial would be included on the Job Description of the Village Warden. • Playground Equipment and Maintenance: A new budget heading was added for £500. • Support for IMC: This would remain at £2,000 however it was agreed that there would be some community-linked conditions applied to it rather than a straight donation being made. • Clerk's salary: Increase from the actual figure for the current year of £5,343 to £5,500 to allow for an increment. • Website maintenance and email addresses: Increase from £560 to £750. This increase would also allow for minor developments of the new website format. • Hire of Premises for Meeting and Zoom Fees: Increase from £140 to £500 to allow for meetings in the Institute when current restrictions were lifted. • IT Equipment: Decrease from £620 to £100. • Section 137 expenditure – general: Increase from £22 to £1,000 to allow for village events • Section 137 expenditure – Children's play sessions: Increase from £258 to £1,000 to allow for the purchase of play sessions which had proved so popular in the current year. <p>Income:</p> <ul style="list-style-type: none"> • All headings to remain the same with the exception of a decrease in the Bank Interest. 	
--	--	--

Signed: Chair Clerk Date

	<p>Precept amount:</p> <p>Taking into account the budget heading amounts and the estimated bank balance to be carried forward, the Precept amount was calculated to be £20,423 as compared to £18,202 in the current year. This increase (£2,332) amounted to £3.91 per elector. This amount would be applicable to a resident in a Band D property; residents in a higher or lower Council Tax Band property would pay more or less than this amount.</p> <p>The draft budget for 2021/2022 was approved. Proposed by Cllr Hold and seconded by Cllr Sue Garner.</p>	
22/01/2021	<p>Precept 2021/2022</p> <p>The amount of precept to be levied from Milton Keynes Council was agreed at £20,423. Proposed by the Chair and seconded by Cllr Smith.</p>	
23/01/2021	<p>Churchyard Matters:</p> <ul style="list-style-type: none"> • The late Gwendoline Goodman – Interment fee of £200 received for Garden of Rest plot 2/21. • The Clerk had previously circulated a draft policy and procedure for carrying out and recording inspections of the memorials, etc. in the Cemetery. This was approved. It was agreed that the Clerk would organise these inspections which would be attended by the Chair and Cllr Hold. 	Clerk
24/01/2021	Meetings with Other Organisations: None	
25/01/2021	Correspondence and Information Matters: None	
26/01/2021	<p>Date of Next Meeting:</p> <p>As the next meeting would have to be a virtual one, it was agreed that it would revert to the usual date of the first Tuesday of the month - Tuesday 2 February 2021 at 7.30 pm via Zoom</p>	

Signed: Chair Clerk Date