

Meeting of Wolverton and Greenleys Town Council On Tuesday 27th April 2021 at 7pm
Meeting to be held virtually via the GoToMeeting software



Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/148001381>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly)

United Kingdom: +44 20 3713 5028

- One-touch: tel:+442037135028,,148001381#

Access Code: 148-001-381

Before the meeting commences the public are invited to raise any questions with councillors by email through townclerk@wolvertonandgreenleystowncouncil.gov.uk one hour before the meeting commences.

Members of the public wishing to record this meeting should notify the Chairman of their intention to do so before the meeting commences.

Councillors Moss (Chair), Hussain (Vice-Chair), Aiyeloa, Bamisile, Cook, Forbes, Khan, Khatoon, Oladepo, Orimogunje, Riaz, Robertson, Saunders, Webb are summoned to an ordinary meeting of Wolverton & Greenleys Town Council on Tuesday 27 April 2021 at 7pm to conduct the business detailed below. Members of the public are welcome to attend the meeting as well.

Karen Hill

Interim Town Clerk
21st April 2021

At the start of the meeting councillors are requested to put their mobile phones on silent whilst the meeting is in progress.

Agenda

1	Update from the Mayor: Note the Mayors prior and forthcoming engagements
2	Apologies for absence
3	Declarations of interest in any matter on the agenda
4	Minutes: Approve the minutes of the Full Council Meeting held on 23 March 2021
5	Finance: a) March Accounts – no March summaries as this is year end. Summaries will be available at a later stage. [Note to councillors: all payments are approved by 2 councillors and Clerk and Finance Officer] b) Payments: To note list of payments over £500 that have been made. c) EMR: for Christmas lights – to note d) To note the reduction in interest rates for NCBS
6	Grants (to note) No applications.
7	Governance: a) Internal Systems Review to agree to a date at which the Councillors chosen to handle the review can have access to documentation. Proposal would be for a July date when it is expected the office will be fully staffed.



	<p>b) Meetings in public: WGTC will return to face-to-face meetings from 18th May at the Annual Council meeting followed by the Full council meeting. Due to Town Hall meeting room being too small to accommodate councillors and public safely, meetings for foreseeable future to be held in Kings Community Centre.</p> <p>c) Elections: uncontested elections so all Councillors who stood have been returned to office. Congratulations. Those standing down will hold post until 10 May. Annual meeting of the Town Council will be 18 May at 6pm in Kings Community Centre, Creed Street, Wolverton.</p>
<p>8</p>	<p>Services (to note)</p> <p>a) Dog Bins: Contractor has been advised to effect the changes agreed at last meeting. No further issues to report.</p> <p>b) Enforcement: Contract with DL Enforcement Services has been renewed for a further 6 months. Change as agreed to add further 4 hours per week onto contract to increase patrol time. Litter/fly tipping stickers have been sourced and printed and will be deployed within parish in a few weeks.</p> <p>c) Mobile CCTV: positioned and already picked up fly tipper. Now preparing report for prosecution</p> <p>d) CAB – have been informed of our acceptance of their future working strategy. Awaiting contact from CAB for invoice for services and as to the start of service.</p> <p>e) Allotment Report on Restarting Site Visits: Covid safe rules have been put in place in order to restart showing people around our allotment sites. Prospective tenants must wear a mask, be socially distanced from our site rep and must attend the site on their own so that it's just one person and the site rep. Once we have allocated the plots and they have paid, the tenant collects the key from the Caretakers at the Town Hall whilst remaining socially distanced.</p>
<p>9</p>	<p>Community and Events</p> <p>a) Square license: To note Sitting License to enable vendors and market to operate under government guidelines this summer period has been signed and is in place from 12/04/2021.</p> <p>b) Scarecrow Trail: – report by Cllr Saunders</p> <p>c) MKPA: To agree on the following. Proposal: Trial run of 2 x 2.5 hour, multi age group sessions per week of the summer holidays making a total of 10 sessions to gauge uptake to inform future years provision. Cost is estimated at £425 per session. Proposed to hold 1 per week at Western Road Rec being the most central point for all residential areas, 3 at Greenleys, and 1 each at Hodge Lea and Stacey Bushes. To be financed from reserves.</p> <p>d) Fireworks Festival: Office is currently negotiating with the contractor to relocate the display and hold “event” as a closed display (no public admittance) due to concerns with covid insurance and staff welfare and are also looking into the possibility of live streaming the event for maximum community coverage.</p> <p>e) Places for People – Councillor Saunders attended a virtual meeting of management and residents and will continue to be the Town Council representative at those meetings.</p>
<p>10</p>	<p>Projects:</p> <p>a) Electric Vehicle Point: Contractor has been advised to schedule in work once Town Hall is operational date fixed for May/early June 2021. MK Council planning department have indicated that no permitted development is required as we satisfy all criteria under Class D and E but should we like confirmation that the proposed charging points conform to permitted development you can apply for a Lawful Development Certificate. Proposal: To agree that WGTC apply for a Lawful Development Certificate (class D and E) at a fee of £58.50</p> <p>b) Solar Panels: A certificate for lawful development has been submitted to MKC for approval but to date no decision has been made. Supplier, product and specification was agreed in previous meeting (Synergy Power : Canadian HIKu Super High Power Mono : 86 panels to be fitted and is PV System Option 2 on quote). Sustainability Manager at MKC has been contacted reference Carbon Offset Funding. Once we</p>



	<p>receive confirmation of the funding and the approval of the certificate for lawful development then this project can go ahead.</p> <p>c) S106 from Field Lane update: Meeting with developers, Parks Trust, Architects and MK Council officers held in early April to discuss development layout and S106 in broad terms. On advice from MK Council officers, the original Heads of Terms agreed at full council in 2019 has been submitted with revisions in headings and not amounts.</p>
<p>11</p>	<p>Town Hall: Updates to note</p> <p>a) CCTV has been serviced and is in operation.</p> <p>b) Town Hall Licence Agreements issued with addendum detailing changes, car parking allocations have been revised and signage changed. No comments from premises users. COVID measures being installed to ensure continued safety of all users of the public areas.</p> <p>c) Existing Flagpole has been removed as flag could not be flown at half-mast as dictated by protocol on the death of a senior royal. Two new flagpoles have been purchased and installed near the memorial plaque and is currently flying 2 union flags. A Belgium flag has been ordered and will be flown to reflect Twinning commitment. The silent soldier is often vandalised so decision has been made to move sculpture near to flagpoles this creating a memorial garden. This can then be covered by the Town Hall's CCTV.</p>
<p>12</p>	<p>Staffing matters (non-confidential)</p> <p>After a thorough review and in-depth discussion, the Personnel Committee ask that Full Council ratify their agreed recommendations:</p> <p>1. Phased return for staff to Town Hall offices</p> <p>To agree to the following:</p> <p>a) Mondays will be staff free to allow for misting to take place. To be reviewed end June 2021</p> <p>b) No public interface until stage 4 of the government roadmap reached (21 June)</p> <p>c) Staff to return to the offices for 2 days a week from 17 May, 3 days a week from 8 June and 4 days a week 12 July. This is to be constantly reviewed according to government guidelines</p> <p>d) Purchase 7 x aerosol can of antiviral misting spray for use by the caretakers every Monday for office at a cost of £56.00 + VAT</p> <p>e) Allocation of £500.00 to be spent on obtaining hand sanitising hardware and refills for public access areas in Town Hall</p> <p>2. Project Officer replacement</p> <p>To agree to</p> <p>a) replace the Project officer role immediately, advertising through Indeed, social media and within the Bucks and Milton Keynes clerks network .</p> <p>b) timeline of advertising: 28 April post on all platforms, with application closure 28 May and Interview held Friday 11 June.</p> <p>3. Community Officer replacement</p> <p>To agree to recruit for this role once the new clerk is in place</p> <p>4. Job descriptions</p> <p>To agree to recommended changes and wording in the following job descriptions (negotiated with staff)</p> <p>a) Communications Assistant</p> <p>b) Community Officer (For events and engagement)</p> <p>c) Finance Officer</p> <p>d) Assistant Clerk</p> <p>e) Projects Officer</p> <p>f) Town Clerk</p>
<p>13</p>	<p>To agree to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.</p>
<p>14</p>	<p>Staff matters:</p> <p>a) To receive report from the Personnel committee and agree to ratify decisions made in Committee on job evaluations and salary impacts (report offered)</p> <p>b) To agree on whether to keep the Interim Clerk in place at current rate/hours and for how long.</p>

Meeting of Wolverton and Greenleys Town Council On Tuesday 27th April 2021 at 7pm
Meeting to be held virtually via the GoToMeeting software



***Please be aware that under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media may be excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

Checklist

This “checklist” appears on council and committee agendas as a reminder of implications to be considered when decisions are made:

What powers will the council be using when making this decision?	
Crime and Disorder?	
The promotion of equality and elimination of discrimination?	
Risk to the council?	
Health and safety – will a risk assessment be needed?	
Employment legislation?	
Data Protection?	
Is planning permission needed?	