

**Ordinary meeting of the Town Council to be held in Kings Community Centre,
Creed Street, Wolverton, MK12 5LY at 7.30pm on Tuesday 22nd June 2021**



Dear Councillors

You are summonsed to attend the Town Council meeting on the above day at the above time for purposes to be carried out below. Councillors are to be in attendance by 7.15pm at the latest and will have their temperature checked upon entry to the meeting room. The public are welcome to attend.

Karen Hill

Karen Hill
Interim Clerk

15/06/2021

PUBLIC NOTICE: Due to COVID regulations all members of the public attending the meeting must wear a nose and mouth face covering and will have a non-contact temperature check taken prior to entry. If a temperature above normal is recorded, the person will not be allowed to attend the meeting for the attendees safety and to comply with the venue's COVID policy. All attendees must use hand sanitiser before entering the meeting room. Entry to the meeting will be controlled to ensure social distancing is maintained and members of the public wishing to attend can gain access to the meeting from 7.15pm - 7.30pm when the doors will be closed.

Housekeeping:

- Councillors and the public are requested to put their mobile phones on silent and not to have access to them whilst the meeting is in progress.
- Facemasks must be worn by both Councillors and public attending.
- Hand sanitiser must be used prior to entering the meeting room
- Members of the public wishing to record this meeting should notify the Chairman of their intention to do so before the meeting commences. No photographs or images to be taken unless prior consent has been given.
- **Public Question time:** The public are invited to raise any questions on items to be discussed on the agenda below or to register any question they will lodge in person at the meeting by email through townclerk@wolvertonandgreenleystowncouncil.gov.uk by 4pm two days before the meeting is due to take place.

Agenda

1	Mayor's diary: To note the events attended and upcoming events.
2	To receive apologies for absence:
3	To receive Councillor declarations of interest on any matter on the agenda: <i>Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting</i>
4	To approve the minutes of the following meetings: Planning Committee on Tuesday 4 May 2021 (as insufficient ex committee members were at the Annual meeting to approve) The Annual meeting of the Town Council held on Tuesday 18 th May 2021.
5	Public speaking time: Questions raised by the public on items to be discussed below. Limited to 4 minutes per member of the public.
6	To elect Members to Committees: (Proposer and seconder required for all nominations) Planning Committee (2 members needed) Personnel Committee (2 members needed)
7	Appoint Members to Outside Bodies: a) Milton Keynes Association of Local Councils b) Parishes Forum

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	<p>c) Future Wolverton d) Pools Trust</p>
8	<p>Working Groups: To agree the Terms of Reference and attendance at these groups:</p> <p>a) Twinning Working group b) Agora Re-development Group c) Traffic and Parking Working Group d) Neighbourhood Plan Update steering group e) The Gables Working Group</p>
9	<p>Finance:</p> <p>a) Annual Accounts: to review and sign off the AGAR return for submission to the external auditors. b) Internal Audit: to note completion and report from the internal audit. c) Payments: To note list of payments over £500 that have been made. d) Grants: no applications to consider</p>
10	<p>Parishes Action Group:</p> <p>To agree on a statement to take to MKALC regarding the Terms of Reference for the PAG. [MKALC agenda items to note and respond to: discuss a way forward on the appointment of MKALC representative(s) onto the Parishes Advisory Group (PAG): To Discuss topics of interest for future MKALC Meetings. To raise any agenda items for the next Parishes Forum meeting.</p>
11	<p>Services: Report to note unless otherwise stated</p> <p>Allotments: Old Wolverton clean up required: During last lockdown no formal allotment inspections were carried out and as a result there has been widespread fly-tipping. This was brought to the attention of the Clerk who organised an inspection. The caretaking team carried out the inspection and found broken glass, containers with unspecified liquid in them, pile of cut and decaying vegetation and wood etc. The Assistant Clerk and caretaking team assessed the time it would take to clear the site and have started work on it. Monthly allotment inspections will resume immediately.</p> <p>Dog bins: A bin at Wolverton Mill reported by resident as overflowing. As it is emptied twice weekly caretakers sent out to inspect. Bin found to have large amounts of litter discarded. Resident who reported it has been informed that bin is being used for litter (common occurrence during lockdowns) but there is little that can be done. Cost prohibitive to get litter collected as well. Bin to be monitored and reported to MK Council if reoccurs for possible assistance.</p> <p>Newsletter: Mandy will take forward the development of the next newsletter. There has been a request for three issues to be sent in for the competition which Mandy will do before the end of July. Deadline for copy is 8th July but your assistance in getting all articles to her before that date is appreciated.</p> <p>In Bloom volunteer group: Update by Cllr Hilary Saunders.</p> <p>Enforcement Report: Update from Environmental officer on issues in the Parish over past few months.</p> <p>CAB: Will resume service provision for the outreach on Friday 9th July to keep the original day of the week previously used. Details for the website for access will be sent in due course. Information about exactly how the appointment system will work will be sent soon as well and the “attend anywhere” software means that services can be accessed remotely from a tablet, PC or a phone.</p>
12	<p>Services – decision needed</p> <p>Hodge Lea Meeting Place hire: Now that COVID restrictions have been relaxed and casual bookings are now being accepted, the Town Council need to reinstate the keyholding procedure and appoint councillors on a rota basis to be available to open and close for casual hire as well as to appoint emergency contacts for casual and regular hirers. At the moment an access code is issued to each casual hirer and after use the code is changed to restrict access to comply with insurance needs.</p> <p>To agree to appoint Councillors with responsibility for keyholding for casual hire.</p> <p>To agree to appoint Councillors as emergency contacts.</p>
13	<p>Services – decision to be made</p>

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	<p>Moveable Vehicle Activated Signs (MVAS) maintenance contract 1 or 3 years best price: To agree to either a) no contract b) 1 year contract c) 3 year contract.</p>
14	<p>Governance: To note unless otherwise stated.</p> <p>Complaints:</p> <ol style="list-style-type: none"> 1. Old Wolverton allotment site – being handled. Complainant informed 2. Access issues HLMP – compensation being requested. Formal complaint form given to complainant. Awaiting completed form to be able to investigate claims and answer. <p>Freedom of Information Request: Received 04/6/21 - documentation and explanation sent 14/6/21</p>
15	<p>Extension and variation to the Alcohol Public Space Protection order - decision needed.</p> <p>To agree a response to the consultation. (details of extension and variation to order circulated to councillors prior to meeting)</p>
16	<p>Meeting of full council in July: decision needed</p> <p>To agree that due to staff shortages, no full council meeting will be held for the month of July.</p>
17	<p>Community Events and Projects: [reports to note where there is no decision to be made]</p> <p>Field Lane development: decision to be made:</p> <p>Rough design and layout plans for the sports build from Parks Trust were circulated to all councillors for comments. Queries have been raised with Parks Trust about the need for shower blocks as it's a junior pitch and comments were raised about the need for roof windows with the associated cleaning and maintenance issues. These have been passed on to Parks Trust who in turn have gone to MK Council for clarification on the facilities needed for junior pitches. An outline of Terms of Reference for the subsequent management of the site and build to be agreed in essence.</p> <p>To agree in principal to the scope for Terms of Reference between Parks Trust and the Town Council. (note full and proper TOR's to be drawn up once build design agreed)</p> <p>Fireworks display: Decision to be made:</p> <p>No reply or any communications received from MK Museum despite many phone calls, emails and messages being left. Clerk has even called in to the museum and left message for contact.</p> <p>To agree that as time is of the essence to call off any fireworks display as an event cannot be organised in time.</p>
18	<p>Community Events and Projects: reports to note</p> <p>Flower display baskets: All installed and planted 11 June 2021.</p> <p>MKPA: all booked in and scheduled. To be advertised in July newsletter.</p> <p>Bandstand Extension: Finance has been allocated for the work to be handled by WGTC and moved to account for transfer to the Town Council. Works being scheduled via MK Council but now increasingly unlikely to be completed this summer as originally promised.</p> <p>Solar panels: New plan with requirements to be submitted now clear requirements have been obtained from planning.</p> <p>Electric vehicle point: planning approved. This can now be progressed when staff have been appointed to post.</p> <p>Christmas tree in the Square: currently plans underway to organise for December.</p> <p>Whiskey barrel train: painted and ready for siting at Wolverton station. Due to be sited in coming 2 weeks and filled by the volunteers of In Bloom group.</p> <p>Signposting from Wolverton station to Town Centre: unlikely to go ahead – grant will be lost due to MK Council staff shortages. Beyond the control of the Town Council.</p>

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19	<p>To discuss possible assistance for Old School work placements assistance. [Sponsor: Cllr Bamisile]</p> <p>Request via Making Tracks at The Old School, Wolverton for work placement to include a possible practical work placement to assist with a college course place and to assist the course attendees with an on-line advice session under the instructions of the Making Tracks work placement coach.</p>
20	<p>Staff: Non confidential</p> <p>Training: Decision to be made:</p> <p>Courses are mostly webinar based. They book out very quickly.</p> <p>To approve the following training courses for staff and to agree to cover the cost:</p> <p>FilCA – Competence diploma for Responsible financial officers through SLCC for Finance Officer and Assistant Clerk. Course due to run July onwards. £120.00+VAT per person</p> <p>Emergency First Aid 19th July – competence diploma to level required for risk assessment and insurance for Assistant Clerk and Finance Officer through St Johns Ambulance - £150+ VAT per person</p> <p>Fire Marshall 13 August – competence diploma to level required for risk assessment and insurance for Assistant Clerk through St Johns Ambulance - £125+ VAT</p> <p>Quotes, Contracts Tenders through SLCC 7/14 and 21 July – 3 days 10am – 11am for Assistant Clerk £90 + VAT.</p> <p>Community Engagement & Involvement (Businesses) 8 July 2pm -3.30pm Assistant Clerk £30</p> <p>VAT for Local councils through SLCC 1 July 1 hour for Assistant Clerk and Finance Officer £30 + £35</p> <p>Budgeting basics through SLCC Tuesday 21 September, 2:00pm – 3:00pm or or 7 October 10-11am £30 + £35</p>
21	<p>Staff – non Confidential</p> <p>Membership: Decision to be made</p> <p>It is important the officers of the council have access to free professional advice and peer group forums as well as advanced access to training. Investment in staff is a Town Council priority to ensure staff stay and develop. Allowed under LGA1972 S143 (1).</p> <p>To approve and agree to SLCC membership for new clerk of £367.00 (full) - in place to activate and pay only when new clerk starts in post.</p> <p>To approve of affiliate membership for Finance Officer of £206.00</p>
22	<p>To confirm the date and locations of next 4 meetings.</p>
23	<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>
24	<p>To discuss staff matters of a confidential nature</p> <p>Recruitment update.</p>

***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.**

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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?	