

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



Present: Councillors Moss (Chair), Aiyeola, Bamisile, Hussain, Khan, Khatoon, Orimogunje, Robertson, Saunders and Webb.
Attendance: Karen Hill (Interim Clerk)

The meeting opened at 7.31pm. Chair welcomed everyone to the meeting and asked that the housekeeping rules about masks and phones were observed. Councillors were reminded to bring their Council laptops to meetings to use to access and view paperwork especially as having and using mobile phones during meetings is not allowed. At 7.35pm Standing Orders were suspended as the Interim Clerk had to admit a Councillor who had arrived late to the meeting. Standing orders re-instated at 7.38pm.

TC21/34	<p>Mayor's diary: To note the events attended and upcoming events.</p> <p><u>Past Events</u> Inaugural voyage of "Electra", MK Community Boat – 28/05/21 Wreath Laying for Albert French – MK Rose – 16/06/21 Wreath Laying for Albert French – Wolverton War Memorial – 20/06/21</p> <p><u>Future Requests</u> Bingo – Stacy Bushes Meeting Place – 01/07/21 (Lockdown relaxation permitting) Dog Show – Postponed (to 2022)</p>
TC21/35	<p>Apologies for absence:</p> <p>Councillor Riaz (work), Councillor Forbes (personal). Councillor Oladepo via email that had arrived too late for inclusion.</p>
TC21/36	<p>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></p> <p>None declared.</p>
TC21/37	<p>To approve the minutes of the following meetings:</p> <p>Planning Committee 04/05/2021 (insufficient ex committee members were at the Annual meeting to approve)</p> <p>Proposed by Cllr Moss seconded by Cllr Saunders to accept the minutes of the planning committee held on Tuesday 4 May 2021 as a true and accurate record. Cllrs Aiyeola, Moss, Saunders, Khan (present at that meeting) voted by show of hands. Unanimous.</p> <p>Minutes signed and dated by past Chair of committee.</p> <p>Annual meeting of the Town Council 18/05/2021</p> <p>Proposed by Cllr Moss seconded by Cllr Hussain to accept the minutes of the Annual Council Meeting held on Tuesday 18 May 2021 as a true and accurate record. Cllrs Bamisile, Hussain, Moss, Khan, Orimogunje, Robertson, Saunders and Webb (present at meeting) voted by show of hands. Unanimous.</p> <p>Minutes signed and dated by the Chair</p>
	<p>Public speaking time: No members of the public present and no questions received.</p>
TC21/38	<p>To elect Members to Committees: (Proposer and seconder required for all nominations)</p> <p>Planning Committee (2 members needed) Cllr Khan – Proposed by Cllr Moss seconded by Cllr Bamasile. Cllr Khatoon – Proposed by Cllr Webb seconded by Cllr Moss</p>

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	<p>Vote by show of hands to accept nominations to planning committee. Unanimous</p> <p>Personnel Committee (2 members needed) Cllr Bamisile - Proposed by Cllr Moss seconded by Cllr Saunders Cllr Robertson – Proposed by Cllr Khan seconded by Cllr Moss. Vote by show of hands to accept nominations to personnel committee. Unanimous</p>
TC21/39	<p>Appoint Members to Outside Bodies:</p> <p>Milton Keynes Association of Local Councils Cllr Khan was appointed and joins Cllrs Moss and Webb as the Town Council representatives.</p> <p>Parishes Forum No further appointees. Cllr Bamisile and Saunders are the appointed Town Council representatives.</p> <p>Future Wolverton Cllr Khan and Cllr Khatoon was appointed and join Cllr Bamisile as the Town Council representatives.</p> <p>Pools Trust Cllr Orimogunje was appointed and joins Cllr Hussain as the Town Council representatives</p>
TC21/40	<p>Working Groups: To agree the Terms of Reference:</p> <p>All active working groups TOR's were reviewed prior to meeting. Proposed by Cllr Khan seconded by Cllr Hussain that the following working groups' TOR are adopted with no changes.</p> <p>Twinning Working group Agora Re-development Group Traffic and Parking Working Group</p> <p>Vote by show of hands unanimous.</p>
TC21/41	<p>Working Groups: To agree the Terms of Reference:</p> <p>Neighbourhood Plan Update steering group</p> <p>Proposed by Cllr Moss seconded by Cllr Saunders to adopt the NP Working Group TOR's with the following change of wording to reflect change in staff members job title. 3.1 bullet point 4 Assistant to the Clerk becomes Assistant Clerk</p> <p>Vote by show of hands. Unanimous.</p>
TC21/42	<p>Working Groups: To agree the Terms of Reference:</p> <p>The Gables Working Group. It was decided that a formal TOR would be drawn up and approved at the next Planning committee meeting.</p>
TC21/43	<p>Working Groups: To agree attendance at these groups:</p> <ol style="list-style-type: none"> Twinning Working group Cllrs Bamisile, Khan, Moss and Saunders were appointed to the group. Agora Re-development Group Cllrs Moss, Saunders and Webb were appointed to the group Traffic and Parking Working Group Cllr Khan was appointed to the group Neighbourhood Plan Update steering group Cllrs Moss, Saunders and Webb were appointed to the group The Gables Working Group Cllr Saunders was appointed to the group
TC21/44	<p>Finance:</p> <p>Year End Annual Accounts: The year end accounts had been prior circulated to all Councillors for review and comments.</p>

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	Proposed by Cllr Moss and seconded by Cllr Webb to accept the year end accounts as being a true and accurate record. Vote by show of hands. Unanimous
TC21/45	<p>The AGAR schedule.</p> <p>To review and sign off the AGAR return for submission to the external auditors.</p> <p>Section 1 – Annual Governance statement was agreed and noted and signed by the Chair and Clerk</p> <p>Section 2- Accounting Statements was scrutinised and the explanation of variances discussed and signed by the Chair and Responsible Financial Officer.</p> <p>Proposed by Cllr Khan and seconded by Cllr Webb to accept the AGAR as being a true and accurate record. Vote by show of hands. Unanimous</p>
TC21/46	<p>Payments over £500 that have been made were noted.</p> <p>Grants: no applications to consider</p> <p>Vote of thanks to Finance Officer for all the hard work and for a successful audit process.</p>
TC21/47	<p>Parishes Action Group:</p> <p>It was agreed that the Town Council would support the PAG and given the opportunity would wish to be a representative on the group representing a larger council. on a statement to take to MKALC regarding the Terms of Reference for the PAG.</p>
TC21/48	<p>Services: Report to note unless otherwise stated</p> <p>Allotments: During last lockdown no formal allotment inspections were carried out and as a result there has been a complaint on Old Wolverton site about widespread fly-tipping. Caretaking team have completed a thorough clear out and tidy up and site has been cleared. Monthly allotment inspections will resume immediately. Councillors asked the Clerk to thank the Caretaking team and Assistant clerk for organising this work.</p> <p>Dog bins: A bin at Wolverton Mill reported by resident as overflowing. Bin found to have large amounts of discarded litter. Resident has been informed that bin is being used for litter (common occurrence during lockdowns) and is being collected but there is little that can be done to stop this practise. Cost prohibitive to get litter collected as well. Bin to be monitored and reported to MK Council if re-occurs for possible assistance.</p> <p>Newsletter: Assistant Clerk will collate the next newsletter. Three issues to be sent in for the competition. Deadline for copy is 8 July at the very latest.</p> <p>In Bloom volunteer group: Planters are now all planted with new planters in some areas.</p> <p>Enforcement Report: Update from Environmental officer on issues in the Parish over past few months was well received. The Enforcement officer was congratulated on the amount of work covered.</p> <p>CAB: Will resume service provision for the outreach on Friday 9th July. 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>
TC21/49	<p>Services – decision needed</p> <p>Hodge Lea Meeting Place hire</p> <p>It was agreed that now 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.</p> <p>Appoint Councillors with responsibility for keyholding for casual hire</p> <p>Cllrs Moss, Hussain, Khatoon and Orimogunje appointed.</p> <p>Appoint Councillors as emergency contacts</p>

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	Cllrs Saunders and Khan appointed.
TC21/50	<p>Services – decision to be made</p> <p>Moveable Vehicle Activated Signs (MVAS) maintenance contract:</p> <p>Proposed by Cllr. Hussain and seconded by Cllr Khan to agree to a 1 year Silver level contract. Vote by show of hands. Unanimous.</p>
TC21/51	<p>Governance: To note unless otherwise stated.</p> <p>Complaints:</p> <p>Old Wolverton allotment site – being handled. Complainant informed</p> <p>Access issues HLMP – compensation being requested. Formal complaint form given to complainant. Awaiting completed form to be able to investigate claims and answer.</p> <p>Freedom of Information Request: Received 04/6/21 - documentation and explanation sent 14/6/21</p>
TC21/52	<p>Extension and variation to the Alcohol Public Space Protection order - decision needed.</p> <p>It was agreed after discussion that a response to the consultation would be to express concern for ramifications to businesses on The Square in Wolverton should an over zealous response/reaction to a noise complaint be enforced within the square and to obtain assurances that a complaint would be handled with due care to the existing businesses.</p>
TC21/53	<p>Meeting of full council in July: decision needed</p> <p>Agreed that due to staff shortages, the scheduled full council meeting will be cancelled.</p> <p>Proposed Cllr Saunders seconded Cllr Moss</p> <p>Vote by show of hands unanimous.</p>
TC21/54	<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>It was agreed that the scope for Terms of Reference between Parks Trust and the Town Council that has been issued were acceptable to allow the project to move forward. Finalised TOR and lease clauses to be negotiated at a later stage between all parties.</p> <p>Proposed: Cllr Moss seconded Cllr Hussain. Vote by show of hands unanimous.</p>
TC21/55	<p>Community Events and Projects: [reports to note where there is no decision to be made]</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. It was agreed that Cllrs Khan, Webb and Saunders will make attempts to contact Bill Griffiths to liaise about holding a fireworks event. The 3 councillors to get together via email to work out to focus their efforts and to let the Assistant Clerk know of any developments. Cllrs have agreed that all organisation for an event must go through the office.</p>
TC21/56	<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.</p> <p>Solar panels: New plan with requirements to be submitted now clear requirements have been obtained from planning.</p>

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	<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 in coming weeks. To be planted 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>
TC21/57	<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 the Town Council to look into the feasibility of hosting a 4 hour weekly practical work placement (covering practical horticultural duties) so Making Tracks attendees can use the work experience to assist applications for a college course place. There would also be some form of on-line advice session under the instructions of the Making Tracks work placement coach for those work experience placements. All Councillors were in favour of supporting the Making Tracks programme and Cllr Bamisile will go back to obtain answers to queries councillors raised that due to their nature, will remain confidential.</p>
TC21/58	<p>Staff Training: The following courses and cost was approved:</p> <ol style="list-style-type: none"> 1. FiLCA –for Finance Officer and Assistant Clerk: £240 + VAT 2. Emergency First Aid (St Johns Ambulance) for Assistant Clerk and Finance Officer - £300+ VAT 3. Fire Marshall 13 (St Johns Ambulance) - £125+ VAT 4. Quotes, Contracts Tenders (SLCC) for Assistant Clerk £90 + VAT. 5. Community Engagement & Involvement (SLCC) Assistant Clerk £30 + VAT 6. VAT for Local councils (SLCC) Assistant Clerk and Finance Officer £65 + VAT 7. Budgeting basics (SLCC) £65 + VAT <p>Proposed to approve in entirety Cllr Moss seconded by Cllr Khan. Vote by show of hands. Unanimous.</p>
TC21/59	<p>Staff – non Confidential</p> <p>Memberships: LGA1972 S143 (1).</p> <p>The following memberships were approved:</p> <p>SLCC membership for new clerk (to activate 19/7/21) and SLCC affiliate membership for Finance Officer immediately. Total cost of £573.00</p> <p>Proposed to accept Cllr Khan seconded by Cllr Moss. Vote by show of hands. Unanimous.</p>
TC21/60	<p>To confirm the date and locations of next 4 meetings</p> <p>It was agreed to move the location of the August and September full council meetings to Hodge Lea meeting place due to the acoustic issues experienced by the members at the meetings and for the Clerk to research other locations dependent on the lockdown or COVID restrictions. If after September it is thought acceptable, meetings can be relocated to the Town Hall.</p> <p>August agenda item: to discuss the viability of holding Full Council meetings at different locations within the parish.</p>
TC21/61	<p>It was agreed by unanimous vote, 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>
TC21/62	<p>Staff matters of a confidential nature:</p> <p>Clerk appointed – start date 19th July 2021. Salary and conditions of employ as per previous agreement in April meeting. Minute reference TC20/237</p>

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	<p>It was agreed to allow the office staff the flexibility of contacting a temp agency to supply a temporary office administrator should the need arise up to an amount of £25.00 per hour for a period of 6 weeks.</p> <p>Proposed Cllr Saunders Seconded Cllr Robertson. Vote by show of hands unanimous..</p>
TC21/63	<p>Cllr Saunders informed the Council that it has been discussed as a move forward that the role of Community Officer and Projects officer be combined into one full time role. The Interim Clerk has combined both job responsibilities and has completed an evaluation according to NALC job evaluation booklet and benchmark profile. The Personnel committee and the Chair have had sight of this and wish it to be brought to full council for a decision to agree to allow the recruitment process to start immediately. Cllr Khan offered Namji's as a place to hold a meeting. Interim Clerk confirmed that premises conforms to statutory requirements for holding a meeting LGA 1972 Schedule 12 Part II 10 (1)</p> <p>Proposed by Cllr Saunders that an extra ordinary meeting of WGTC be held on Monday 28th June 2021 at 10am at Namji's to discuss the new job and agree on a job description, salary and any other matter associated with the creation of a new role within the staffing structure at WGTC. Seconded by Cllr Khan. Vote by show of hands unanimous.</p>
TC21/64	<p>It was also suggested to look at the recruitment process for a person to fill the Communications Assistant role and to see whether it is feasible to recruit for both roles at the same time. Interim Clerk to provide paperwork for all councillors to enable them to discuss and make a decision at Mondays meeting</p>

There being no further business to discuss, the meeting closed at 9.45pm
The next scheduled meeting is 24th August 2021 at 7.30pm at Hodge Lea meeting place.

Signed as a true and accurate record.

Adrian Moss.

CHAIRMAN

DATE 26.08.21

Adrian Moss 26.08.21