



**MINUTES OF AN ORDINARY MEETING OF  
WHITEHOUSE COMMUNITY COUNCIL  
Held on THURSDAY 20 JULY 2023 at 7pm  
at The Library, Watling Academy, Barossa Way,  
Whitehouse, MK8 1EP**

**Present:** Councillor Eileen Card (Chair); Councillor Julian Thomas (Vice Chair);  
Councillors Fola Akinsowon, Varma Kanumuri, Jekaterina Kartasova and  
Godwin Michael

**Officer:** Lesley Sung (Clerk)

**Also Present:** PCSO Paul Allen and PCSO Megan Shaw (Thames Valley Police)  
and Chris Lamarque (virtually) (DPQ)

**Members of the Public:** 1 (virtual)

**C060 WELCOME AND PUBLIC FORUM**

The Chair welcomed everyone to the meeting and extended that welcome to those who were viewing the proceedings via zoom.

**C061 URGENT ITEMS**

The Chair requested that two urgent items be placed on the agenda:

**1. Purchase of a Combined De-Fibrillator/Bleed Control Kit and Cabinet**

Reason for Urgency: The proposed kits would be located at Whitehouse Primary School and fitting would be free of charge by an electrician during the school holidays.

**2. S.137 Grant Application – Outdoor Bench Set - Whitehouse Primary School.**

Reason for Urgency: To ensure that the monies are available for the school to purchase and installation the outdoor bench set during the school holidays in time for the start of the September term.

**Resolved Unanimously:** That the two urgent items be added to the agenda and considered as the last two items on the agenda.

**C062 DECLARATIONS OF INTEREST**

None declared.

**C063 MINUTES**

**Resolved Unanimously:** That the minutes of the Ordinary meeting of the Council, held on 15 June 2023 be approved, and signed by the Chair as a correct record of the proceedings.

**C064 CO-OPTION TO COUNCIL VACANCIES**

The Council receive details of two candidates that had applied for the two vacant Council seats and considered the Co-option Interview Panel's recommendation to co-opt Jekaterina Kartasova and Mynhardt Kitshoff. The Panel considered that their co-option to the Council would provide the Council with a broader range of skills.



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Miss Kartasova was present at the meeting and was invited to speak in favour of her application. She thanked the Council and said that she would welcome the opportunity to contribute to the hard work carried out by the Council, providing skills and expertise in finance, education and economics.

**Resolved Unanimously:**

1. That, in accordance with s.87(2) of the Local Government Act 1972 and the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, Jekaterina Kartasova and Mynhardt Kitshoff be co-opted as Councillors until May 2027.
2. That Jekaterina Kartasova be requested to sign her Declaration of Acceptance of Office and invited to join the meeting as a Councillor.
3. That, in the absence of Mynhardt Kitschoff, he be requested to sign his Declaration of Acceptance of Office before the next meeting to ensure that he is summoned to the next meeting as a Councillor.
4. That by signing their Declaration of Acceptance of Office, both agree to abide by the Council's adopted Code of Conduct.
5. That both Councillors be asked if they wish to join the HR Committee or any of the established working groups.

**C065 NEIGHBOURHOOD POLICING IN WHITEHOUSE**

PCSO's Paul Allan and Megan Shaw (Thames Valley police) attended the meeting to provide an overview of neighbourhood policing in Whitehouse. The neighbourhood policing team also included PC Zoe Randolph and their patch covered an area from MK Bowl to Stony Stratford.

PCSO Allen reported that Whitehouse was a low crime area and advised that residents of Whitehouse were invited to have 'Coffee with a Copper' on Wednesday 26 July from 10am to 12noon at Lilly Café to discuss any policing matters or concerns in the area.

The team were fully aware of the vehicular issues that arise during school drop-off and pick-up times, particularly along Barossa Way and Longhorn Drive. PCSO Allen reported that this matter was difficult to police as this was an enforcement matter that came under the responsibility of Milton Keynes City Council.

PCSO Allen reported that, if possible, the neighbourhood policing team would be delighted to attend the Council's Summer Family Fun Day on 9 September and if feasible, bring along a police car.

The Chair thanked PCSO's Paul Allen and Megan Shaw for attending the meeting.

**Resolved Unanimously:** That the report of the neighbourhood policing team be accepted,



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**C066 PUBLIC ART PROJECT IN WHITEHOUSE**

Cris Lamarque, the Project Lead from DPQ provided the Council with a presentation (virtually) on the status of the Fairfield and Whitehouse public art project. He reported that DPQ, having taken account of the 'Quiet Down There' report and the outcome of public consultation, four potential sites had been identified, two being in Whitehouse and two in Fairfield:

- Hazeley Wood – a forest feature to reflecting the sights and sounds of the natural environment.
- Balancing Pond – a timber structure and a place to enjoy the landscape.
- Two sites in Fairfield – creation of an art trail to connect the two estates

DPQ was still working on the details of the public art installations, gaining resident's feedback through invitation to site specific activities. DPQ would like to link with residents by attending the Council's Summer Family Fun Day on 9 September 2023 and engaging younger residents views through activities at Whitehouse Primary School.

Mr Lamarque reported that Anglian Water owned the land at the balancing lake adding that an alternative body would be required to take ownership of the art installation and take responsibility for its maintenance. He asked the Council to consider taking on this role.

The Chair thanked Mr Lamarque for his presentation.

**Resolved Unanimously:** That the report be accepted and that a response to the presentation and request to take ownership of an art installation at the balancing lake, be agreed outside of this meeting.

**C067 NEW COMMUNITY FACILITIES**

Paul Van Geete from Milton Keynes City Council was unable to attend the meeting and had submitted a short written report informing the Council that he had escalated the complaints the Council had made regarding the lack of landscaping activity in the area.

Mr Van Geete also reported that a list of general questions would be sent out on 21 July, to those who had expressed an interest in managing the temporary shop to be located on Barossa Way, until the completion and occupation of a food retail unit on the High Street. Responses should be received by the end of this month and then a shortlist of applicants would be compiled in early August.

Councillor Julian Thomas reported that the fencing was now complete at the new allotment site.



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**Resolved Unanimously:** That the report be accepted.

**C068 MAINTENANCE OF PUBLIC AMENITY LAND AND OPEN SPACE -  
QUESTIONS AND COMMENTS TO L & Q ESTATES**

A representative from L&Q was not present. The Council discussed landscaping issues in the area and welcomed the good landscaping work being carried in the open space that came under the responsibility of The Parks Trust. However, in other parts of the estate, in particular, Milton Keynes City Council adopted land, the lack of landscape maintenance had resulted in an unacceptable level of weeds and had largely rendered the estate as “unsightly”. Concerns about the landscaping was one of the main reasons residents contacted the Parish Council.

**Resolved Unanimously:** That Milton Keynes Council be contacted about the unacceptable lack of maintenance in the Whitehouse area and request that work commences as soon as possible.

**C069 DECISIONS MADE UNDER THE COUNCIL’S ADOPTED SCHEME OF  
DELEGATED AUTHORITY (SODA)**

**Resolved Unanimously:** That the following decision made under the Council’s adopted Scheme of Delegated Authority be accepted:

<b>SoDA No.</b>	<b>Decision</b>
23/06	That the Council approves the purchase of Scribe Financial Software package, as recommended by the IT Working Group.

**C070 NOMINATED CHARITY 2023/2024**

The Chair advised that she had two charities in mind for nomination but had yet to decide. It was **AGREED** that this item be deferred to the next meeting.

**C071 COMMUNITY INFRASTRUCTURE FUND 2024/2025 (CIF)**

The Council considered public realm projects for 2024/2025 when Milton Keynes City Council’s Community Infrastructure Fund could be applied. The Council was keen to supply defibrillator and bleed control kits throughout the Whitehouse area and considered the use of CIF funding for this purpose on the proviso that their installation point would be publicly accessible.

**Resolved Unanimously:**

1. That the Council makes a Community Infrastructure Fund application for match funding for the provision of two combined defibrillator / bleed control kits and cabinets.



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2. That the CIF application includes the provision and installation of a defibrillator / bleed control kit and cabinet at the new Community Meeting Place, once building was complete.
3. That the CIF application includes the provision and installation of a second defibrillator / bleed control kit and cabinet at the new Watling Primary School.

**C072 PURCHASE OF ADDITIONAL GAZEBOS FOR THE COUNCIL'S EVENTS**

The Council considered the purchase of two robust gazebos for use at the Council's community events. The Council required a 3x3m and a 6x3m replacement gazebos.

**Resolved Unanimously:**

1. That the Council purchases two robust gazebos (one 3x3m and one 6x3m) for use at the Council's community events, up to a cost of £1,500.
2. That the purchase of two gazebos be funded through a virement of £1,500 from General Reserve to the Community Engagement Budget.

**C073 REPRESENTATIVES ON OUTSIDE BODIES**

The Council considered the appointment of representatives to outside bodies.

**Resolved Unanimously:** That Councillor Fola Akinsowon be appointed as the Council's representative on MKALC (MK Association of Local Councils) and East West Rail Local Stakeholders Group (EWRSG).

**C074 FINANCE - AUTHORISATION OF PAYMENTS**

The Council received a financial report from the Responsible Finance Officer (RFO) (the Clerk), including details of payments made during June 2023 and payments to be made in July 2023. She reported a Council bank balance of £169,629.28 as at 31 June 2023.

**Resolved Unanimously:**

1. That the following payments in June 2023 be authorised:

£73.60	Google Cloud	Google Drive
£334.55	Lesley Sung (Clerk)	Expenses (authorised June)
£552.00	Auditing Solutions	Internal Audit
£118.80	Value Products Ltd	20 x Labelled Adult Hi Vis
£240.00	Euroloo Ltd	Toilet Hire (Summer Event)
£10.00	BALC	Councillor Training
£80.00	BALC	New Councillor Training x 2
£8.99	O2 (UK) Ltd	Mobile Telephone Bill
£146.40	TopSource Global	Payroll Provider
£73.20	TopSource Global	Payroll Provider



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£572.75	Zurich	Insurance
£2,334.00	Stocksigns Ltd	3 x Solar Panels for SID's
£150.00	MK Box	Self Storage
£10.00	BALC	Councillor Training
£2,264.23	Staff	Salaries
£1,191.75	TopSource Global	HMRC
£50.00	Animal Edge (Deposit)	Animal Displays (Summer)

2. That the Council accepts expenditure of £8,210 in June 2023.
4. That the Council accepts a closing bank balance of £161,419 as of 30 June 2023.
5. That the Council authorises a payment to the Clerk of £747.16 for reimbursement of expenses for litter-picking equipment, storage solutions, stationery and a ergonomic office chair.
6. That the Council approves a payment to Councillor Julian Thomas of £44.40 for reimbursement of expenses relating to Coronation purchases.
7. That the Council notes the list of payments to be made in July 2023, amounting to £9,688.

**C075 COUNCIL BUDGET REPORT 2023/2024**

The Responsible Finance Officer submitted a Council Budget Report 2023/2024. She reported that in 2023/2024 to date, the Council had received income of £43,632 and had spent £20,727.

**Resolved Unanimously:** That the Council Budget Report 2023/2024 be accepted.

**C076 BUCKINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS (BALC) CONFERENCE**

The Council considered nominating up to 2 delegates to attend the BALC Conference on 17 October 2023. The theme for 2023 was 'Communities: Enrichment & Resilience'.

**Resolved unanimously:** That Councillors Fola Akinsowon and Jekaterina Kartasova be delegated to attend the BALC Conference on 17 October 2023.

**C077 COUNCILLOR TRAINING**

The Council received details of Councillor training on offer in 2023/2024.

**Resolved Unanimously:**

1. That Councillors contact the Clerk by Friday 28 July 2023 with details of any Councillor training they wish to attend.
2. That Councillor requests for training be authorised, on the proviso that the cost is within budget.



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**C078 PLANNING APPLICATIONS**

The Council considered the following planning applications for comment to Milton Keynes Council:

- (a) Application 23/01395 – Land South of Calverton lane and West of Watling Street** – Proposed works to provide new outdoor space associated with the primary school permitted under permission 21/03106/FUL (Regulation 3 application under the Town & Country Planning General Regulations 1992).
- (b) Application 23/20336/DISCON – Parcels S, T and U, WEA** – Approval of details required by Condition 7 (LEMP and Biodiversity Enhancement Plan) of permission ref: 22/00716/REM.
- (c) Application 23/01335/DISCON – Parcels S, T and U Land off Watling Street (V4) WEA ('Fairfield' – Area 10.1 – 10.3)** – Approval of details required by Condition 23 (Soils Action Plan) of permission ref: 05/00291/MKPCO.
- (d) Application 23/01333/REMM – Parcels S, T and U, WEA** – Variation of Condition 1 (Approved Plans to show 2 additional garages and changes to external materials), Condition 9 (Protection of Ground Floor amenities) and Condition 11 (Pedestrian Links) of permission ref 22/00726/REM relating to the application for the approval of reserved matters (layout, scale, appearances, and landscaping) pursuant to outline permission ref 05/00291/MKPCO for 275 dwellings.
- (e) Application 23/00766/FUL – WEA – Area 10 South Scheme** – Installation of 3 additional electricity sub-stations.

**Resolved Unanimously:** That the Council has no objections or comment to make on any of the planning applications listed above.

**C079 LOCAL GOVERNMENT (Miscellaneous Provisions) ACT 1982 –  
BOROUGHWIDE STREET TRADING LICENCE**

Milton Keynes City Council had invited the Council to comment on the renewal of a Borough-wide street trading licence for Eat Gelato for 1 ice cream van (Reg R99 FLK) to trade Monday to Sunday, 16:00 to 19:00.

**Resolved Unanimously:** That the Council has no objection or comment to make on the above street trading licence application.

**C080 CHANGE OF DATE TO SCHEDULED MEETING**

The Clerk reported that Watling Academy Library was not available for hire on the Council's scheduled meeting date of 19 October 2023. The Council was requested to consider an alternative date or venue.

**Resolved Unanimously:** That the Council changes the date of the October scheduled meeting to Thursday 12 October 2023, to be held in Watling Academy Library, starting at 7pm.



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**C081 URGENT ITEM – PURCHASE OF A COMBINED DEFIBRILLATOR / BLEED CONTROL KIT AND CABINET**

The Chair reported that Whitehouse Primary School had donated a defibrillator to the Council which could be installed at the school. To ensure public accessibility, the defibrillator should be housed in a secure cabinet.

Councillor Julian Thomas reported that a local electrician would be willing to install a cabinet for the defibrillator free of charge, during the school holidays.

The Council was keen to provide both defibrillators and bleed control kits throughout Whitehouse.

**Resolved Unanimously:**

1. That the Council takes ownership and responsibility for maintenance of the donated defibrillator from Whitehouse Primary School which is to be located at the school site and installed to ensure full public access to this facility.
2. That the Council purchases a bleed control kit to be located at the same site.
3. That the Council purchases a combined defibrillator / bleed control kit combined cabinet to house the donated defibrillator and bleed control kit.
4. That the Council gratefully accepts the offer from TS Electrical to install the combined defibrillator / bleed control kit cabinet, free of charge.
5. That funds of up to £1,500 be allocated from the Council's General Reserve to cover the cost of the above equipment.

**C082 URGENT ITEM – S.137 GRANT APPLICATION – WHITEHOUSE PRIMARY SCHOOL**

The Council received an application for a small grant for the purchase of an outdoor bench set, located in Whitehouse Primary School grounds, for use by school children, staff and users of the school.

**Resolved Unanimously:** That Whitehouse Primary School be awarded a s.137 grant of £542 to cover the cost of an outdoor bench set for use by pupils, staff and users of Whitehouse Primary School.

**The meeting ended at 9pm**

**Signed as a true and correct record:**

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**Chair**

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**Date**