



**MINUTES OF AN ORDINARY MEETING OF
WHITEHOUSE COMMUNITY COUNCIL**
Held on THURSDAY 21 SEPTEMBER 2023 at 7pm
at The Library, Watling Academy, Barossa Way,
Whitehouse, MK8 1EP

Present: Councillor Eileen Card (Chair); Councillors Jekaterina Kartasova and Varma Kanumuri.

Officer: Lesley Sung (Clerk)

Members of the Public: 0

C103 WELCOME AND PUBLIC FORUM

The Chair welcomed everyone to the meeting and extended that welcome to members of the public viewing the proceedings via Teams. Issues raised under public forum are set out in an appendix to the minutes.

C104 URGENT ITEM – EXTERNAL AUDITOR’S REPORT AND NOTICE OF CONCLUSION OF AUDIT

The Chair requested that the report received from the external auditor be included on the agenda as an urgent item as the auditor had issued a notice of conclusion of audit that required publication before 30 September 2023, which was before the date of the next meeting,

Resolved Unanimously: That the item be included on the agenda discussion on public amenity land and open space (Agenda Item 6).

C105 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Fola Akinsowon, Mynhardt Kitshoff, Godwin Michael and Julian Thomas.

C106 DECLARATIONS OF INTEREST

None declared.

C107 MINUTES

Resolved Unanimously: That the minutes of the Ordinary meeting of the Council, held on 17 August 2023 be approved, and signed by the Chair as a correct record of the proceedings.

C108 NEW COMMUNITY FACILITIES

Paul Van Geete (Milton Keynes City Council) had been invited to the meeting to update the Council on new facilities in Whitehouse area, but he was unable to attend.

The Clerk reported that the Council had been invited by Milton Keynes City Council to appoint a representative to meet with the potential retailers that would manage the rapid retail unit, now to be located opposite the Whitehouse Medical Centre.

The Clerk reported that she had plot numbered the allotment site plan and sent this to Milton Keynes Council to ensure the plot signage corresponded with the Council’s records. Residents on the waiting list



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were sent an email to let them know if they had been allocated either a 70m or 75m allotment plot. Following on from the last meeting, the Clerk reported that, under delegated authority, in consultation with the Working Group, she had purchased the Scribe Allotments Software Package as a means of managing allotment administration. Once the new bank account had been set up, prospective tenants would be sent details of the allotment location, their plot number, a tenancy agreement for them to sign, with details of how to pay their yearly rent.

The Chair reported that the Community Facilities Working Group was continuing its discussions with Sarah Bayliss, Milton Keynes City Council's Project Officer about the internal finishes for the new Community Meeting Place.

Resolved Unanimously:

1. That the reports be noted.
2. That delegated authority be given to the Clerk, in consultation with the Community Facilities Working Group, to appoint a representative from the Council to assist Milton Keynes Council in meeting with prospective temporary shop retailers, to provide a steer to L&Q who will make the final decision.

**C109 MAINTENANCE OF PUBLIC AMENITY LAND AND OPEN SPACE -
QUESTIONS AND COMMENTS TO L & Q ESTATES**

L&Q had been invited to the meeting, but a representative was unable to attend. The Council discussed landscaping issues in the area reporting that Milton Keynes City Council highway adopted areas remained unsightly. The Council again, mentioned its concerns at Milton Keynes City Council's lack of response to maintenance complaints.

The Chair requested that a Working Group be established to investigate options and potential ways the Council could take ownership of adopted highways and manage the landscaping contract for the Whitehouse area.

Resolved Unanimously:

1. That the report be noted.
2. That delegated authority be given to the Clerk, in consultation with the Chair and Vice Chair, to establish a Landscaping Working Group to consider options available with regard to taking ownership and management of the landscaping maintenance contract in the Whitehouse area.

**C110 DECISIONS MADE UNDER THE COUNCIL'S ADOPTED SCHEME OF
DELEGATED AUTHORITY (SODA)**

The Clerk reported that since the last meeting, the Council had not made any decisions under its adopted Scheme of Delegated Authority.



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C111 URGENT ITEM – EXTERNAL AUDITOR’S REPORT AND NOTICE OF CONCLUSION OF AUDIT

The Council received the External Auditor’s Report (PKF Littlejohn) and the criteria for publishing the ‘Notice of Conclusion of Audit’.

The External Auditor had concluded that “In our opinion the information in Section 1 and 2 of the Annual Governance and Accountability Return (AGAR) is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

The Council received a copy of the ‘Notice of Conclusion of Audit’ pro-forma which the Council needed to complete and publish for an agreed length of time, along with the External Auditor’s Report and Section 1 (Annual Governance Statement), Section 2 (Financial Statement) and Section 3 (Internal Auditor’s Report) of the Annual Governance and Accountability Return, prior to 30 September 2023.

Previous legislation required parish councils to publish their ‘Notice of Conclusion of Audit’ for at least 14 days, but the length of time could now be at the discretion of the Council. The Council was also requested to set a charge for any member of the electorate requesting a paper copy of the audit. The published notice would be placed on the Council’s noticeboards and published on the Council’s website.

Resolved unanimously:

1. That the External Auditor’s report be welcomed and accepted.
2. That the Council agrees to publish the ‘Notice of Conclusion of Audit’ along with the External Auditor’s report and Sections one, two and three of the Annual Governance and Accountability Return, for a period of 14 days, starting before 30 September 2023.
3. That the Council agrees that the External Audit Report and the Council’s Annual Governance and Accountability Report remains available to the public for at least 5 years.
4. That a charge of £2 (25p per page) will be made to any member of the electorate requesting a paper copy of the accounts.

C112 DIWALI – 11 NOVEMBER 2023

Councillor Varma Kanumuri reported that the Council’s Diwali Working Group had met and agreed that the Council’s celebration of Diwali would take place on Saturday 11 November 2023, between 5pm and 8pm. This would allow time for cultural activities to take place before the fireworks display around 7.30pm. Discussions were currently taking place with firework management companies as well as the schools and L&Q about the use of fireworks on their land.



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The Clerk reported that she would carry out a risk assessment and check whether the Council's current insurance covered an event involving the use of fireworks, or if would be required to pay an additional premium.

Resolved Unanimously: That the report and progress to date, be noted.

C113 CHRISTMAS CELEBRATION – SUNDAY 10 DECEMBER 2023

Councillor Jekaterina Kartasova reported that the Christmas Celebration Working Group has met and agreed that the Council's Christmas event, this year, would take place on Sunday 10 December 2023 at Watling Academy, between 4pm and 8pm. The intention was to host carol singing, a brass band, a Christmas market located in the school hall, with a variety of food vendors located outside the school. The Working Group considered not installing a Christmas tree on site and instead, will look at installation of trees around the estates.

Santa and his sleigh would be routed around Whitehouse, ending at Watling Academy in time for the start of the event.

Resolved Unanimously: That the report and progress to date, be noted.

C114 MK CAN – MK WORLD RECORD ATTEMPT FOR THE LONGEST CONTINUOUS LINE OF FOOD CANS – MONDAY 16 OCTOBER 2023

The Council had agreed to support MK's world record attempt for the longest continuous line of food cans, at an event taking place in Campbell Park on 16 October 2023. All the cans would go to MK Foodbank to help struggling families over the winter period. The Council had made a commitment to collect at least 350 food cans for the event through its contacts with local groups.

The Clerk reported that 22 food cans had been donated by residents at the recent Summer Family Fun Day. The Chair reported that she had collected food cans from the local Rainbows Group.

The Council requested individual Councillors to contact their local groups / connections about our participation in the event as a means of collecting enough cans for the event. The Clerk had sent out details of the event, together with promotional material to assist Councillors approaching their groups.

The Clerk added that a minimum of 5 volunteers was required on the day.

Resolved Unanimously:

1. That the report and progress to date, be noted.
2. That Councillors contact their local groups regarding the collecting of food cans for the MK CAN event and if possible, bring them to the next meeting of the Council on 12 October 2023.



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C115 COMMUNITY MEETING PLACE

Whitehouse Community Council would be taking ownership of the new Community Meeting Place that was currently under construction and due to open in February 2024.

The Council received draft Terms of Hire and draft Rates of Hire for consideration. The Clerk had highlighted some issues that required resolving before the draft terms of hire could be agreed, for example, the Council may wish to hire out the kitchen separately or may want to charge for storage for use by regular hirers. The proposed rates of hire were comparable to similar centre hire costs.

The Clerk reported that the IT Working Group has been investigating software packages that would be used for bookings and recommended that the Council purchases the Scribe booking software. The Group considered the software intuitive and would have the added benefit of linking with the Council's Scribe accounts software making the recording of financial transactions quicker and easier. Due to the Council's purchase of the Scribe Accounts and Scribe Allotments software, Scribe would waive the £249 on-boarding cost for the bookings software.

Resolved Unanimously:

1. That the Community Facilities Working Group meets to discuss further, the draft Terms and Rates of Hire for the new Community Meeting Place.
2. That Councillor Varma Kanumuri becomes a member of the Community Facilities Working Group.
3. That the Council agrees to the IT Working Group's recommendation to purchase the Scribe Booking Software at a cost of £348 per annum.

C116 FINANCE - AUTHORISATION OF PAYMENTS

The Council received a financial report from the Responsible Finance Officer (RFO) (the Clerk), including details of payments made during August 2023 and payments to be made in September 2023. The Clerk reported that the remaining 6-month precept payment had been received from Milton Keynes City Council.

The Council received the August bank statement and the RFO reported a Council bank balance of £153,622.23 as of 31 August 2023.

Resolved Unanimously:

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

£1,464.94	Gala Tent	2 Gazebos (1x3x3m/1x6x3m)
£179.52	Impact Productions	Hire of generator (SFFD)
£1,001.56	S2D Leaflets	Newsletter print / distribution
£73.20	TopSource Global	Payroll (June)



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£73.20	TopSource Global	Payroll (July)
£40.84	O2 (UK) Ltd	Mobile Phone Bill (June)
£24.88	O2 (UK) Ltd	Mobile Phone Bill (July)
£27.60	Google Cloud	Google Suite
£1,053.66	Lesley Sung	Expenses
£120.00	MK Box	Storage Unit
£2,264.23	Staff	Salaries
£1,191.75	TopSource Global	HMRC
£269.00	Non-Stop Kids Ent	Kids Entertainer (SFFD)
£350.00	Animal Edge	Petting Zoo (SFFD)
£151.74	Format Graphics	Banners (SFFD)
£115.00	MK Play Association	Fairground Games (SFFD)
£468.00	Netwise	Web Support
£426.53	S2D Leaflets	Leaflet print/dist (SFFD)
£504.00	Starboards Systems	Allotment Software
£350.00	Denbigh Alliance	Hire of Library (Meetings)

2. That the Council accepts income of £43,382.00 in August 2023 (6 month precept).
3. That the Council accepts expenditure of £10,149.65 in August 2023.
4. That the Council accepts a closing bank balance of £11 July 85,854 as of 31 August 2023.
5. That the Council authorises payment of expenses to the Clerk for the following items:

£109.27	Baker Ross	Arts & Crafts (SFFD)
£99.99	Canva Pro	Desktop Design
6. That the Council authorises payment of expenses to the Chair (Councillor Eileen Card) for the following items:

£201.40	Sainsburys	Prizes (SFFD)
£175.27	Sainsburys	Prizes (Xmas 2021)
7. That the Council authorises payment of expenses to Lizzie Vella (SFFD Volunteer):

£67.00	Morrisons	Sweets/Prizes (SFFD)
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8. That the Council notes that the payments and expenses to be made in September 2023, amounts to £9,271.11.

C117 COUNCIL BUDGET REPORT 2023/2024

The Responsible Finance Officer reported that the Council's finances were being transferred from excel to a financial software package and that the new finance reports would be submitted to the Council at future meetings.

C118 WHITEHOUSE COMMUNITY COUNCIL BANK ACCOUNTS

The Council had previously agreed to change its banking from Lloyds to Metro Bank and to set up enough bank accounts to keep both reserves and allotment/booking income separate from the current account.



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To instigate the change, Metro Bank would require details of signatories, their authorisation of payments and level of access to the online accounts. The current account would come with a debit card, making online purchases much easier, negating the need for reimbursement through expenses.

Resolved Unanimously:

1. That the Council sets up 4 suitable bank accounts with Metro Bank for the following banking operations:
 - A Current Account for everyday financial transactions.
 - A savings account for the Council's De-minimis Reserve (6 months operational costs).
 - An account with general access, set up for the Council's General and Earmarked Reserves
 - An account to receive payments from Allotment tenants.
2. That all the above accounts are accessible online with the ability to transfer monies from one bank account to another.
3. That the above bank accounts are set up with three signatories: Lesley Sung (Clerk), Councillor Eileen Card (Chair) and Councillor Julian Thomas (Vice-Chair).
4. That if the bank account criteria allows, then a fourth signatory be added to the bank account: Councillor Varma Kanumuri.
5. That the Clerk will have full online banking access with the ability to carry out and sign for all financial transactions and to set up and remove appointed new signatories.
6. That the Clerk be authorised to use a debit card attached to the current account set up for everyday financial transactions.
7. That Councillor signatories have view-only access to the online bank accounts and that any transactions on the accounts will require authorisation from two signatories.

C119 LOCATION OF NOTICEBOARDS

The Council reviewed the location of its noticeboards and considered the purchase of additional noticeboards in the newly developed areas. The Clerk reminded the Council that a noticeboard would be installed on the external wall of the new Community Centre.

Resolved Unanimously:

1. That the noticeboard located on Dorset Way, at the Whitehouse Medical Centre car park be removed and arrangements made for it to be relocated in the new park situated of Barossa Way and near existing tables and chairs.
2. That the location of the Council's noticeboards be reviewed again once the construction of the High Street is complete.

C120 PLANNING APPLICATIONS

The Council considered the following planning applications.



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- (a) **Application 23/01851/DISCON – Land off Watling Street (V4) WEA ('Fairfield' – Areas 10-1 – 10.3)** – Approval of details required by Condition 31 (Construction Vehicle Wheel Cleansing) of permission ref: 05/00291/MKPCO).
- (b) **Application 23/01850 DISCON – Parcels S, T and U, WEA –** Approval of details required by Condition 16 (Drainage) of permission ref: 05/00291/MKPCO.
- (c) **Application 23/01954/NMA – Parcels M, N and O WEA 10-1 Phase 2, Watling Street, H3 to H4 –** Non-material amendment to permission ref: 21/01436/REM – drainage strategy and associated changes to the approved layout of reserved matters (access, layout, scale, appearance and landscaping) pursuant to outline permission 05/00291/MKPCO for 146 dwellings.
- (d) **Application 23/01943/DISCON – WEA 10.1 – 10.3 Watling Street, He to H4 –** Approval of details required by Condition 16 (Drainage), 23 (Soils Action Plan), 26 (Landscape Probation Action Plan) and 31 (Vehicle Wheel Cleaning) of permission ref: 05/00291/MKPCO.
- (e) **Application 23/01733/DISCON – WEA Area 10.1 Parcels P and V –** Approval of details required by Condition 5 (EV Charging) of permission ref 22/02373/REM.
- (f) **Application 23/01732/DISCON – Land off Watling Street (V\$) WEA ('Fairfield' – Areas 10.1 – 10.3)** – Approval of details required by Condition 32 (CEMP) of permission ref 05/00291/MKPCO.
- (g) **Application 23/01944/DISCON – Parcels M, N and O WEA Area 10-1 Phase 2 Watling Street, H3 to H4 –** Approval of details required by Condition 16 (Drainage) of permission ref: 05/00291/MKPCO.
- (h) **Application 23/01998/FUL – Whitehouse Health Centre, Dorset Way, MK8 1EO –** Installation of scanner unit and associated portacabin type modular units, comprising reception, waiting and changing areas, clinical area, wc and kitchen and locker space for staff. The erection of a timber ramp for access and external service compound and additional parking.
- (i) **Application 23/02040/DISCON – WEA Area 10-1 – 10-3 Watling Street, H3 to H4 –** Approval of details required by Condition 6 (Lighting Plan), 7 (Biodiversity Enhancement Scheme and LEMP) of permission ref 22/02373/REM

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

The meeting ended at 8pm

Signed as a true and correct record:

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Chair

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Date



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APPENDIX TO THE MINUTES

MATTERS RAISED UNDER 'PUBLIC FORUM'

1. Many complaints had been received over the last month regarding the lack of landscaping maintenance in Whitehouse.
2. Some concerns had been raised regarding the speed of cars travelling along Red Poll Way/Vaynol Way with a request to install speed restriction signs.

The Chair suggested that the Red Poll Way/Vaynol Way area could be considered as a mobile site for the Council's Speed Indicator Device that was currently in storage.