



**MINUTES OF AN ORDINARY MEETING OF
WHITEHOUSE COMMUNITY COUNCIL**
Held on **THURSDAY 18 JANUARY 2024 at 7.00pm**
at **The Library, Watling Academy, Barossa Way,**
Whitehouse, MK8 1EP

Present: Councillor Eileen Card (Chair); Councillor Julian Thomas (Vice-Chair);
Councillors Fola Akinsowon and Godwin Michael.

Officer: Lesley Sung (Clerk)

Also Present: Josan Race (Community Development Manager – Outreach) and
Aimee Tidman (Group Support Officer) from Community Action: MK

Members of the Public: 4

C177 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. Members of the public were invited to speak during the public forum and details are attached as an appendix to the minutes.

C178 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Jekaterina Kartasova. The apology was accepted.

C179 DECLARATIONS OF INTEREST

None declared.

C180 MINUTES

Resolved Unanimously: That the minutes of the Ordinary meeting of the Council, held on 14 December 2023 be approved, and signed by the Chair as a correct record of the proceedings.

C181 COMMUNITY ACTION: MK

Josan Race and Aimee Tidman from Community Action: MK were present at the meeting to provide details of the work Community Action: MK had been undertaking in Whitehouse and how the organisation can support residents and help to build a cohesive community. The organisation can help by sign-posting residents to relevant voluntary and support groups in accordance with their needs and can organise community events to help bring a community together. The organisation worked in partnership with many Strategic Groups such as the Mental Health Alliance, Children's Poverty Partnership and assists many start-up groups with advice on governance and constitution matters.

Community Action: MK had recently been working with Whitehouse Primary School and the Whitehouse Medical Centre to create community links and it was about to launch a series of Saturday morning walks to help residents get together and create connections.



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The Chair thanks Community Action: MK for attending the meeting and looked forward to working in partnership with the organisation when the Council had taken ownership of the new community centre.

C182 NEW COMMUNITY FACILITIES

(a) Allotment Site

Tenancy agreements would soon be issued to plot holders along with details of how to pay and a date of an open day for plot holders that would like to view the allotment site and locate their plot before the site opens around April/May 2024.

(b) Community Meeting Place

The Clerk reported another delay to the completion of the new community centre. She reported that an agreement had been made between Watling Academy and GTC (Electricity company) regarding a deed of easement and that permission from the Department of Education would be sought prior to it being signed.

The contractors came off site just before the Christmas period but their return date cannot be set until the easement has been signed and GTC has provided Milton Keynes City Council with a connection date.

Councillor Joe Hearnshaw attended the meeting virtually and said he would investigate the reasons for the delay to the contractors remaining off-site until the deed of easement had been signed.

The provision of a metered electricity supply could take up to 12 weeks, meaning that contractors may not be on site until after Easter. Completion of the community centre could potentially be delayed to July 2024.

(c) Temporary Shop

The Vice-Chair reported that planning permission for the temporary shop had now been granted by Milton Keynes City Council and that the rapid retail unit would be set up once EV units had been installed and a retailer chosen to manage the unit.

Resolved Unanimously:

1. That the reports on the allotment site, the new community centre and the temporary shop, be noted.
2. That the Council contacts Milton Keynes City Council to find out the reason why the delay with the deed of easement was preventing the continuation of on-site works and why Milton Keynes Council's Legal Section had not yet engaged with the Council's appointed solicitor about the transfer of the community centre to Whitehouse Community Council.



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**C183 MAINTENANCE OF PUBLIC AMENITY LAND AND OPEN SPACE –
LACK OF MAINTENANCE**

The lack of landscaping maintenance continued to be an issue in Whitehouse and the Council was looking at how this could be resolved longer term.

Resolved Unanimously: That Milton Keynes City Council be requested to provide details of the landscape maintenance Service Level Agreement that is in place for Whitehouse, between MKCC and the new contractor, SUEZ.

**C184 DECISIONS MADE UNDER THE COUNCIL'S ADOPTED SCHEME OF
DELEGATED AUTHORITY (SODA)**

No decisions had been made under the Council's adopted scheme of delegated authority since the last meeting.

**C185 EVENTS – REVIEW OF THE CHRISTMAS FAYRE – SUNDAY 10
DECEMBER 2023**

The Council received details of the spend for each event that had taken place in 2024. The Clerk reported that the revised spend for the Christmas Fayre was £4,900 with an original budget of £7,000. Based on the cost of events in 2024, the Council suggested some dates and budgets for events in 2025.

Resolved Unanimously:

1. That dates (or approximate dates) be set and budgets be allocated for events in 2024/2025 as follows:

Event	Date / Approximate Date	Budget
D-Day 80	6 June 2024	£2,000
Summer Family Fun Day	14 September 2024	£5,000
Diwali	Early November 2024	£5,000
Christmas Fayre	Early December 2024	£5,000
Chinese New Year	Early February 2025	£2,000

2. That Working Groups be established for each event in 2024/2025, for the remainder of 2023/2024 and that the membership consists of the following members:

Event	Working Group Membership
D-Day 80	Councillor Fola Akinsowon, plus one other Councillor and the Clerk.



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Summer Family Fun Day	Councillors Eileen Card and Jekaterina Kartasova and the Clerk.
Diwali	Councillors Varma Kanumuri and Godwin Michael and the Clerk
Christmas Fayre	Councillors Julian Thomas, Jekaterina Kartasova, plus one other Councillor
Chinese New Year	The Clerk, plus two Councillors

3. That the intention of the Council was to re-appoint the same membership at its Annual Council Meeting in May 2024, on the proviso that the Council's constituted membership is unchanged.

C186 COMMUNITY CENTRE DRAFT HIRE RATES AND TERMS AND CONDITIONS OF HIRE

The Council received recommendations from the Community Facilities Working Group on the proposed draft rates of hire and the terms and conditions for regular hire and single bookings at the new community centre that was due to be transferred to the Council around July 2024

Resolved Unanimously:

1. That the draft rates of hire for the new community centre be approved and be set as follows:

Weekday Daytime	Community Groups	Private Hire*	Commercial*
Hall One-off (Hourly)	£ 20	£ 30	£ 35
Hall Regular Hire (Hourly)	£ 15	£ 25	£ 30
Hall One-off (Half day)	£ 64	£ 96	£ 112
Hall Regular Hire (Half day)	£ 48	£ 80	£ 96
Meeting Room One-off (Hourly)	£ 15	£ 20	£ 30
Meeting Room Regular (Hourly)	£ 10	£ 15	£ 25
Whole building One-off (Hourly)	£ 30	£ 60	£ 100
Whole building One-off (Half day)	£ 128	£ 184	£ 236
Whole building Regular (Hourly)	£ 80	£ 50	£ 100
Whole building Regular (Half day)	£ 108	£ 164	£ 216
Early morning unlock	TBD	TBD	TBD
Late night lock up	TBD	TBD	TBD

* 20% surcharge for evening bookings Half Day = 4 hours

2. That the draft terms of hire regular hirers and single bookings, be approved.



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C187 MK PLAY ASSOCIATION (MKPA) SUMMER PLAY SESSIONS

The Council received details of activities and costs for Milton Keynes Play Association's summer play sessions.

For 2024, MKPA had reduced the time for each play session from 3 hours to 2.5 hours and had increased the cost of each session from £440 to £495. To provide the same number of sessions as 2023, the total cost would be £2,970 which was £270 above the allocated budget.

Resolved Unanimously:

1. That the Council agrees to the provision of six MK Play Association play sessions to be held once a week throughout the summer school holidays, the days of the week to be delegated to the Clerk in consultation with the Chair.
2. That the Council agrees the provision of the six play sessions at a cost of £2,970.
3. That the Council acknowledges that the cost of the play sessions exceeds the £2,700 allocated for play sessions in the 2024/2025 and approves a virement of £270 from General Reserves into the play sessions budget.
4. That the Council considers providing additional play sessions for older children.
5. That the Council investigates alternative play provision for 2025.

C188 COMMUNITY INFRASTRUCTURE FUND (CIF) – ADDITIONAL PLAY EQUIPMENT AT WHITEHOUSE PARK

In 2022, the Council made an application to Milton Keynes City Council's (MKCC) 2023/2024 Community Infrastructure Fund (CIF) for match funding to provide additional toddler play equipment at Whitehouse Park. In March 2023, the Council was informed that it had scored high against set criteria for the fund but that it had been unsuccessful due to higher scoring parish projects. However, some of those projects had not been instigated and funds were now available to complete the project at Whitehouse Park. MKCC would match fund the project up to £15,000.

The Clerk had contacted The Parks Trust to confirm that they would still be agreeable to the provision of the play equipment on their land and that they would maintain the play equipment once it had been installed.

The Clerk reminded the Council that it had not budgeted for the £15,000 as the original application had been unsuccessful. If the project was to go ahead, then this would have an impact on the forecasted end of year bank balance and the level of reserves going into 2024/2025.

Resolved Unanimously:

1. That, subject to confirmation from The Parks Trust that they agree to the equipment being installed at Whitehouse Park and that they



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would maintain the equipment in perpetuity, the Council goes ahead with the project.

2. That the Council agrees costs of up to £15,000, to be match funded from Milton Keynes Council's Community Infrastructure Fund.
3. That up to £15,000 is taken from the Council's General Reserve to fund the project.

C189 INFORMATION COMMISSIONER'S OFFICE (ICO) – APPOINTMENT OF A DATA PROTECTION OFFICER (DPO)

This item was deferred to the next meeting.

C190 DRAFT PUBLICATIONS SCHEME

The Council received a draft publications scheme that set out details of where all the Council's public information can be found.

Resolved Unanimously: That the draft Publications Scheme, as submitted, be approved.

C191 INVESTMENT STRATEGY

This item was deferred to the next meeting.

C192 FINANCE – AUTHORISATION OF PAYMENTS

The Council received a financial report from the Responsible Finance Officer (RFO) (the Clerk), including details of payments made and income received during December 2023 and payments to be made in January 2024.

The Council received the December bank statement and the RFO reported a closing bank balance of £155,406.49 as of 31 December 2023.

Resolved Unanimously:

1. That the following payments made in December 2023 be authorised:

£833.26	Glasdon UK	2 Dog Waste Bins
£27.60	Google Cloud	Google Drive
£73.20	TopSource Global	Payroll Services
£200.00	Milton Keynes Brass	Brass band (Xmas)
£330.00	Facepainting by Agin	Facepainting/Balloons (Xmas)
£247.21	MK Box	Storage Units
£50.00	Denbigh Alliance	Library Hire Watling Academy
£40.00	ICO	Certification
£745.84	Lesley Sung	Expenses
2. That the Council accepts expenditure of £2,547.10 in December 2023.
3. That the Council accepts income of £350.00 in December 2023 from Redlawn Land Ltd (Bovis Homes) for monies towards a Christmas Fayre raffle.



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4. That the Council accepts a closing bank balance of £155,406.49 as of 31 December 2023.
5. That the Council authorises payment of expenses to the Clerk of £36.64.
6. That the Council authorises payment of expenses to Councillor Julian Thomas of £421.44.
7. That the Council authorises payment of expenses to Councillor Godwin Michael of £482.27
8. That the Council notes that payments and expenses to be made in January 2024 was estimated at £9,303.

C193 COUNCIL BUDGET REPORT 2023/2024

The Council received the Council Budget report for 2023/2024. The Clerk reported that the agreement to spend up to £30,000 for the installation of play equipment at Whitehouse Park (with match funding income of £15,000) would reduce the end of year bank balance to approximately £106,800.

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

C194 FINANCE – CREDIT CARD TERMINALS

The Council considered the purchase of a Credit Card terminal(s) that could be used at the new community centre and at the Council's outdoor events.

Resolved Unanimously: That the Clerk be given delegated authority to purchase a credit card terminal(s), the type to be agreed in consultation with the Vice-Chair of the Council.

C195 PLANNING APPLICATIONS

The Council is asked to consider making comment to Milton Keynes City Council on the planning applications below:

- (a) **Application 23/02627/FULM** – Land South of Calverton Lane and West of Watling Street, WEA
- (b) **Application 23/02864/DISCON** – Land off Watling Street (V4) WEA ('Fairfield' – Areas 10.1-10.3)
- (c) **Application 23/02895/DISCON** – Land off Watling Street (V4) Parcel W, Areas 10.1 – 10.3)
- (d) **Application 23/02905/DISCON** – WEA Area 10.1 Parcels P and V.

Resolved Unanimously:

1. That, with regard to planning application 23/02905/DISCOM, the Council submits is objection to Milton Keynes City Council on the grounds that the plans do not indicate the provision of any communal gardens.



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2. That the Council has no objections or comments to make on the remaining planning applications.

C196 EXCLUSION OF THE PUBLIC

Resolved Unanimously: That the press and public be excluded from the meeting for the Council to consider Agenda Item 16 (NJC Pay Award 2023/2024), as the Council is likely to discuss personal financial award to staff, of which such published information could potentially constitute a data protection breach.

C197 LOCAL GOVERNMENT PAY AGREEMENT 2023

The Council considered the impact the Local Government Pay Agreement 2023 would have on the Council's finances. The NJC pay award was a flat rate of £1,925 to be paid as a consolidated, permanent addition to all NJC pay points 2 to 43 inclusive. The pay award would be backdated to 1 April 2023. The Clerk reported that the salaries budget and associated employer costs were within budget.

Resolved Unanimously: That the Local Government Pay Agreement 2023 be accepted and applied to staff salaries.

The meeting ended at 9pm

Signed as a true and correct record:

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Chair

.....
Date



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APPENDIX TO THE MINUTES

PUBLIC FORUM

Four members of the public were present at the meeting. They raised the following issues:

1. ANTI-SOCIAL BEHAVIOUR (ASB) – ANGUS WAY

Three of the four were present to discuss issues of theft and anti-social behaviour by individuals at flats located on Angus Way. Resident of the flats had been in contact with the police and had reported the issues to Paradigm Housing Association. Residents felt that little had been done to solve these issues.

The Council agreed to write to Paradigm Housing Association to request that issues experienced by residents of the flat at Angus Way are fully resolved.

Councillor Joe Hearnshaw, who had joined the meeting virtually, said that he would report the matter to Milton Keynes City Council's ASB Officer.

2. ROAD SAFETY

Cars speeding along Heren Lane could potentially be putting in danger, pupils from Whitehouse Primary School.

Another road safety matter was highlighted at the junction of Madura/Normande due to no road markings.

It was reported that a fund was available from Milton Keynes City Council for the installation of road safety crossings where there was a particular identifiable and evidenced danger.

The Council would contact Milton Keynes Council's Road Safety Officer about funding available for the provision of a crossing available and to address issues relating to the lack of road markings at Madura/Normande.