



**MINUTES OF AN ORDINARY MEETING OF
WHITEHOUSE COMMUNITY COUNCIL**
Held on THURSDAY 30 APRIL 2024 at 8.55pm
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 and Jekaterina Kartasova.

Officer: Lesley Sung (Clerk)

Members of the Public: 1

C014 WELCOME AND PUBLIC FORUM

The Chair welcomed everyone to the meeting and extended that welcome to members of the public viewing the proceedings via Microsoft Teams.

C015 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Godwin Michael.

Resolved Unanimously: That the apology from Councillor Godwin Micheal, be accepted.

C016 DECLARATIONS OF INTEREST

Councillor Varma Kanumuri declared a personal interest in respect of any discussions that may arise regarding the temporary shop, and Councillor Fola Akinsowon declared a pecuniary interest in respect of any discussion that may arise in terms of any hiring or booking of the community centre,

C017 MINUTES

Resolved Unanimously: That the minutes of the Ordinary meeting of the Council, held on 18 April 2004, be approved and signed by the Chair as a correct record of the proceedings.

C018 CLERK'S REPORT

The Clerk reported on actions taken in respect of decisions made by the Council and reported on any outstanding matters.

Resolved Unanimously: That the Clerk's report be noted.

C019 COMMUNITY MEETING PLACE

The Clerk reported that the Facilities Working Group had been meeting on a regular basis to discuss the management of the community centre and progress on future contracts and servicing and testing of products. Where there was insufficient time to bring back to the Council, quote criteria, specifications, the Council considered delegating the work to the Clerk, ensuring contracts are in place, when required, so that the community centre can open and function as effectively and efficiently as possible.

Resolved Unanimously: That the Clerk, in consultation with members of the Facilities Working Group, be delegated the authority to carry out any of the procurement processes relating to implementation of contracts (with the exception of any decision to award a contract), but only in



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circumstances where deadlines may be missed, or the Council may be prejudiced by waiting until a decision is made at the next available ordinary meeting.

C020 MAINTENANCE OF PUBLIC AMENITY LAND AND OPEN SPACE – LACK OF MAINTENANCE

The Clerk updated the Council on actions taken by Milton Keynes City Council, as part of the landscaping pilot scheme, of which the Whitehouse area was a part. Milton Keynes City Council had completed three cuts in Whitehouse with the next one due to start the week commencing 17 June 2024. Spraying of herbicide has been completed around obstacles, street furniture and in shrub beds. Hard surface spraying has been applied and the second of three sprays will be carried out in June.

The impact of introducing weed spraying in the area will be carefully monitored and reported back to Milton Keynes City Council to assist in the development of new landscaping policy.

C021 DECISIONS MADE UNDER THE COUNCIL'S ADOPTED SCHEME OF DELEGATED AUTHORITY (SODA)

No decisions had been taken under the Council's Adopted Scheme of Delegated Authority over the last month.

C022 DRAFT ASSET REGISTER 2024/2025

Resolved Unanimously: That the Draft Asset Register 2024/2025, as submitted, be approved.

C023 DRAFT RISK MANAGEMENT REGISTER

The Council discussed how the Council mitigates risks and considered a Draft Risk Management Register for 2024/2025.

Resolved Unanimously:

1. That the Draft Risk Register 2024/2025, as submitted, be approved.
2. That the Council reviews the Risk Management Register 2024/2025 later in the year to include the risks associated with managing the new community centre and allotment site.

C024 INSURANCE ARRANGEMENTS 2024/2025

The Council considered its level of public and employee liability and its fidelity guarantee level to ensure sufficient insurance cover for 2024/2025.

Resolved Unanimously:

1. That the Council is satisfied that it has a sufficient level of public and employee liability insurance.
2. That taking account of the Council's additional income, once the new Community Centre and allotment site has been transferred into its



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ownership, the fidelity guarantee be increased from £250,000 to £300,000, on renewal of the Council's insurance in July 2024.

C025 DRAFT INVESTMENT STRATEGY 2024/2025

The Council considered a draft investment strategy for 2024/2025 and acknowledge the need to implement the strategy to ensure that the Council's reserves were securely invested.

Resolved Unanimously:

1. That the Draft Investment Strategy 2024/2025, as submitted, be approved.
2. That the Council opens up a Lloyds Savings Account as an interim measure, until the Council decides where to invest its reserves in the medium and longer term.
3. That the three signatories on the new bank account be the Chair, Councillor Eileen Card, the Vice-Chair, Councillor Julian Thomas and the Clerk & RFO, Lesley Sung.

C026 DRAFT COUNCIL POLICIES 2024/2025

The Council reviewed existing, and some new policies for 2024/2025.

Resolved Unanimously:

1. That a review of the following policies be deferred to allow time for updating:
 - General Data Protection Regulation (GDPR) and Privacy Policy
 - Freedom of Information (FOI) Policy
 - Complaints Policy
2. That implementation of the following policies be deferred for drafting:
 - Media Policy
 - Communications Policy
 - Procurement Policy
3. That the following policies for 2024/2025, as submitted, be approved:
 - Bio-diversity Policy
 - Co-option Policy
 - Small Grants Policy
 - Publication Scheme
4. That the HR Committee reviews, updates or drafts HR policies, prior to them being considered for adoption by the Council.

C027 WHITEHOUSE COMMUNITY COUNCIL – CHAIR'S NOMINATED CHARITY

Resolved Unanimously: That due to time constraints, this item be deferred to the next meeting of the Council.



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C028

EVENTS 2024/2025

Resolved Unanimously: That due to time constraints, the events update be deferred to the next meeting of the Council.

C029

DOG BINS

The Council considered installing two new dog waste bins at the following locations:

- Junction of Shetland Drive and Jersey Way, along the public footpath
- Opposite Watling School on Simmental Way at the future 'Orchard Play Area and Park' (depending on developer installations that may be installed in the area).

Resolved Unanimously: That two new dog bins be purchased and installed along the footpath at the junction of Shetland Drive and Jersey Way and at the future 'Orchard Play Area and Park', depending on dog waste bin installations that may be carried out by the developer.

C030

FINANCE – AUTHORISATION OF PAYMENTS

The Council received a financial report from the Responsible Finance Officer (RFO) (the Clerk), containing details of payments made in April 2024 and payments made to date in May 2024. The Council was requested to authorise payments to be made for the remainder of May 2024

The Council received the April 2024 bank statement and the RFO reported a closing end of April bank balance of £222,841.

Resolved Unanimously:

1. That the Council accepts income of £91,026 in April 2024, comprising of £15,000 match funding for the successful Community Infrastructure Fund bid to install play equipment at Whitehouse Park, and £76,026 for 6 months precept income.
2. That the Council accepts expenditure of £242 in April 2024, comprising of £36.00 for the Council's Google Drive and £206 to MK Box, for storage unit costs.
3. That the following payments made in May 2024, to date be accepted:

£50.00	Denbigh Alliance	Hire of Library (Meeting)
£50.00	BALC	Staff Training
£24.88	O2	Mobile Phone Bill
£428.00	Signs of Cheshire	Replacement Noticeboard Doors
£78.18	TopSource Global	Payroll Provider
£216.00	Millstream Estates	Removal/Storage of SID's
£509.24	BALC	Membership / Subscription
£78.18	TopSource Global	Payroll Provider
£2,733.85	Staff	Salaries



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£644.90	HMRC	Employer Costs
£110.00	AB	Allotment Refund
£100.00	KS	Allotment Refund
£36.00	Google Cloud	Google Drive
£112.58	Cllr J Thomas	Expenses
£112.58	Cllr J Thomas	Expenses
£65.15	Lesley Sung	Expenses
£32.85	Lesley Sung	Expenses
£282.00	MK Box	Self Storage Units
£72.00	Netwise	IT Support

4. That the Council accepts payments of £5,735.39 in May 2024 (to date).
5. That the Council authorises the remaining payments for May 2024, totalling £7,927.78:

£90.00	BALC	Staff Training
£495.00	MK Play Association	Summer Play Session (July)
£2,475.00	MK Play Association	Summer Play Sessions (Aug)
£24.88	O2	Mobile Phone Bill
£792.00	Starboard Systems	Scribe Accounts Software
£336.00	Auditing Solutions	Internal Audit
£2,733.85	Staff	Salaries
£644.90	HMRC	HMRC
£187.96	Cllr J Thomas	Expenses
£148.19	Lesley Sung	Expenses
6. That the Council accepts a closing bank balance of £222,841.30 as of 30 April 2024.
7. That the Council notes that the closing Bank Balance of the Council's allotment account, as of 30 April 2024, was £7,550.40

C031 ONLINE PAYMENTS

The Council considered setting up a Stripe Account to enable hirer of the Community Meeting Place and Allotment Tenants to make online payments that would link to the Council's accounts software system.

Resolved Unanimously: That the Council applies for a Stripe Account to ensure efficient online payments can be made, linked to the Council's accounting software.

C032 PLANNING APPLICATIONS

The Council was invited by Milton Keynes City Council, to comment on the following planning applications:

- (b) **Planning Application 24/01086/DISCON WEA Area 10.1 Parcels P and V** – Approval of details required by Condition 3 (Landscaping and LMMP), 8 (Garden Areas) and 9 (Communal Gardens – flats) of permission ref: 22/02373/REM



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- (c) **Planning Application 24/01054/DISCON** – Land West of Shetland Drive and South of Calverton – Approval of details required by Condition 8 (EV Charging Point) of permission ref: 21/03106/FUL.

Resolved Unanimously: That the Council has no comments to make on the above planning applications.

C256 BOROUGH-WIDE STREET TRADING LICENCES

The Council was invited by Milton Keynes City Council, to comment on the following street trading licence applications:

Applicant: Maya's Kitchen
Details: Renewal licence - Korean Street Food Van (Reg AO05 OAJ)
Proposed Trading: Tuesday to Sunday 17:00 to 20:00
Deadline: 31 May 2024

Applicant: Mr Gucci Ices
Details: Variation to licence - 1 ice cream van (Reg R481 OSH)
Existing Hours: Monday to Sunday 15:00 to 18:00
Hours Applied: Monday to Sunday 12:00 to 21:00
Deadline: 22 May 2023

Resolved Unanimously: That the Council has no comment to make on the above street trading licence applications.

The meeting ended at 9.10pm

Signed as a true and correct record:

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Chair

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Date