



**MINUTES OF AN ORDINARY MEETING OF
WHITEHOUSE COMMUNITY COUNCIL
Held on THURSDAY 27 JUNE 2024 at 7pm
At Fairfield Sports Hub, Apollo Avenue, Fairfield**

Present: Councillor Eileen Card (Chair); Councillors Fola Akinsowon and Jekaterina Kartasova.

Officer: Lesley Sung (Clerk)

Members of the Public: 3

C034 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. The notes of the public forum are attached as a appendix to the minutes.

C035 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Varma Kanumuri, Godwin Michael and Julian Thomas.

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

C036 DECLARATIONS OF INTEREST

No interests were declared.

C037 MINUTES

Resolved Unanimously: That the minutes of the Annual Council Meeting and the Ordinary meeting of the Council, both held on 30 May 2004, be approved and signed by the Chair as a correct record of the proceedings.

C038 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.

C039 NEW COMMUNITY FACILITIES

(a) Allotment Site

The Clerk reported that there was a further delay to the opening of the allotment site. Anglian Water had reported to Milton Keynes City Council that there was insufficient water pressure from the water mains that were to be used to funnel water to the allotment site. Milton Keynes City Council were now in discussion with L&Q Estates to find an alternative route by using waster mains that will be developed as the development adjacent to the allotment site was developed. The timeframe for this provision was not currently available.

The Council was disappointed that again, a delay would need to be reported to waiting allotment tenants and that if they had access to the site, there would be no water available for use. The Council



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considered that taking ownership of the allotment site with access to water was a risk that could result in even more delays to a water supply.

Resolved Unanimously

1. That the Council does not take ownership of the allotment site until the lack of a water supply had been resolved between Anglian Water and Milton Keynes City Council.
2. That the Council's allotment tenants be informed of the reasons why the Council has taken the decision not to take ownership until there is a fully working water supply at the allotment site.
3. That, for those residents that had already paid for a deposit and tenancy be informed that their full six month payment will be deducted from the allotment year 2024/2025, due to commence on 1 October 2024.
4. That if a fully working water supply is available at the allotment site any time before 1 October 2024, tenants be allowed to access their plots free of charge for the period between the first day of a water supply and the end of the allotment year, on 30 September 2024.

(b) Community Meeting Place

The Council had been invited to view the new Community Meeting Place on Friday 28 June 2024, before the completion and handover to the parish council on 23 July 2024. The Clerk reported that she had been working on procuring contracts before taking ownership of the building so that the building could be hired out as soon as possible.

(c) Temporary Shop

There was no progress report on the temporary shop. Now that the groundworks were completed, the Council was waiting on a date for the installation of the rapid retail unit.

C040 MAINTENANCE OF PUBLIC AMENITY LAND AND OPEN SPACE – LACK OF MAINTENANCE

This item was deferred to the next meeting.

C041 DECISIONS MADE UNDER THE COUNCIL'S ADOPTED SCHEME OF DELEGATED AUTHORITY (SODA)

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

C042 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) – ANNUAL GOVERNANCE STATEMENT

The Council completed the Annual Governance Statement for 2023/2024.



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Resolved Unanimously: That the completed Annual Governance Statement be approved, signed by the Chair and the Clerk, and be submitted to the External Auditor as part of the Council's annual return for 2023/2024.

C043 ANNUAL GOVERNANCE AND ACCOUNTABILITY STATEMENT (AGAR) – ACCOUNTING STATEMENT

The Council received an Accounting Statement for 2023/2024, that had been completed and signed by the Council's Responsible Finance Officer (Clerk).

Resolved Unanimously: That the Accounting Statement for 2023/2024 be approved, signed by the Chair, and be submitted to the External Auditor as part of the Council's annual return for 2023/2024.

C044 ANNUAL GOVERNANCE AND ACCOUNTABILITY STATEMENT (AGAR) – ANNUAL INTERNAL AUDIT REPORT 2034/2024

The Council received the Annual Internal Audit Report, that had been signed off by the Internal Auditor.

The Internal Auditor had concluded that, based on the programme of work undertaken by the Council throughout the year, it had in place, adequate and effective internal control arrangements. The Internal Auditor had proceeded to sign the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Statement, having concluded that the control objectives set out in the report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

The Internal Auditor had noted that the Council had not adopted an Investment Strategy and had taken the opportunity to draw the Council's attention to a current change in the requirement for production of a formal Investment Strategy which becomes mandatory for Councils with retained funds of more than £100,000.

The Clerk reported that she was aware that this was a requirement and advised that an Investment Strategy would be considered by the Council as soon as possible.

Resolved Unanimously:

1. That the Internal Audit Report 2023/2024, as signed by the Internal Auditor be approved, and submitted to the External Auditor as part of the Council's annual return for 2023/2024.
2. That the Council notes the comment from the Internal Auditor to approve an Investment Strategy for 2023/2024, as required by Councils with retained fund of more than £100,000.



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C045 CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS TO INSPECT THE COUNCIL'S ACCOUNTS

The Council was requested to set dates for the exercise of public rights to inspect the Council accounts. The period must be 30 working days in length (Monday to Friday) and must include the first 10 working days of July 2024.

Resolved Unanimously: That the dates agreed for the exercise of public rights to inspect the Council's accounts, would be between Monday 1 July 2024 to Friday 9 August 2024, inclusive.

C046 CHAIR'S NOMINATED CHARITY

This item was deferred to the next meeting of the Council.

C047 EVENTS 2024/2025

Members of the event working groups provided updates on events for 2024/2025.

(a) Summer Family Fun Day

The Summer Family Fun Day will be held on Saturday 14 September 2024. A steel band had been booked, as well as a children's entertainer. This year traders would be able to hook up to a generator providing sufficient power so that there would be no need for traders to run their own generators.

(b) Diwali Celebration

The Diwali Celebration would be held on Saturday 26 October 2024. The Council was waiting to hear if the event this year could be held at Watling Academy. PyroCartel had been booked to supply the fireworks for the event.

(c) Christmas Fayre

The Christmas Fayre would be held either on the first or second Sunday in December 2024.

(d) Chinese New Year

This event would take place in February 2025.

Resolved Unanimously: That the reports on the events taking place in 2024/2025, be noted.

C048 FINANCE – AUTHORISATION OF PAYMENTS

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

The Council received the May 2024 bank statement and the RFO reported a closing end of May bank balance of £209,368.13

Resolved Unanimously:



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1. That the Council accepts expenditure of £13,683 in May 2024.
2. That the following payments made in June 2024, to date be accepted:

£36.00	Google Cloud	Google Drive
£225.60	MK Box	Storage Units
£110.00	Refund	Allotment Tenancy
£75.00	MK Dons SET	Room Hire – Sports Hub
3. That the Council accepts payments of £446.60 in June 2024 (to date).
4. That the Council authorises the remaining payments for June 2024, totalling £40,073.83

£60.00	BALC	Staff Training
£10.00	BALC	Councillor Training
£240.00	Euroloo	Toilet Hire (Family Fun Day)
£36,000	Jupiter Play	Toddler Play Equipment
£24.88	O2	Mobile Phone Bill
£156.36	Payroll Services	Payroll Provider / End of Year
£50.00	Denbigh Alliance	Room Hire – Watling Academy
£2,733.85	Staff	Salaries
£644.90	HMRC	HMRC
£153.84	Lesley Sung	Expenses
5. That the Council accepts a closing bank balance of £209,368.13, as of 31 May 2024.
6. That the Council notes that the closing Bank Balance of the Council's allotment account, as of 31 May 2024, was £8,283.41.

C049 PLANNING APPLICATIONS

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

- (a) **Planning Application 24/01233/NMA - Parcels Q and R, Land Off Watling Street (V4), WEA ('Fairfield' – Areas 10.1 – 10.3)** Non-material amendment seeking the new location of constructed single block of 4 No. maisonettes (plots 36-39), relating to permission ref 21/03526/REM for the approval of reserved matters, pursuant to outline permission ref 05/00291/MKPCO for 175 dwellings.
- (b) **Planning Application 24/01193/FUL – Gas Distribution Station, Land Off Calverton Lane** – replacement of existing post and rail fencing with 2.4m security fencing (358) mesh types, required to protect an existing cross country valve.
- (c) **Planning Application 24/01239/ADV – Land at Barrosa Way** – Advertisement Consent for a 'Whitehouse Community Council' sign (Regulation 3 application under the Town & Country Planning General Regulations 1992).
- (d) **Planning Application 24/01238/DISCON – Site of Community Meeting Place, Barrosa Way** – Approval of details required by condition 8 (Cycle Parking) of permission ref 20/01378/FUL.



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

C050 URGENT ITEM – APPOINTMENT OF AN ADDITIONAL MEMBER OF STAFF

The Chair had requested that an urgent item be placed on the agenda in relation to the employment of an additional member of staff. The new member of staff would assist with the management of the community centre and it was necessary to advertise the post as soon as possible so that a timely appointment may be made now that the transfer of the community centre was only a few weeks away.

The Council considered the appointment of an additional member of staff to mainly, support the Clerk with management of the Council's assets (new community centre and allotment site), general administration and to support the Council's ambitious community engagement programme. The Council considered a draft job description and hours of employment.

Resolved Unanimously:

1. That the Council appoints an additional member of staff on contract of 25 hours per week.
2. That, taking account of the NJC salary scale, the hourly rate of the appointment be in the region of £14.50 per hour.
3. That the Council notes that at current staffing levels, the Council forecasted a £12,000 underspend in the staffing budget.
4. That recognising that the new appointment would cost more than the monies allocated in the staffing budget, the Council agreed that the additional costs be met from the Council's General Reserve.
5. That the content of the draft job description be delegated to the Clerk in consultation with members of the HR Committee.
6. That once the job description had been agreed, the post be advertised as soon as possible.

C051 EXCLUSION OF PRESS AND PUBLIC

Resolved Unanimously: That, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the Council to consider Agenda Item 18 (Community Meeting Place – Award of Contracts), due to the confidential nature of the time to be transacted, in that the item contains information and details of costs and negotiations relating to the award of contracts.

C052 COMMUNITY MEETING PLACE – AWARD OF CONTRACTS

The Council considered quotes for some of the community centre products and the award of contracts for community centre services.



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The Clerk reported that some of the contracts to be awarded are likely to be cheaper than quoted as the contracts may not require the level of service at the beginning of the contract. For example, the cleaning contract was based on a seven day a week service to ensure a like for like quote was obtained, but it was unlikely that level of service would be required at the start of the contract when the Council first opens up the community centre.

Resolved Unanimously:

1. That the installation of CCTV (two external camera and one internal camera with associated cabling), be carried out by Tickfords Security Systems, at a cost of £1,480 + VAT.
2. That the Annual Maintenance contract for three CCTV cameras be awarded to Tickfords Security Systems at a cost of £100+VAT, per annum.
3. That the alarm monitoring contract be awarded to Tickfords Security Systems at a cost of £215 + VAT per annum.
4. That, based on a seven day per week service, the keyholding and locking up services contract be awarded to Aegis at a cost of £6,189 + VAT per annum, with an alarm call-out fee of between £9.95 + VAT and £21.85 + VAT per visit, depending on the amount of time spent at the site.
5. That based on a seven day per week service (approximately 2 hours per day), the cleaning contract be awarded to Churchill Services at a cost of £13,104 + VAT per annum.
6. That, based on the provision of two 240L waste receptacles for general waste and mixed recycling, with a weekly collection, the waste management contract be awarded to Suez at a cost of £702 + VAT per annum.
7. That based on the provision of one nappy waste bin and 2 feminine hygiene bins, with a monthly collection of waste, the contract be awarded to PHS at a cost of £68.38 + VAT per annum.
8. That, based on quarterly cleaning of external and internal windows and a once yearly clean of solar panels, the contract be awarded to CS Cleaning at a cost of £340 + VAT per annum.

The meeting ended at 9.10pm

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
PUBLIC FORUM**

There were three members of the public present at the meeting. The issues raised at the forum are set out below:

1. Angus Way – Resident's Parking

Some residents of Angus Way were parking their cars in visitor bays in Angus Way, Hebredean Court and surrounding areas. In Normande Court, commercial vans were being parked in resident visitor bays.

The Clerk reported that she would contact Milton Keynes City Council to investigate the feasibility of the introduction of a Resident's Parking Scheme. Any such scheme would be subject to public consultation.

2. Monday Night Football

A member of the public informed the Council of a men's Monday Night Football Club that had been playing on Watling Academy football pitch since the building of the school and the pitch first being available for hire. Watling Academy had informed the Club that they could no longer use the pitch and that it had been hired out to someone else. The Club had not received any explanation from the school and reported that they had been offered an alternative of Friday evening, which was not convenient to members of the Club.

The Clerk reported that she would assist in attempting to find out the reason why the Club could not renew the pitch hire from September 2024. The Club would be approaching Fairfield's Sports Hub to investigate the possibility of moving the one of their pitches.

(e) Anti-Social Behaviour

A member of the public informed the Council that the anti-social behaviour in Angus Way had decreased, but it had not yet ceased.