



**MINUTES OF AN ORDINARY MEETING OF  
WHITEHOUSE COMMUNITY COUNCIL**  
Held on **THURSDAY 18 JULY 2024** at 7.10pm  
**The Library, Watling Academy, Barrosa Way, Whitehouse,  
MK8 1EP**

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

**Officer:** Lesley Sung (Clerk)

**Members of the Public:** 1

**C053 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 an appendix to the minutes.

**C054 APOLOGIES FOR ABSENCE**

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

The apologies for absence were accepted.

**C055 DECLARATIONS OF INTEREST**

No interests were declared.

**C056 MINUTES**

**Resolved Unanimously:** That the minutes of the Ordinary meeting of the Council, held on 27 June 2004, be approved and signed by the Chair as a correct record of the proceedings.

**C057 CLERK'S REPORT**

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

The Clerk made reference to an outstanding matter that had been raised at the last meeting by a member of the public, about a grassroots, community based football group that had been given notice to quit playing on the football fields at Watling Academy. She reported that this matter had now been resolved. She also reported that an advertisement for the vacant post of Facilities & Council Support Officer had been posted on the Council's website and facebook page.

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

**C058 NEW COMMUNITY FACILITIES**

**(a) Allotment Site**

The Clerk reported that there was no further movement regarding the opening of the allotment site and the transfer of the land to Whitehouse Community Council. Due to insufficient water pressure, Anglian Water could not use the pipes as originally intended and



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Milton Keynes City Council were now in discussion with L&Q Estates to find an alternative route to get water to the site.

The Council was disappointed that again, a delay would need to be reported to waiting allotment tenants.

**(b) Community Meeting Place**

Transfer of the new community centre from Milton Keynes City Council to Whitehouse Community Council was still on track for 23 July 2024. The intention was to carry out a soft launch with regular and single use hirers starting from the beginning of September.

**(c) Temporary Shop**

The groundworks for the location of the temporary shop was now complete and a rapid retail unit was now in situ. Once a welfare unit had been installed, the unit could be handed over to the retailer.

**Resolved Unanimously:** That the reports on new community facilities, be noted.

**C059 MAINTENANCE OF PUBLIC AMENITY LAND AND OPEN SPACE**

Councillors reported that weeds were beginning to come back after the laying of herbicide in the Spring.

**Resolved Unanimously:**

1. That the Council contacts Milton Keynes City Council to request further maintenance in the Whitehouse area and to request a report on the outcome of the recent pilot scheme carried out by Milton Keynes City Council in respect of re-introducing herbicide to tackle the weed growth that was Milton Keynes wide.
2. That the Council forms a Working Group to consider the potential to take-over, from Milton Keynes City Council, the maintenance contract covering the Whitehouse area.

**C060 DECISIONS MADE UNDER THE COUNCIL'S ADOPTED SCHEME OF DELEGATED AUTHORITY (SODA)**

The following decisions had been made over the last month, under the Council's Adopted Scheme of Delegated Authority:

**Resolved Unanimously:** That the following decisions made under the Council's adopted Scheme of Delegated Authority, be approved:

**SoDA**

<b>Ref</b>	<b>DATE</b>	<b>DECISION</b>	<b>AUTHORSATION</b>
24/25-01	2 July 2024	That the Council purchases 3 hand-dryers for The Hive, and purchased as part of a 5-year	The Clerk, in consultation with the Chair



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- |            |              |   |  |
|------------|--------------|---|--|
|            |              | service plan, at a cost of £208+VAT per annum, to cover initial installation and one service per unit, per year.  | (Councillor Eileen Card) and Vice Chair (Councillor Julian Thomas) of the Council.   |
| 24/25 - 02 | 11 July 2024 | <ol style="list-style-type: none"><li>1. That staff use TopSource 'MyPayWindow' for payroll information and advice.</li><li>2. That a direct debit be set up to pay for monthly payroll services</li><li>3. That the Council reviews its Financial Regulations to consider increased direct debit usage for services in the future.</li></ol>   | The Clerk, in consultation with the Chair (Councillor Eileen Card) and Vice Chair (Councillor Julian Thomas) of the Council. |
| 24/26 - 03 | 12 July 2024 | <ol style="list-style-type: none"><li>1. That the Council's appointed solicitor (Geoffrey Leaver Solicitors) be requested to undertake the required 'searches' in respect of transfer of ownership of the CMP from MKCC to WHCC.</li><li>2. That £600 be transferred to Geoffrey Leaver Solicitors to cover the cost of the 'searches' the monies to come from earmarked reserves (Legal Matters)</li></ol> | The Clerk, in consultation with the Chair (Councillor Eileen Card) and Vice Chair (Councillor Julian Thomas) of the Council. |

**C061 WHITEHOUSE COMMUNITY MEETING PLACE – TRANSFER OF OWNERSHIP FROM MILTON KEYNES CITY COUNCIL TO WHITEHOUSE COMMUNITY COUNCIL**

The Council received a report on the agreed Heads of Terms relating to the transfer of the freehold of the Whitehouse Community Meeting Place (called The Hive), from Milton Keynes City Council to Whitehouse Community Council.

The Community Meeting Place was to be handed over to Whitehouse Community Council on 23 July 2024. Documents relating to the transfer had yet to be received and viewed by the Council's appointed solicitor. The Council was waiting to receive Land Registry details, the transfer of the freehold document, deed of pre-emption and the overage deed.

**Resolved Unanimously:**



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1. That, if the formal transfer documentation can be completed before the handover of the building on 23 July 2024, then approval of the documentation be delegated to the Clerk, in consultation with the Chair and Vice-Chair of the Council.
2. That, if the transfer documentation is not complete prior to handover of the building on 23 July 2024, the Council agrees to enter into a 'Tenancy At Will' that would allow the Council occupancy of the building in the short-term, pending a formal transfer of the freehold.

**C062 INSURANCE COVER**

The Council's insurance cover with Zurich Town & Parish Council Insurance was due to expire on 18 July 2024.

The Council received three insurance quotes to cover at least £12m Public Liability, £10m Employer's Liability and £500k Fidelity Guarantee. The insurance policy would need to cover the Community Meeting Place, which was to be insured for its reconstruction cost of £1,356,000 and cover the allotment site, excluding individual plots / tenancies.

The insurance would also cover all of the Council's assets, including CCTV, petty cash on the proviso that the monies were kept in a locked safe, and to cover monies used off premises.

The Clerk reported that all three insurance companies had offered discounts on the annual cost of insurance if a policy was taken out over the next three years.

**Resolved Unanimously:** That the Council purchases an insurance policy from Zurich Town & Parish Councils, at a cost of £2,224.22 per annum, over the next three years.

**C063 CHAIR'S NOMINATED CHARITY**

**Resolved Unanimously:** That the Chair's nominated charity for 2024/2025 is MK ACT.

**C064 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. All the entertainment for the event had been booked.

**(b) Diwali Celebration**

The Diwali Celebration will be held on Saturday 26 October 2024. It had not been possible to secure use of Watling Academy for the event. The working Group would ask Whitehouse Primary School if they would host the event, again this year. PyroCartel had been booked to supply the fireworks for the event.



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**(c) Christmas Fayre**

The Christmas Fayre will be held on Sunday 15 December 2024.

**(d) Chinese New Year**

This event will take place in February 2025.

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

**C065 COMMUNITY INFRASTRUCTURE FUND 2025/2026**

The Council discussed potential public realm projects that could receive match funding through an application to Milton Keynes City Council's Community Infrastructure Fund for 2025/2026 (CIF Fund). The Council would be required to commit at least 50% funding of the project in its 2025/2026 budget.

The Council considered projects that could provide an opportunity for children and adults to play together, with a potential location of Shearing Park.

**Resolved Unanimously:** That the Council carries out a poll on its social media to gather information about the type of projects bring to the community in 2025/2026.

**C066 FINANCE – AUTHORISATION OF PAYMENTS**

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

The Council received the June 2024 bank statement and the RFO reported a closing bank balance of £209,031.53.

**Resolved Unanimously:**

1. That the Council accepts expenditure of £446.52 in June 2024.
2. That the following payments made in July 2024, to date be accepted:

£2,733.65	Staff	Salaries (May)
£645.10	TopSource Global	HMRC
£10.00	BALC	Cllr Training (Knowledge Bites)
£60.00	BALC	Staff Training (AI)
£240.00	Euroloo	Toilet Hire (SFFD)
£24.88	O2	Mobile Telephone
£156.36	TopSource Global	Payroll Services
£50.00	Denbigh Alliance	Hire of Library (Council Mtg)
£380.00	Facepainting by Agin	2 x Artists (SFFD)
£153.84	Lesley Sung	Expenses
£110.00	Allotment Tenant (SC)	Refund
£36.00	Google Cloud	Google Drive



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£36,000.00	Jupiter Play	Toddler Play Equipment
£600.00	Geoffrey Leaver	Solicitor Searches (CMP)

3. That the Council accepts payments of £41,199.83 in June 2024 (to date).
4. That the Council authorises the remaining payments for June 2024, totalling £11,293.56:

£10.00	TopSourceGlobal	Rectify Underpayment
£672.00	Millstream Estates	Relocation of Noticeboard
£24.88	O2	Mobile Telephone
£1,680.00	ProTrainings	AED & Bleed Kit Combined Cab
£660.00	Steel Pan Agency	Steel Band (SFFD)
£690.12	Wild Science	Creepy Crawlies w/shop (SFFD)
£36.00	Google Cloud	Google Drive
£4,115.63	Cllr Julian Thomas	Expenses (Goods for CMP)
£26.15	Lesley Sung	Expenses
£2,733.68	Staff	Salaries
£645.10	TopSource Global	HMRC
5. That the Council accepts a closing bank balance of ££209,031.53, as of 30 June 2024.
6. That the Council notes that the closing Bank Balance of the Council's allotment account, as of 30 June 2024, was £8,292.64.

**C067 MK PUBLIC SPACE PROTECTION ORDER (ALCOHOL) (Order No. 3)  
– PUBLIC CONSULTATION**

The Council was invited to comment on the renewal and variation of the Alcohol Public Space Protection Order (PSPO). The aim of the Order was not to ban drinking in public spaces but to tackle anti-social behaviour connected with drinking alcohol.

The public consultation relates to a proposal to extend the existing PSPO (Alcohol) for a further 3 years and to include the parish of Great Linford. The deadline for comment was Friday 16 August 2024.

**Resolved Unanimously:** That the consultation of the PSPO was noted and that the Council had no comment to submit to Milton Keynes City Council.

**C068 PLANNING APPLICATIONS**

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

- (a) **Planning Application 24/01363/HOU – 4 Shorthorn Drive, MK8 1AL** - Erection of a single storey rear extension.
- (b) **Planning Application 24/0363/DISCON – Parcels M, N and O, WEA, Area 10-1 Phase 2, Watling Street H3 to H4** – Approval of



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details required by condition 5 (Lighting) of permission reference:  
21/01436/REM.

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

**C069 LOCAL GOVERNMENT (Miscellaneous Provisions) Act 1982 –  
BOROUGH-WIDE STREET TRADING CONSENT**  
The Council was invited to comment on the Borough-Wide Street Trading License application below:

Applicant: MK Ices  
Application Type: Renewal  
Details: 1 Ice Cream Van (Reg: R99 FLK)  
Trading Times: Monday to Sunday 16:00 to 19:00

**Resolved Unanimously:** That the Council has no comments to make on the above Borough-Wide Street Trading License application.

**C070 DATE OF NEXT MEETING**  
The Council discussed a change to the schedule of meetings.

**Resolved Unanimously:** That there be no meeting in August 2024 and that the date of the next meeting will be Thursday 19 September 2024, to be held at The Hive.

**The meeting ended at 8.45pm**

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

.....  
**Chair**

.....  
**Date**



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**ANNEX TO MINUTES**

**PUBLIC FORUM**

The Chair reported on a request had been made by a member of the public for the Council to discuss the lack of a regular postal service in the Whitehouse area. She added that this was a matter in which the Council had no powers to change or to act.

The Clerk advised that residents that are experiencing issues with the postal service should make an initial complaint to Royal Mail and if that did not resolve the issue, to contact the Royal Mail Ombudsman.

Another member of the public had sent in an email to ask about the siting of the Speed Indicator Devices (SIDs). The Chair advised that the Council was waiting for Milton Keynes City Council to install the longer poles so that the SID's could be installed with room to mount solar panels. This meant that the heavy car-type batteries used to power the SID's did not need to be changed every month.