

**Emberton Parish Council**  
**Minutes of Meeting held in The Pavilion**  
**Monday 5<sup>th</sup> June 2023 at 7pm**

**Present:**

Cllr Melanie Duncan – Chair  
 Cllr Paul Flowers  
 Cllr Angela Laval  
 Cllr Guy Palmer  
 Cllr Harry White

Ward Councillor Keith McLean (part meeting)

Mrs Karen Goss – Clerk and RFO

**Welcome by the Chair** – The Chair welcomed everyone to the meeting.

**To accept apologies for absence** – Apologies were received from Cllr Jamieson and Ward Cllrs Debbie Whitworth and Peter Geary.

**Declarations of interest in items on the agenda** – Cllr Duncan declared an interest in item 2.1.17.

**Election of Vice-Chair** – A discussion took place regarding sharing the role of Vice Chair. Cllr White agreed to take on the role for six months.

**Update of Register of Members' Interests** – Cllrs reviewed their Register of Members' Interests and these were signed and dated. Cllr Jamieson to undertake this at the next meeting.

**Parish councillor vacancy** – It was noted that, as the Well & Towers was late in being printed, that the vacancy remain on the agenda for a further month.

1. To confirm the **MINUTES OF THE MEETING** held on the 15<sup>th</sup> May 2023 – The Minutes of the meeting held on the 15<sup>th</sup> May 2023 were agreed and duly signed by the Chair.
- 1.2 **Public questions** – No members of the public were present.
- 1.3 **Risk** – It was noted that there were lorries parked on the pavement in the High Street for building works to a property. The clerk to contact the owner of the property to ask for the vehicles to be moved to the highway. **Action: KG.** A discussion took place regarding the parish council's insurance and the extent to which volunteers acting on behalf of the parish council were covered by the policy. The clerk to ascertain what the insurance policy covered regarding risk to volunteers. **Action: KG.** A discussion took place regarding this and it was agreed that the terms of the policy regarding insurance cover for volunteers should be circulated to the main volunteer groups. The meeting noted that some works carried out by volunteers on behalf of the parish council could potentially require prior consent from the parish council, involving health and safety assessments etc, in order for the volunteers to be covered by the insurance policy, so it was important to communicate that this type of work should not be carried out without obtaining the necessary consent.

## 2. TO RECEIVE REPORTS AND AGREE ANY DECISIONS/ACTION

### 2.1 Ward Councillors' Report – report from Ward Cllr McLean as follows:

**21 Bus** – Head of highways had agreed to a temporary traffic order for 10m of double yellow lines on the bend by the Bell & Bear, to help the bus get through the centre of the village. The bus service would be reinstated in July. Ward Cllr McLean explained that the report in the Phonebox magazine confirming the reinstatement of the bus service had made no mention of the contributions of the Emberton residents and the parish council towards achieving this because the space in the magazine was limited.

**Travellers** – It was noted that the group of travellers which had made an unlawful encampment in the parish in September 2022 was back in the area and seemed to be following the same pattern of encampments as before. MKCC have put in an injunction to ban this group of travellers from within the Milton Keynes city boundary and this should be heard by the end of June.

**Mary's Well** – Ward Cllr McLean had nothing to add to Ward Cllr Geary's previous advice on this to the effect that Mary's Well was owned by MKCC because it was located on highway land owned by MKCC, but there was no fund for its upkeep. Cllr Duncan asked whether the well was included on the MKCC asset schedule and insured by them, and also whether there was a liability on MKCC to keep the well in repair given its listing as a non-designated heritage asset. Ward Cllr McLean confirmed the well ought to be on the asset schedule, but liability for repair was a matter for specialist advice; his view was that MKCC was not going to do any work on it because the pc had funded previous repairs,

**Ousedale** – Ousedale School will be putting on an extra class and the head teacher will be contacting parents on the waiting list offering place Cllr Duncan thanked Ward Cllr McLean for all the work on making this happen. Ward Cllr McLean said they were expecting to have a similar issue in the following year, for the September 2024 intake, with numbers of children in catchment exceeding the number of places available, so they were pressing now for this to be addressed.

**Acorn Nurseries planning application** – No date for when this will be heard. The clerk to ask for an update from the planning officer. **Action: KG**

2.2 **Thames Valley Police** – nothing to report.

2.3 **Parishes Forum** – meeting not being held until the 15<sup>th</sup> June.

2.4 **Dates for Diaries** – The dates for diaries were noted.

2.5 **Clerk's Report**

2.1.17 **Bridleway claim at Petsoe End** – Nothing to report.

2.1.24 **Weed spraying** – The question had been raised with Simon Bates as to whether there was a more eco-friendly way of eradicating weeds. Simon responded that the foam machine used by other parishes was not that eco-friendly due to the amount of gas, diesel, and water that was used in the process and he had not found an alternative solution apart from the chemical

spraying he was currently using. It was agreed to ascertain when MKCC sprayed. **Action: KG**

- 2.1.50 **Pothole, Olney Road** – A note has been put in the Well & Towers asking residents to report potholes.
- 2.1.55 **Fly tipping between Newport Road and Prospect Place** – A note has been put in the Well & Towers asking residents to report fly tipping.
- 2.1.82 **Residents parking – Hulton Drive** – It was agreed to seek the views of residents in July.
- 3.6.15 **Rat running and restricted access** – Speedwatch to be arranged for June.
- 3.6.30 **Allotments** – It was noted that the Community Right to Bid on the allotments expired in November 2019. The clerk to look at this. **Action: KG**
- 3.6.63 **Newton Road/Petsoe End – frequent collision issues** – nothing to report.
- 3.6.68 **Well at Petsoe End** – An update had been received from MKCC via Ward Cllr Geary as follows: “The well is located on the verge and hence is owned by MKCC. That said they discovered the last couple of times it was repaired it was funded by the parish council, something PG had verified. The highways team doesn’t have any funds they could put to the repairs they have told me. I think this is a shame, especially as this is a historic asset and something MKCC should be responsible for maintaining. I have a call outstanding with the conservation officer however they do not hold funds to maintain historic assets hence they would only be able to lobby other departments not fund it directly. As the highways department have already said they can’t fund it I can’t immediately think of another team to fund it in MKCC.”

A discussion took place regarding ownership of the well and it was agreed that the clerk would ask for confirmation that MKCC owned the well and insured it. **Action: KG**

- 3.6.117 **Signage for Petsoe Manor Farm & Grange Farm** – The clerk reported that there was already a sign for Petsoe Manor Farm & Grange Farm at the Petsoe T junction. It was noted that the area was overgrown. The clerk to ask MKCC to cut this back. **Action: KG**

### 3. SPECIFIC AGENDA ITEMS

- 3.1 **Emberton Park** – Nothing to report.
- 3.74 **Emberton Neighbourhood Plan** – It was noted that the neighbourhood plan was out for consultation until the 20<sup>th</sup> June. The clerk to advise residents of the deadline on Emberton Echo as the magazine was late going out. **Action: KG**
- 3.85 **Emberton School (School House Fund)** – The clerk reported that emails had been sent to the Chair of the trustees of the School House Fund and the headteacher of the VSF and that no response had been received. The clerk to chase. **Action: KG**
- 3.97 **Sports & Recreation Committee** – Meeting to be held on the 9<sup>th</sup> June.

- 3.99 **Conservation area – review of 1997 Conservation Area Statement by MKC** – Nothing to report.
- 3.102 **Public footpaths in Emberton/cycle links from Emberton to Olney and Sherington** – Nothing to report.
- 3.103 **Demand Responsive Transport (21 bus service)** – Following the meeting with MKCC and Red Rose, it was agreed that the 21-bus service would be reinstated on a six-month trial but that it was on a “use it or lose it basis”. A further meeting had taken place in Emberton with the head of highways agreeing that a temporary traffic regulation order would be drawn up to install double yellow lines along a 10m length in the High Street on the bend by the Bell & Bear. It was hoped that the bus service would resume in late July once the new timetable had been scheduled. MKCC would arrange publicity of the reinstated service.
- 3.113 **Climate Change** – An email had been circulated regarding the opportunity for EV charging points in the village (8 spaces). As had previously been discussed, it was agreed that there was neither a current demand nor space for these. Cllr Flowers made reference to a project for the weir in Emberton and would speak to Ward Cllr Whitworth regarding this. The clerk suggested that also EUC might wish to be contacted. **Action: PF**
- 3.115 **Grit bins** – The clerk to chase highways for a response. **Action: KG**
- 3.116 **Access to playing field from residential properties and general access** – It was noted that the Sports & Recreation Committee had sent a letter on the 25<sup>th</sup> April 2023 to properties that had a gated access to the playing field reminding them that permission had been given (where requested) for access to the playing field but it did not constitute a prescriptive right and using the access was at their own risk. It was noted that one resident had sent a response. Cllr Duncan commented that the parish council had an obligation to look after the land owned by the parish council and if a gate was in use for more than 20 years, in some circumstances the resident could potentially claim a prescriptive right. A discussion took place as to which residents had requested access and how long they had been resident for and whether a legal notice should be put out on the entrances to the field. Cllr Duncan commented that consents binding on the parish council land should or could be given properly only by the parish council, not by others on their behalf, and that this was a matter which required careful consideration looking at the circumstances, the aim being to protect the parish council land from becoming subject to private third party rights in the future, and not to cause inconvenience to residents neighbouring the playing field. The meeting agreed to look at this further. Cllr Duncan to draft a letter to the resident that had responded to the correspondence from the SRC. **Action: MD.**

#### **4. PLANNING APPLICATIONS AND ENFORCEMENT ISSUES**

- 4.1 **Wind Farm Community Benefit Fund** – Cllr White reported that a grant had been approved for the purchase of a Speed Indicator Device for the parish council in the sum of £1422.49. The meeting thanked the clerk for making this successful grant application.
- 4.2 **Solar Farm Community Benefit Fund** – Nothing to report.

#### **previous applications status**

- 4.336 **21/00249/COMPCH** – Appeal by Mr Philip Solt against an enforcement notice served for Without planning permission, the unauthorised change of use of part of the land and operational development **Land** at Hollington Wood, Newport – **pending**
- 4.337 **21/00249/COMPCH** – Appeal by Special Ops HQ against an enforcement notice served for Without planning permission, the unauthorised change of use of part of the land and operational development **Land** at Hollington Wood, Newport Road – **pending**
- 4.352 **23/00342/OUT** – Outline application (all matters reserved except for access) for the redevelopment of the Acorn (MK) Nurseries site for up to 29 no. dwellings including affordable housing, alongside access and other off-site highways improvements, following the demolition and removal of all existing structures and hardstanding from the site at Acorn MK Nurseries, Newton Road – **pending**
- 4.356 **23/00642/DISCON** - Approval of details required by condition 6 (Windows and doors) of permission ref. 22/00771/LBC At: The Coach House 19A High Street – **conditions discharged**
- 4.357 **23/00677/HOU** - The erection of a first-floor upwards extension, the conversion of the garage to living accommodation, front covered porch, and alterations to existing fenestration. The erection of a two-storey car port and alterations to existing driveway at Orchard End. 4 The Paddock – **pending**
- 4.358 **23/00727/HOU** - External changes to the front elevation comprising the replacement of 2 external doors (ground floor and first floor), and matching paintwork to one external door and external timbers (window frames and recessed main entrance) at The Granary, 3 Manor Court, Olney Road – **pending**

## 5. ACCOUNTS

- 5.1 **To receive the RFO's Report for the 5<sup>th</sup> June 2023** and approve payments. It was proposed by Cllr White and seconded by Cllr Palmer that the payments be approved as per the RFO's Report. Cllr White to approve the payments online. **Action: HW.**
- 5.2 **Community Infrastructure Fund** – The clerk reported that a grant to the Community Infrastructure Fund had been applied to for the purchase of a Speed Indicator Device.
- 5.3 **Approval of Risk Assessment** – A discussion arose regarding how the parish council communicated with residents and it was agreed that the details of the questionnaire undertaken in June 2022 should be included on the Risk Assessment. It was agreed to include the questionnaire as an agenda item for the July meeting. **Action: KG.** It was proposed by Cllr Flowers and seconded by Cllr Laval that the Risk Assessment be approved.
- 5.4 **Approval of Fixed Asset Register** – The clerk reported that as per the suggestion of the internal auditor, that the defibrillator and litter bin purchased for the playing field had been added to the Fixed Asset Register. It was proposed by Cllr Flowers and seconded by Cllr Laval that the Fixed Asset Register be approved.
- 5.5 **Approval of Annual Governance Statement** – It was proposed by Cllr Flowers and seconded by Cllr Laval that the Annual Governance Statement be approved and was duly signed by the Chair.

- 5.6 **Approval of Accounting Statements** – It was proposed by Cllr Flowers and seconded by Cllr Laval that the Accounting Statements be approved and was duly signed by the Chair
- 5.7 **Confirmation of Internal Auditor’s Report (with suggested proposals) and Appointment for 2023/2024** – It was proposed by Cllr Flowers and seconded by Cllr Laval that the Internal Auditor’s Report be accepted with the suggestion having been made with regard to the Fixed Asset Register.
- 5.8 **Approval of PKF Littlejohn as external auditors and adoption of Notice of Public Rights** – It was proposed by Cllrs Flowers and seconded by Cllr Laval that PKF Littlejohn be approved as external auditors. The date of the Notice of Public Rights between the 12<sup>th</sup> June and the 21<sup>st</sup> July was noted.
- 5.9 **Approval of Standing Orders** – It was proposed by Cllr Flowers and seconded by Cllr Laval that the Standing Orders be approved.
- 5.10 **Approval of Financial Regulations** – It was proposed by Cllr Flowers and seconded by Cllr Laval that the Financial Regulations be approved.
- 5.11 **Approval of Information and Data Protection Policy** – It was proposed by Cllrs Flowers and seconded by Cllr Laval that this policy be approved.
- 5.12 **Approval of Internet Banking** – It was proposed by Cllrs Flowers and seconded by Cllr Laval that this policy be approved.
6. **CORRESPONDENCE**
- 6.1 **Email from Ben Everitt MP (Ousedale School year 7 admissions)** – Previously reported on by Ward Cllr McLean. Information for Well & Towers. **Action: KG**
7. **PARISH RELATED MATTERS**
- 7.1 **Village publicity** – Ousedale School, 21 bus,
- 7.2 **Cllrs’ concerns** – Cllr Flowers commented that as Ward Cllr Whitworth was unable to attend the parish council meetings, she would like to hold a surgery in Emberton.
8. **DATE OF NEXT MEETING** – The date of the next meeting was confirmed as Monday 3<sup>rd</sup> July 2023 at 7pm to be held at the Pavilion.

The meeting closed at 8.47pm