

# MOULSOE PARISH COUNCIL ANNUAL MEETING MINUTES

Minutes for the meeting of Moulsoe Parish Council held on  
**Tuesday 14 May 2019** at Moulsoe Millennium Hall at 8.30pm

Present Councillors: Steve Waters (SW); Nigel Richards (NR); Chris Oakley-Holton (COH); Belinda Oakley-Holton (BOH)  
Ward Councillors: David Hosking (DH)  
Public: None  
Clerk: Kay Hamilton (KH)

Prefix for all Minute items **1905/**

<b>1.</b>	<b>Apologies</b>	Peter Geary (PG); Keith McLean (KM)
<b>2.</b>	<b>Election of Chair</b>	SW was re-elected as Chair proposed by NR and seconded by COH
<b>2.1</b>	Declaration of Office	Councillors completed and signed. SW welcomed new Councillor Belinda Oakley-Holton to the council and the re-elected Councillors.
<b>2.2</b>	Declaration of Members Interests	Councillors completed and signed.
<b>3.</b>	<b>Disclosures of Interests</b>	SW's employer hosts the domain for www.moulsoeparish.org.
<b>4.</b>	<b>Minutes of the Last Meeting</b>	The minutes of the meeting on 12 March 2019 were signed as a correct record by SW.
<b>5.</b>	<b>Public's Representations</b>	None
<b>6.</b>	<b>Ward Councillors</b>	Junction 14 Traffic Light Phasing – this issue has been raised and Ward Councillors told that there had been no change. Clerk has also raised issue with Highways and had the same response. Clerk to forward email correspondence to DH. HIF – there is nothing further to report on the bid, there is no timeline as to when the outcome will be announced
<b>7.</b>	<b>Parish Council Business &amp; Matter Arising from Last Minutes</b>	
<b>7.1</b>	MK East	Council discussed letter received from Newport Pagnell Town Council in relation to the eastern development and any boundary reviews that Moulsoe Parish Council may consider in the future. Council to speak with Ward Councillors on the matter and reply to Newport Pagnell in due course.
<b>7.2</b>	Millennium Hall/Play area	Clerk had received a complaint regarding food from an event being all over the Play equipment rendering it unusable. MCA have been informed and will be amended the booking conditions to state no food to be taken on to the Play Equipment. Council discussed possible signage and the issue raised by MCA of the litter bin overflowing. Bins is emptied by MK Council on 8-week cycle, between scheduled empties if full then it should be reported via MK Council portal, it is then usually emptied within 4 days. Clerk has asked MCA to report if full, and Clerk will also report when completing monthly Play Area check. Clerk to monitor before and after hall events and weekends with no bookings to assess when the rubbish is generated. Council discussed at length the situation with the Parish Office and agreed that as the Council is now starting a new term of office this matter does needs to be continued. A formalised agreement does need to be reached for the use of the office and meeting room. Council will review the documents and continue with discussions with MCA committee.
<b>7.3</b>	Noticeboards & Phone Kiosk	Council will set aside time to refurbish Noticeboards and COH agreed to clean Kiosk.
<b>7.4</b>	Weed Machine	Machine is yet to be operational, as soon as it is Councillors will be able to go and see it working. Training will be required to use the machine and the Service Agreement signed. Clerk to organise councillors to view the machine.
<b>7.5</b>	Safer MK Sharing Protocol	Council <b>AGREED</b> this should be signed. SW signed and Clerk to be Liaison Officer. Clerk to return form to MK Council

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<b>8.</b>	<b>Finance and Administration</b>		
<b>8.1</b>	Annual Audit		
<b>8.1.1</b>	Internal Audit Report	Councillors read the Auditor's report	
<b>8.1.2</b>	Annual Governance	Council <b>APPROVED</b> Section 1 and SW signed	
<b>8.1.3</b>	Statement of Accounts	Council <b>APPROVED</b> Section 2 and SW signed	
<b>8.1.4</b>	Exemption Certificate	Council <b>APPROVED</b> and SW signed	
<b>8.2</b>	Accounts	<ul style="list-style-type: none"> <li>• Council approved Year End accounts as at 31 March 2019</li> <li>• Bank balance of £10499.51 confirmed by SW</li> <li>• Accounts as at 29 April 2019 approved by SW.</li> </ul>	
<b>8.3</b>	Payments	To approve payments to BALC 2019-20 subscription fees £66.10 Auditing Solutions- Internal Audit £180 For information already paid Iprint Moulsoe Mail Spring £18 Idnet Domain registration for gov.uk £36	
<b>8.4</b>	Governance	Standing Orders - Council reviewed and adopted. Financial Regulations – Council reviewed and adopted.	
<b>8.5</b>	Insurance Renewal	Council approved 2019-20 Insurance policy with Inspire and premium of £344.11	
<b>9.</b>	<b>Upcoming Meetings</b>	Olney Ward Forum - Wednesday 19 June 7.30pm Lavendon Parishes Forum – Thursday 20 June 7pm Civic Offices Moulsoe Parish Council - Tuesday 9 July 8 pm	
	Meeting Closed	10 pm	
	Signed		Dated

Draft for Approval at Next Meeting