

RAVENSTONE PARISH COUNCIL

Clerk: Mr. Julian Vischer
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2014/06/011

Minutes of the meeting held on Thursday, 12 June 2014 at Ravenstone Village Hall

Present: Cllrs R. Rook (Chair), E. Reed, S. Bailey, R. Humphreys; Ward Cllrs. Peter Geary, David Hosking & Keith McClean + 1 resident, Beryl Rook

1. **Apologies** Cllr. W. Meades (Vice Chair)
2. **Declaration of Member's Interests** E Reed: Abbey Way; R. Rook & S. Bailey: allotments
3. **Approval of Minutes**
 - a. **Annual Meeting** Approved subject to amendment of the names of those present. *Proposed Cllr Reed, seconded Cllr Rook. Unanimous.*
 - b. **May Meeting** Approved subject to clarification of item 5e (Bay Lane) and deletion of 5f (which was an error). *Proposed Cllr Rook, seconded Cllr. Bailey. Unanimous.*
4. **Matters Arising** None
5. **Village Appearance**
 - a. **Reinstatement of ditch by Small Farm** No date set for the works by MK Council.
 - b. **Potholes at North End** Ongoing (*Patched up but not permanently repaired - to be kept on agenda*)
 - c. **Damage to Verges in Common Street** (between Pear Tree Cottage & no.33) Photographs of the damage had been sent to Rob Ward at MK Council. MK to review and feedback.
 - d. **Demarcation of Common Street and Bay Lane** Photograph had been sent to Rob Ward. MKC to review and feedback.
6. **Recreation Field Improvements**
 - a. **Funds** No funds received from Merchant Venturers to date.
 - b. **Residents group** Agreement on the wall was complete which left approx £2000 for play equipment. Final choice on the latter was ongoing. **Action Cllr. Humphreys.**
 - c. **Invoice for re-seeding** Explanation of the error in invoicing had been received from Phil Snell, Project Manager, Neighbourhood Services Group, MK Council. Works were finished except for the pitch area (£1850). Thus the invoice should have read £4225 instead of £1767. Last month's cheque for the latter had been withheld (see minutes) awaiting clarification.
 - d. **Parish Partnership Funding £3000 grant from 2011-12** - since the last meeting, following enquiries by the clerk about the Partnership Funding allocated for this project Heather Baker, Business & Liaison Officer at MK Council, had explained that the remainder of this fund £2129.56 (£870.44 had been paid to RPC already) was no longer available. This followed a letter from the previous clerk stating that a more comprehensive application would be put forward and the rest of the funds would not be called in. In the 2013-14 PPF round an application for £5302.50 had been made by RPC, and granted. However RPC had included the remaining sum of the original £3000 grant in the total calculation of the cost of the project. This leaves RPC with a shortfall in funding for the above works of 2129.56. Ward Councillor P. Geary indicated that as the two projects were separate the original funds should still be available. It was agreed to make further enquiries. **Action - Chair & Ward Cllr. Geary.**
7. **Village Hall Access Improvements** The Parish Partnership Funds for this project had been invoiced.
8. **Allotments**
 - a. **Lease & Site Plan** Site Plan not received to date. Draft lease had been received previously. Heads of Terms had been requested but no reply to date. **Action Chair.**
 - b. **Funding** Decision on PPF funding likely in July. **Action Chair.**
9. **Flood Mitigation**
 - a. **Repairs to culvert emerging from under North End road** – Ward Cllr. Geary had attended a meeting on site with drainage officers from MK council but no agreement was reached as to the

Signed

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need, let alone urgency, of the repairs. Another meeting to be arranged on site. **Action Ward Cllr Geary.**

b. The ditch opposite the North End Farm The farmer, Steve Armstrong of Yardley Hastings, on whose land this ditch was presumed to belong, had assured the clerk that this particular section of the ditch did not in fact belong to him but belonged either to the adjacent horse paddock owner or MK council. It was agreed that as a boundary marker the responsibility for upkeep of the ditch would be part RPC and part landowner. The section of the ditch was not that long, and in order to expedite the matter, it was agreed that RPC pay for the hire of digger and driver to excavate the ditch and place the spoil alongside. **Action Clerk** to contact local contractor.

10. **Landscaping** no update to the draft 3 year Service Level Agreement had been received. **Action Cllr. Rook.**

11. Finance

a. Audit - agreement of Mazars submission The summary of accounts for 2013-2014 was approved. Total income/grants received: £20,316.58; total expenditure: £8,531.73. A carry-forward from last year of £7,007.23 showed an end of year balance of £18,792.08. This tallied with the end-of-year bank balances. It was further agreed that the Mazars submission forms be signed off by the Chair and the Responsible Finance Officer (the clerk) following a successful internal audit. *Proposed Cllr. Humphreys, Seconded Cllr. Bailey. Unanimous.* **Action Clerk**

b. Cheques for approval:

chq no. 100595 MK Council still withheld £1767.00

This month's cheques approved:

chq no. 100597 Clerk's salary (May-June) £163.20

chq no. 100598 HMRC (1st qtr tax) £70.00

(Budget update attached to these minutes)

12. Planning

a. Long Barn entrance alterations No update from Ann Stannard, Head of Enforcement, MKC. **Action Ward Cllr. Geary**

b. 14/00508/FUL & 14/00509/LBC Yew Tree Farm Still pending.

c. 14/01219/LBC 11 Common St. Listed building consent for the installation of an air source heat pump. Review postponed to the next meeting.

13. Correspondence

An email had been received from Mrs. M. Meier regarding the withdrawal of her application to purchase extra land at Abbey Way. The Chair had offered a meeting between her and last year's Chair, Cllr. Meades to clear up any remaining misunderstandings but this had been declined.

14. Councillors' / Residents' Items

a. Grit Bins offered by MKC No update. **Action Ward Cllr. Geary** to investigate

b. 'Handyman' jobs around the Parish Ongoing. **Action Cllr Meades** to confirm action to date.

c. Abbey Way land ownership Ongoing, awaiting update from MK Council.

d. NEW – August Meeting It was agreed not to hold an August meeting as none would be expected by residents. Clerk to post a notice with the July agenda to say that no meeting would be held unless any urgent matters needed addressing and residents should contact the clerk if necessary etc.

e. Chair proposed a vote of thanks to Debbie Brock for her efforts on behalf of Ravenstone during her time as Ward Councillor.

f. Standing Orders to be amended as discussed at AGM – **Action Clerk**

15. **Date and Time of next meeting** Thursday, 10th July 2014 at 7:30pm.

Meeting closed at 8.30pm.

Signed

Date