

**MINUTES OF AN ORDINARY MEETING OF  
WALTON COMMUNITY COUNCIL  
held on 2 March 2022 at 7pm in  
The Atrium, MK Snap Building, Bourton Low, Walnut Tree,  
MK7 7DE**

**Present:**

**Councillors:** Jaime Tamagnini (Chair), Joanne Dooley, Rukhsana Malik, David Newland, and Charlie Wood.

**Officers:** Lesley Sung (Council Manager) and Lesley Davies (Operations Officer)

**Members of the Public: one present, one joined the meeting remotely**

**FC168 CHAIRMAN**

In the absence of the Chairman, Councillor Adam Chapman-Ballard, the Vice-Chairman, Councillor Jaime Tamagnini took the Chair for this meeting.

**FC169 WELCOME AND PUBLIC FORUM**

The Chairman welcomed everyone to the meeting. There was one member of the public present at the meeting and his comments attached as an addendum to the minutes.

**FC170 APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillors Aamir Bhatti, Adam Chapman-Ballard, Tate Chapman-Ballard, Brendan Metcalfe, and Amanda Taylor.

**Resolved Unanimously:** That the apologies be accepted.

**FC171 MINUTES**

**Resolved Unanimously:** That the minutes of the Ordinary meeting of Full Council held on 2 February 2022, be approved, and signed by the Chairman as a correct record of the proceedings, subject to a correction to the word 'recommendation' in the preamble to Minute FC164, which should read 'recommendations'.

**FC172 DECLARATIONS OF INTEREST**

None declared.

**FC173 COUNCIL MANAGER'S REPORT**

The Council received the Council Manager's report on actions taken since the last meeting. She reported that Milton Keynes Council had taken a Delegated Decision at a meeting on 8 February, agreeing to the transfer of Hindhead Knoll open space and children's play area, to Walton Community Council.

**Resolved Unanimously:**

1. That the Council Manager's report be noted.
2. That the decision by Milton Keynes Council to authorise the transfer of the open space and children's play area at Hindhead Knoll, be welcomed.

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**FC174 SCHEME OF DELEGATED AUTHORITY – DECISIONS**

The Council reviewed the decisions taken under the adopted scheme of delegated authority, during February 2022.

**Resolved Unanimously:** That the decisions taken under the Scheme of Delegated Authority, be accepted.

**FC175 UPDATED COVID19 RECOVERY PLAN – REVIEW OF LOCATION OF FUTURE COUNCIL AND COMMITTEE MEETINGS**

The Council received an updated Covid19 Recovery Plan and was asked to consider where, within the MK Snap Building, the Council should hold its future Council and Committee meetings.

**Resolved Unanimously:**

1. That the Full Council meeting and Community Engagement Committee (due to its size) now be held in Room 4.
2. That all other Committees be held in Room 2
3. That Working Groups be held either in Room 2 or held remotely if necessary.
4. That with the above amendments, the Covid19 Secure Recovery Plan, be accepted.

**FC176 DRAFT ASSET REGISTER 2021/2022**

The Council considered a Draft Asset Register for 2021/2022

**Resolved Unanimously:** That the Draft Asset Register, as presented, be agreed.

**FC177 DRAFT RISK REGISTER 2021/2022**

The Council considered the Draft Risk Register 2021/2022, as recommended by the Regulatory Committee.

**Resolved Unanimously:**

1. That the Draft Risk Register, as recommended by Regulatory Committee, be agreed.
2. That the use of a RAG rated matrix be considered when putting together the risk register for 2022/2023.

**FC178 ANNUAL PARISH MEETING 2022**

The Council was asked to set a date and time for the Annual Parish meeting in 2022.

**Resolved Unanimously:** That the Annual Parish Meeting be held on 12 May 2022 at 7pm, in the MK Snap Atrium.

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**FC179 FINANCE – AUTHORISATION OF PAYMENTS**

**Resolved Unanimously:** That payments presented to the Council be authorised.

**FC180 COUNCIL BUDGET 2021/2022**

The Council received the Council Budget 2021/2022 and the Responsible Finance Officer's report on variations to the budget and budgetary forecasts.

**Resolved Unanimously:**

1. That the variations to the Council budget be accepted and that the forecasted underspend of £56,300 at the end of 2021/2022 be agreed.
2. That the Council Budget 2021/2022 be accepted.

**FC181 RECOMMENDATION FROM HR COMMITTEE – SICKNESS AND ABSENCE POLICY**

The Council considered a revised Sickness and Absence Policy, as recommended by the HR Committee. The change related to the implementation of managerial processes in respect of keeping contact with employees on sick leave.

The Council Manager reported that, along with the Chair of the HR Committee, Councillor Tate Chapman-Ballard and after the HR Committee had convened, they had met with the Council's appointed HR Consultant that recommended additional amendments to the policy in respect of the Council following ACAS guidelines and to reserve the right not to apply the policy for employees in the first two years of their employment.

**Resolved Unanimously:**

1. That the Council's Sickness and Absence Policy includes the following sentence "This policy is not exhaustive and where appropriate, ACAS guidelines will be followed."
2. That the HR Committee be requested to consider the HR Consultants recommendation about reserving the right not to apply the policy for employees in the first two years of their employment.
3. That with the amendment set out in resolution one above, the Sickness and Absence Policy be adopted.

**FC182 RECOMMENDATION FROM HR COMMITTEE – STAFFING BUDGET**

The HR Committee had considered a business case at its last meeting, to make permanent, a short-term contracted Community Warden, to change the job description, increase the number of hours and salary.

The HR Committee has the remit to agree staffing changes on the proviso that the changes made are within budget.

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The proposed change to the level of Community Warden staffing levels would result in an overspend in the 2022/2023 agreed budget of £959.

The HR Committee agreed to create the new post of permanent, 25 hour per week Facilities/Community Warden, subject to the overspend being agreed by the Council.

The HR Committee had recommended that the permanent post is immediately offered immediately to the current short-term contracted Community Warden. The Council Manager reported that that the costs associated with the business case for a permanent facilities/community warden could be covered in 2021/2022 by a salaries underspend. She added that there was £7,000 allocated in the 2022/2023 Salaries Contingency budget.

**Resolved Unanimously:** That, to implement the staffing change, an increase in the 2022/2023 salaries budget of £959 be approved, to be funded from the Council's Salaries Contingency budget.

**FC183 DRAFT SOCIAL MEDIA POLICY**

The Council considered a Draft Social Media Policy that had been considered by all Standing Committee before being brought to the Council meeting.

**Resolved Unanimously:** That the Draft Social Media Policy, as amended by Standing Committees, and as presented, be adopted.

**FC184 WALTON COMMUNITY COUNCIL'S DIRECTION OF TRAVEL - PRIORITIES AND LONG-TERM STRATEGIC PLAN**

The Council invited all Councillors and staff to a strategy day to establish the Council's direction of travel and to assist in the setting of the Council's long-term strategic priorities and financial planning.

**Resolved Unanimously:**

1. That the main priorities to come from the Strategy Day, in summary, were:
  - Ensure that there is in place an appropriate staff structure, policies, and contracts and to put sufficient resources in place to enable to Council to acquire the General Power of Competence (GPC).
  - Ensure all planning is done with the long-term in mind – financial, staffing, projects, or other planning.
  - Improve resident communications and engagement, including use of digital methods.
  - Embrace the Devolution Agenda and investigate the transfer of community assets as they become available.
  - Promote physical and mental wellbeing to our residents and staff.
  - Campaign and enable residents to campaign, on issues that significantly impact our community.

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2. That based on these priorities, the Council develops a long-term Council Action and Financial Plan, to be approved at a future meeting of the Council.
3. That the Council's long-term strategic priorities and plans form the basis for a Resident's Survey to ensure that these priorities are in line with residents' views.

**FC185 SOUTH EAST MILTON KEYNES STAKEHOLDER GROUP – TO APPOINT 2 REPRESENTATIVES TO THE GROUP**

The Council was invited to appoint two Walton Community Council representatives to the South East Milton Keynes (SEMK) Stakeholder Group, a community interest forum that will be the interface between the community, landowners, developers, and Milton Keynes Council, in respect of the delivery of the area covered by the SEMK Development Framework Supplementary Planning Document (SPD).

**Resolved Unanimously:** That Councillors Charlie Wood and Jaime Tamagnini be appointed as the 2 Walton Community Council representatives to the SE:MK Stakeholder Group and that the Council Manager, Lesley Sung, be appointed as a substitute if either of the two Councillor appointees are unable to attend any meetings.

Councillor Rukhsana Malik left the meeting at 7.45pm.

**FC186 REPORTS FROM CHAIRS OF COMMITTEES AND WORKING GROUPS**

The Chair of the Operations Committee reported on decisions made at the last meeting:

- The setting of hire rates for the Walnut Tree Sports Ground
- Terms and conditions of hire for the Walnut Tree Pavilion
- Set a temporary price for the hire of Walnut Tree Pavilion (interim price prior to refurbishment)
- Noted in the installation of the race trail at Browns Wood Sports Ground
- Installation of bollard or ascot railings at Walnut Tree Sports Ground to prevent unauthorised access.
- A useful and successful 'Have Your Say' meeting was held at Walnut Tree Pavilion.

In the absence of the Chair and Vice Chair of the Community Engagement Committee, Councillor Jaime Tamagnini reported on decisions made at the last meeting:

- A resident Adrian Dimitru, was co-opted as a non-voting member of the Committee
- Agreed to implement the Community Award Scheme.



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In the absence of the Chair and Vice-Chair of the Regulatory Committee, Councillor Charlie Wood reported that the Committee had looked at the Council's risk register and considered ways to improve the format.

In the absence of the Chair of the HR Committee, the Vice Chair, Councillor David Newland reported on the recommendation to appoint a permanent facilities/community warden, subject to Council approving the additional costs in the salaries budget.

**Resolved Unanimously:** That the reports be noted.

**FC187 REPORTS FROM COUNCILLORS**

Councillor David Newland reported problems in respect of irresponsible car parking near the bridge at Fyfield Barrow. He requested that a letter be sent to Walton High School to ask the parents to park responsibly when dropping off and picking up pupils. Councillor Newland said there was a need to install restrictions and enforce. He requested that this also be mentioned to Thames Valley Police.

**Resolved Unanimously:** That the report be noted.

**The meeting ended at 7.55pm**

**Signed:**

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**Chairman**

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**Date**

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**ADDENDUM TO MINUTES OF 2 MARCH 2022**

**PUBLIC FORUM**

Ward Councillor David Hopkins was present at the meeting and raised the following issues:

- MKC had established a SE:MK Stakeholder Group of which Walton Community Council would take part. The first meeting would be held this month.
- Issues continue in Caldecotte regarding car parking.
- There was £800k tariff available to cover the extension of the H10
- He had attended a SaferMK meeting – 20 – 30% of emails received related to community safety issues.