

**The minutes of the ANNUAL MEETING OF CAMPBELL PARK PARISH  
COUNCIL  
held on TUESDAY 17th MAY 2022, at the  
Discovery Suite 1, Christian Centre, Strudwick Drive, Oldbrook  
commencing at 7pm (or as soon thereafter as the Annual Meeting of Parish  
Electors convened for 6.30pm on the same day and at the same place had  
been completed)**

**THIS MEETING WAS OPEN TO THE PUBLIC**

**01/22 Election of Chair to May 16<sup>th</sup> 2023**

Cllr Baines was proposed and seconded for the office of Chair of Council.

There being no other nominations, Cllr Baines was duly elected Chair of Council for the period to May 16<sup>th</sup> 2023.

Cllr K Jones arrived during the course of this item (19:08)

**02/22 Election of Vice Chair to May 16<sup>th</sup> 2023**

Cllr Golding was proposed and seconded for the office of Vice Chair of Council.

Cllr Greenwood was proposed and seconded for the office of Vice Chair of Council.

With a majority vote of 8, Cllr Greenwood was duly elected Vice Chair of Council for the period to May 16<sup>th</sup> 2023.

**03/22 Members Present**

Cllr T Baines

Cllr V Dixon

Cllr T Fraser

Cllr B Greenwood

Cllr P Halton-Davis

Cllr J Howard

Cllr K Jones (arrived 19.08)

Cllr K Kavarana

Cllr D Kendrick

Cllr K Kent

Cllr C Odunewu (arrived at 19:36)

Cllr D Pafford

Cllr M Petchey (arrived at 19:16)

**04/22 Apologies for Absence**

Cllr R Golding – personal commitment

Cllr N Oguntola – MKC commitment

Cllr D Reynolds – personal commitment

Signed (Chair).....

Date.....

- 05/22 Members of the Public**  
2 members of the public were present.
- 06/22 Review of Parish Council Standing Orders**  
Council reviewed Standing Orders and resolved to accept the recommendation of the Clerk to Council that Standing Order 18 – Financial Controls and Procurement, be amended in line with NALC Legal Topic Note 87 which reflects changes made following the end of the transition period for the UK leaving the EU.
- 07/22 Review of Parish Council Financial Regulations**  
Council considered and accepted the recommendation of the Finance, Administration & Policy Working Group that Financial Regulations be re-adopted without amendment (Minute WG/56/21 i).
- 08/22 Scheme of Delegations**  
Council reviewed the Council’s Committee structure, delegation arrangements to Committees, Sub-Committees and Officers and terms of reference for Committees and resolved to accept all without change, including the associated Committee Terms of Reference.
- CLlr Petchey arrived during the course of this item at 19:16
- 09/22 Appointments to Committees / Appointment of Committee Chairs**  
Council appointed members to the Committees agreed within the Scheme of Delegations (Standing Order 4dxiv applies) and appointed a Chair of each Standing Committee (Standing Orders 4dvi) as follows;
- Finance, Administration & Policy Committee:**  
CLlrs Baines, Fraser, Golding, Howard, Kendrick, Kent & Reynolds
- CLlr Baines was elected as Chair of the Committee to May 2023
- Planning, Infrastructure & Transport Committee:**  
CLlrs Dixon, Golding, Greenwood, Halton-Davis, Jones, Kendrick & Reynolds
- CLlr Greenwood was elected as Chair of the Committee to May 2023
- Personnel Committee:**  
CLlrs Fraser, Golding, Halton-Davis, Kent, Mensah & Pafford
- CLlr Pafford was elected Chair of the Committee to May 2023
- Community & Social Wellbeing Committee:**  
CLlrs Dixon, Fraser, Halton-Davis, Howard, Jones, Kavarana, Kendrick, Mensah, Odunewu, Petchey & Reynolds
- CLlr Kavarana was elected to the Chair of the Committee to May 2023
- Communications Committee:**  
CLlrs Dixon, Fraser, Greenwood, Odunewu, Mensah, Oguntola & Petchey

Signed (Chair).....

Date.....

Cllr Oguntola was elected to the Chair of the Committee to May 2023

**Buildings & Property Portfolio Committee:**

Cllrs Baines, Dixon, Golding, Greenwood, Howard, Jones, Kavarana, Kendrick, Kent & Petchey

Cllr Golding was elected to the Chair of the Committee to May 2023

**10/22 Review and adoption of Current Policies**

Council noted that a review of the Health and Safety Policy will be on the agenda for the June meeting of Council.

Council noted that the following policies have been reviewed by the relevant Committee and received and considered their recommendations, resolving to accept the following changes;

**Community & Social Wellbeing Draft Minute - WG/46/21**

**i. Small Events Policy**

Add – To ensure that all **events are planned and operated in compliance with** all necessary requirements for the Safeguarding of young people and/or vulnerable members of our community, with this being requirement being considered as part of the event risk assessment.

**ii. Community Engagement Strategy**

*To enable residents to become involved, empowered and active through:*  
ADD – active engagement with residents through questionnaires and consultations on specific issues.

*To communicate information to the community clearly, factually and appropriately through:*

ADD – the sharing of information via Social Media channels

**iii. Projects Policy**

Process:

ADD – Members should identify where a more detailed Risk Assessment is required, to include Safeguarding (if appropriate)

No. 6 – amend to include wording “Community Impact Assessment”

ADD – No.10 How will the success of this project be measured?

Councillors further resolved to re-adopt all other policies without amendment, those then being reviewed at committee in the next year.

**11/22 Representation on or work with external bodies**

Council appointed / nominated members to the following external bodies and confirmed arrangements for reporting back.

MK Association of Local Councils (2) – Cllrs Baines & Kent were appointed. Cllrs Kendrick & Fraser nominated as substitutes if required.

Signed (Chair).....

Date.....

MK Parishes Forum (2) – Cllrs Greenwood & Kendrick were appointed. Cllrs Fraser & Kent nominated as substitutes if required.

Springfield Initiative - Having noted Cllr Pafford's comment that the Initiative would be closing in July, Council appointed Cllrs Kavarana & Halton Davis.

Willen Pavilion Management Committee – Cllr Dixon

Chapman Trust – Cllr Pafford

Geoff Taylor Educational Trust - Cllrs Dixon, Halton-Davis, Howard, Kavarana, Kendrick, Odunewu and Pafford

Cllr Odunewu arrived during the course of this item at 19:36

**12/22**

**Asset Register**

Council noted that the Finance, Administration & Policy Committee had reviewed the Asset Register and having noted the updated version which included an amendment to the value of Springfield Centre now being £985,000, resolved to accept of the Asset Register.

**13/22**

**Confirmation of arrangements for insurance cover in respect of all insured risks**

Council reviewed and approved the arrangements, noting that it had entered into an annual contract with Zurich in September 2020.

**14/22**

**Council's Membership of Other Bodies for 2022/23**

Council resolved to renew its annual subscription to:  
Buckinghamshire & Milton Keynes Association of Local Councils - £1,421.01  
National Association of Local Councils – £830.87

**15/22**

**Updates to the Register of Member Interests**

Members were reminded of their responsibility to update their Register of Member Interests within 28 days of any relevant changes in their circumstances.

**16/22**

**Setting the dates, times and place of ordinary meetings of the full Council for the year ahead**

Council considered and accepted the draft schedule of dates and times of Council and Committee meetings for 2022-2023.

The Chair confirmed that he would be asking the Finance, Administration & Policy Committee to consider meeting quarterly (where appropriate) during the year ahead.

Chair of Council put forward a vote of thanks to Officers for their hard work during challenging circumstances over the last 12 months.

Signed (Chair).....

Date.....