



**Minutes of the Annual Meeting of Campbell Park Community Council
held on Tuesday 19 May 2026, at the
CPCC Community Hub, Springfield Boulevard, Springfield
commencing at 6.30pm**

This meeting was open to the public

Members Present

Cllr L Adura	Cllr B Macharia
Cllr B Barton	Cllr F Mangan
Cllr O Cole – arrived 6.45pm	Cllr R McCafferty
Cllr V Dixon	Cllr J Messent
Cllr B Greenwood	Cllr I Opoku
Cllr J Howard	Cllr D Pafford
Cllr H Kakei	Cllr M Petchey
Cllr D Kendrick – arrived 6.56pm	Cllr J Whild

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

01/26 Election of Chair to 18 May 2027

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

There being no other nominations, Cllr Greenwood was duly elected Chair of Council for the period to 18 May 2027.

02/26 Election of Vice Chair to 18 May 2027

Cllrs Golding and Pafford were proposed and seconded for the Office of Vice-Chair of Council.

Following a vote, Cllr Golding was duly elected Vice-Chair of Council for the period to 18 May 2027.

03/26 Signing of the Declaration of Acceptance of Office

Chair of Council, Cllr Greenwood signed the Declaration of Acceptance of Office.

Vice-Chair of Council, Cllr Golding to sign the Declaration of Acceptance of Office at the next meeting.

04/26 Apologies for Absence

Cllr R Golding
Cllr K Kavarana
Cllr K Kent

05/26 Members of the Public Present

None

06/26 Minutes of the meeting of Council held on the 21 April 2026

The minutes of the meeting, having been previously circulated were approved as a correct record and signed by the Chair.

**07/26 To Receive Draft Minutes (including recommendations) from Committees.
Any Member questions arising from matters detailed in the Minutes to be raised under the relevant Committee.**

a. Minutes of the Community & Communications Committee

Chair: Cllr K Kavarana

Council received the minutes and agreed 1 to ratify (i) item.

i. Draft Minute 60/25(i) Grants

MK Parks Trust (Grant Application 001/26-27/Sect 137)

Committee considered an application from MK Parks Trust for £750.00 to sponsor the mobile climbing wall for 11-17 yr olds at the Big Park Hangout Event at Willen Lake on 5 September.

Committee resolved to recommend to Council that the grant be awarded in full.

Council resolved to award the grant as recommended.

b. Minutes of the Personnel Committee

Chair: Cllr K Kent

Council received the minutes

c. Minutes of the Planning, Infrastructure and Planning Committee

Council received the minutes

d. Minutes of the Estates Committee

Council received the minutes

08/26 Review of Council Standing Orders

Following a review, Council resolved to re-adopt the Standing Orders with no amendments, as recommended by the March meeting of the Finance, Administration & Policy Committee (Draft Minute 49/25).

- 09/26 Review of Council Financial Regulations**
Following a review, Council resolved to re-adopt the Financial Regulations with no amendments, as recommended by the March meeting of the Finance, Administration & Policy Committee. (Draft Minute 48/25i).
- 10/26 Review of Councillor Code of Conduct**
Following a review, Council resolved to re-adopt the Councillor Code of Conduct.
- 11/26 Civility & Respect**
By CPCC signing up to the Civility and Respect Pledge (October 2022) we have demonstrated that our Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Council resolved to re-affirm its commitment to the Civility and Respect Pledge.
- As agreed at the April meeting of Council, members were invited to sign the personal Statement of Assurance as developed by the The National Association of Local Councils (NALC) Improvement and Development Board (IDB).
- 12/26 Councillor - Officer Protocol (adopted January 2023 as part of the NALC/SLCC Civility & Respect Project)**
Council is invited to re-adopt the protocol; no amendments have been suggested to the current model by NALC/SLCC.
- Council resolved to re-adopt the Councillor – Officer Protocol.
- 13/26 Milton Keynes City Council - Together We Can**
Council reviewed and adopted the updated Together We Can document which sets out the parameters of the working partnership between MKCC and Community/Town/Parish councils.
- 14/26 Annual Review of Bank Signatories**
Council reviewed the current bank signatories and agreed the following:
- i. Unity Trust – the current signatories of Cllrs Barton, Golding, Greenwood & Kavarana be retained
 - ii. CCLA Investment Management – the current signatories Cllrs Barton, Golding, Greenwood & Pafford be retained
- 15/26 Committee Structure and Scheme of Delegations (including Terms of Reference for committees)**
To review the Council’s Committee structure, delegation arrangements to Committees, Sub-Committees, Working Groups and Officers and terms of reference for Committees. The following amended Committee terms of reference are recommended for adoption by Council:
- i. Climate Action Working Group

Draft Minute 13/25 - Reclassification of Working Group as Substantive Committee of Council

The Working Group considered and agreed the suggestion (from the Clerk to Council) that it recommends to the Annual Meeting of Council that it becomes a substantive Committee of Council, focused on the development and delivery of the Council Sustainability Plan. With the Council Sustainability Plan impacting on all the other Committees of Council and needing to be progressed by them, the new Committee could meet biannually to scrutinise progress and further develop the plan for Council approval.

Council resolved to accept the recommendation that the Climate Emergency Working Group become a substantive Committee of Council (the Sustainability Committee), further resolving to adopt the draft terms of reference.

Council resolved to reappoint the following Committees, adopting their associated terms of reference without amendment:

- ii. Finance Committee
- iii. Community & Communications Committee
- iv. Planning Committee
- v. Estates Committee
- vi. Personnel Committee

16/26

Appointments to Committees / Appointment of Committee Chairs

Council is invited to appoint members to the Committees agreed within the Scheme of Delegations (Standing Order 4div applies) and then appoint a Chair of each Standing Committee (Standing Orders 4dvi)

Finance Committee:

Cllrs Barton, Golding, Kavarana, Kendrick, Kent, Opoku & Pafford

Cllr Barton was elected as Chair of the Committee to May 2027

Community & Communications Committee:

Cllrs Adura, Cole, Dixon, Kakei, Kavarana, Kendrick, Macharia, Mangan, Messent, Opoku & Petchey

Cllr Kavarana was elected as Chair of the Committee to May 2027

Personnel Committee:

Cllrs Cole, Golding, Greenwood, Kakei, Kent, Mangan & Pafford

Cllr Kent was elected Chair of the Committee to May 2027

Planning Committee:

Cllrs Dixon, Golding, Greenwood, Kakei, Kavarana, Messent & Whild

Cllr Greenwood was elected Chair of the Committee to May 2027

Estates Committee:

Cllrs Adura, Barton, Cole, Dixon, Golding, Greenwood, Howard, Kendrick, Macharia, Pafford & Petchey

Cllr Golding was elected Chair of the Committee to May 2027

Sustainability Committee

Cllrs Kent, Macharia, Mangan, McCafferty, Opoku, Petchey & Whild

Cllr Whild was elected Chair of the Committee to May 2027

17/26

Review and adoption of Current Policies/Protocols

Following a policy review by the relevant Committee, Council received and considered the following recommendations:

Finance, Administration & Policy Committee

Draft Minute 48/25 (ii) Committee Policies Review- Investment Strategy

Committee resolved to make a recommendation for the adoption of the amended Annual Investment Strategy.

Council resolved to accept the Committee recommendation.

Personnel Committee

Minute 38/25 Committee Policy Review

Committee reviewed and amended the following policies and agreed to recommend them for adoption at the Annual Meeting of Council.

- Anti-Harassment and Bullying Policy – no amendments
- Menopause Policy – no amendments
- Staff Spectacle Policy – maximum contribution increased from £150 to £175, policy to be reviewed biennially going forward.

Council resolved to accept the Committee recommendation.

Council further resolved to re-adopt all other policies/protocols without amendment, those then being reviewed at Committee in the next year.

18/26

Representation on or work with external bodies

Council appointed Members to the following external bodies:

MK Association of Local Councils - Cllrs Cole and McCafferty, Cllr Mangan (substitute)

MK Parishes Forum - Cllrs Greenwood and Mangan

Under this item Council agreed to extend an invitation to Milton Keynes Association of Local Councils to use the Council Chamber as a venue for future meetings.

Under this Item Cllr Barton declared an interest in his capacity as Secretary to the Milton Keynes Association of Local Councils.

19/26

Asset Register

Council noted that the Finance Committee will review the Asset Register at their next meeting, with the outcome reported for consideration at the June meeting of Council.

20/26

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

Council reviewed and accepted the arrangements regarding the main Council insurance policy, separate arrangements are in place for motor vehicle and professional indemnity cover.

21/26

Council's Membership of Other Bodies for 2026-27

Council resolved to renew its annual subscription to:
Buckinghamshire & Milton Keynes Association of Local Councils - £1604.68
National Association of Local Councils – £896.12

22/26

Register of Member Interests

Members were reminded of their responsibility to submit their Register of Member Interests within 28 days of being elected. Members were further reminded of their responsibility to make an updated submission within 28 days of a change to their registered personal interests/a new personal interest.

23/26

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

Council considered and accepted the draft schedule of dates and times of Council and Committee meetings for 2026-2027.