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| <p>Heather Baker presented information regarding Ward Area Forum meetings. The Council suggested that the Forum would have increased benefit if it were set up to include the Eastern Flank areas, and not only one Ward area at a time. This would be particularly useful as the Kents Hill and Monkston Parish area comprises two Ward areas. The Council supported the idea of a Forum and suggested that it could be a quarterly meeting. Heather agreed to take the Council's suggestions back to MKC and to seek the opinions of the other Parishes in the Eastern Flank.</p> <p><b>Action: Heather Baker to take suggestions back to MKC and to seek the opinions of the other Eastern Flank Parishes.</b></p>  | <p><b>Heather Baker</b></p>                                       |
| <p><b>6. Decision required – Councillor remuneration</b></p> <p>The subject of Councillor remuneration was discussed. It was agreed that the Councillors should keep records of spending for Parish Council business over the next months. This would then be used for the Precept Planning cycle in January for the budget year 2010/11.</p> <p><b>Action: Councillors to keep records of their spending for Parish Council business.</b></p>   | <p><b>Councillors</b></p>   |
| <p><b>7. Decision required – Monkston Park Play</b></p> <p>The latest HCA Monkston Park play project brief was reviewed by the Council. It was agreed that the Parish Council supports this project and agrees with the suggestions in the proposal (dated 10<sup>th</sup> August 2009). It was agreed that Cllrs Corbett and Bowker were nominated to the project working party. It was agreed that Cllr Corbett would contact the Headteachers of Oakgrove and St Bernadettes schools to secure a representative sample of age group response to play equipment proposals.</p> <p><b>Action: Cllrs Corbett and Bowker to work with HCA and other agencies on the Monkston Park play project.</b></p> <p><b>Action: Cllr Corbett to contact Oakgrove and St Bernadettes schools to secure the views of the young people on play proposals.</b></p>  | <p><b>Cllrs Corbett and Bowker</b></p> <p><b>Cllr Corbett</b></p> |
| <p><b>8. Decision required – Play area improvement plan</b></p> <p>The proposed plan and equipment list for the Lanercost Crescent play area improvement were reviewed by the Council. MKC is yet to provide information for the improvement of the Wilsley Pound play area.</p> <ul style="list-style-type: none"> <li>• The Council was concerned over using the grass area in its entirety. This area becomes swamp-like in the Autumn/Winter. The Council asked for plans for drainage, safety assurance and cost of surfacing for the area.</li> <li>• The Council was concerned about removing the whole of the trim trail area. They asked that it is put back into the improvement scheme.</li> <li>• The Council would like the new swings and the springers.</li> <li>• The Council would like to consider swapping the toddler area with the area for older children, as discussed initially with Katie Warlosz.</li> <li>• The Council would like assurance that the Play England and Commission for Architecture and the Built Environment guidance has been considered in this proposal.</li> </ul> <p><b>Action: Clerk to contact Katie Warlosz with the Parish Council feedback.</b></p> | <p><b>Clerk</b></p>   |
| <p><b>9. Decision required – Youth activities</b></p> <p>It was hoped that the Parish Council and the management committee for the Monkston Community Centre would have received proposals from MaD and Youth Services regarding potential youth activities before the meeting.</p> <p>This not being the case, the Clerk was asked to add this agenda point to the next Parish Council meeting agenda for discussion and review of the proposals.</p> <p><b>Action: Clerk to add this agenda point to the next Parish Council agenda.</b></p>   | <p><b>Clerk</b></p>   |
| <p><b>10. Decision required – PO Box address for the Parish Council</b></p> <p>It was proposed and agreed that the Parish Council should request a PO Box for all Parish Council business. It was agreed that the annual fee of £125.75 per year would be paid accordingly.</p> <p><b>Action: Clerk to arrange the PO Box for the Parish Council.</b></p> <p><b>Action: Clerk to advise all partners and agencies of the postal address change.</b></p>  | <p><b>Clerk Clerk</b></p>   |
| <p><b>11. Progress reports for information</b></p> <p>a) <b>Monkston Park allotments.</b> The Clerk updated the Council on the progress being made with the Monkston Park allotments. The Clerk reported that the legal transfer should only take another 3-4 weeks until completion and there are a number of queries still to be concluded with HCA. The Council asked the Clerk to contest the planting scheme on the external boundary of the site, and to request that pyracantha is planted instead of hawthorn and roses. The Council agreed that the Parish Council should purchase a notice board cabinet and for HCA to reimburse the Parish Council for costs. The Council asked for an undertaking from HCA as a 'warranty' that any problems from</p>   |   |

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| <p>the site or omissions would be honoured and resolved by HCA.<br/> <b>Action: Clerk to communicate this with Cheryl Montgomery at HCA.</b></p> <p><b>b) Kents Hill allotments.</b> The Clerk reported that no further contractors have expressed an interest in the contract for maintaining the site. The Clerk to continue to try and obtain quotations (suggestion for Jason Devereaux). The Clerk reported that no further feedback has been received from the drainage engineer at MKC. The Clerk is to ask for Community Liaison's support for resolution.<br/> <b>Action: Clerk to contact contractors for site maintenance quotations.</b><br/> <b>Action: Clerk to ask for Community Liaison's support to resolve the Kents Hill allotment drainage problems.</b></p> <p><b>c) Community Event.</b> It was agreed that a kick-off meeting should be scheduled to include Cllrs Corbett and Kalunga, as well as residents who have expressed an interest in getting involved in organising a community event. The meeting was scheduled for Monday 5<sup>th</sup> October. The Clerk was asked to book the Monkston Community Centre meeting room.<br/> <b>Action: Cllrs Corbett and Kalunga to co-ordinate a kick-off meeting inviting all residents interested in organising a Community Event to attend.</b><br/> <b>Action: Clerk to book the meeting room at Monkston Community Centre for this meeting.</b></p> | <p><b>Clerk</b></p> <p><b>Clerk</b><br/><b>Clerk</b></p> <p><b>Cllrs Corbett and Kalunga</b><br/><b>Clerk</b></p> |
| <p><b>12. Risk assessment for projects, where appropriate</b><br/> The Clerk was asked to report the dog bin near Sweetlands Corner/Frithwood Crescent which is loose.<br/> <b>Action: Clerk to report to AH Contracts.</b></p> <p>Parish Council assets. It was agreed that a manual list of all Parish Council assets should be made, with given location. The assets should then be annually inspected and reviewed, identifying need for relocation, repair, maintenance, replacement, etc.<br/> <b>Action: Clerk to complete list of all Parish Council assets.</b></p> <p>Allianz Insurance – claim by resident. The Clerk was asked to follow up with Allianz Insurance on the progress of the claim.<br/> <b>Action: Clerk to follow up with Allianz Insurance.</b></p>   | <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>   |
| <p><b>13. Finance</b><br/> The following information relates to period 27<sup>th</sup> July 2009 to 7<sup>th</sup> September 2009.</p> <p><b>13a. Appeals for funding</b><br/> One application for funding from Cheeky Monkeys, the parents and toddlers group hosted at Monkston Community Centre. Membership is 30 and the group has been running for 10 years. The group requests £300 as 50/50 funding for new equipment for the children (total equipment cost £600). Full application provided with supporting information.</p> <p>The Councillors were in full agreement that this grant should be made. The Clerk therefore prepared CQ 396 for £300 made payable to Cheeky Monkeys.</p> <p><b>13b. Payments</b><br/> The following information relates to period 27<sup>th</sup> July 2009 to 7<sup>th</sup> September 2009.</p>   |   |

**Current Account**

| Payee                                       | Cheque       | Reason   | Powers                  | Amount ex VAT | VAT    | Total   |
|---|--------------|--|-------------------------|---------------|--------|---------|
| Friends Provident Pension Scheme            | Direct Debit | Pension contributions August 2009  | LGA 1972 s.112          | £49.00        |        | £49.00  |
| AH Contracts                                | 387          | Installation of notice board in Kents Hill and change back board of notice board in Monkston | Litter Act 1983 s 30,72 | £70.00        | £10.50 | £80.50  |
| AH Contracts                                | 388          | Bin emptying August 2009   | Litter Act 1983 s 30,72 | £462.24       | £69.34 | £531.58 |
| Monkston Community Centre & Sports Pavilion | 389          | Room hire 20th July NAG  | LGA 1972 s.142          | £24.00        |        | £24.00  |

|                                |     |  |                 |           |  |                   |
|--------------------------------|-----|--|-----------------|-----------|--|-------------------|
| Milton Keynes Play Association | 390 | Play sessions during the summer holidays                                   | LGA 1972, s.145 | £7,118.40 |  | £7,118.40         |
| Amanda Wilmot                  | 391 | Holiday pay 31 hours; Reimbursements - mileage, labels, jiffy bags, stamps | LGA 1972 s.112  | £485.14   |  | £485.14           |
| LPS                            | 392 | Printing of the newsletter September 2009                                  | LGA 1972 s.142  | £1,280.00 |  | £1,280.00         |
| Amanda Wilmot                  | 393 | September salary (dated 25 <sup>th</sup> September)                        | LGA 1972 s.112  | £636.60   |  | £636.60           |
| HM Revenue and Customs         | 394 | September PAYE and NI contributions (dated 25 <sup>th</sup> September)     | LGA 1972 s.112  | £348.20   |  | £348.20           |
| Allianz Insurance              | 395 | Insurance renewal 2009/10 - additional premium for increase in cover       | LGA 1972 s.111  | £38.71    |  | £38.71            |
| <b>Total Debit</b>             |     |  |                 |           |  | <b>£10,592.13</b> |

#### Allotment Account

| Payee                       | Cheque | Reason                                   | Powers  | Amount ex VAT | VAT    | Total         |
|-----------------------------|--------|--|---|---------------|--------|---------------|
| Marcus Young Landscapes Ltd | 008    | Clearance of plots 18 and 7 as requested | Small holdings and allotments act 1908 s23-33 | £70.00        | £10.50 | £80.50        |
| <b>Total Income</b>         |        |  |   |               |        | <b>£80.50</b> |

#### Deposit Account

| Payee               | Cheque | Reason                   | Powers | Amount ex VAT | VAT | Total        |
|---------------------|--------|--------------------------|--------|---------------|-----|--------------|
| Net interest        |        | Net interest August 2009 |        | £1.00         |     | £1.00        |
| <b>Total income</b> |        |                          |        |               |     | <b>£1.00</b> |

All payments were approved and the cheques, including CQ396 to Cheeky Monkeys, were duly signed.

It was also agreed that the approx. £30 may be spent to support the forthcoming BBQ event at St Bernadette's Primary School. The Parish Council will be attending and will be running a lucky dip stand. The £30 funds will cover the cost of the lucky dip stand. All proceeds will go to the school.

#### 13c. Bank Account Balances

|  |                   |
|--|-------------------|
| Balance as at 7 <sup>th</sup> September 2009 (Current)                           | £16,081.26        |
| Balance after proposed payments<br>(Direct debit & CQs387-395= total £10,592.13) | £ 5,489.13        |
| Balance as at 7 <sup>th</sup> September 2009 (Allotments)                        | £ 2,566.25        |
| Balance after proposed payment CQ008 £80.50                                      | £ 2,485.75        |
| Balance as at 7 <sup>th</sup> September 2009 (Deposit)                           | £29,347.37        |
| <b>Total bank balance (after proposed payments):</b>                             | <b>£37,322.25</b> |

It was agreed to transfer £15,000 from the deposit account to the current account.

**Action: Clerk to transfer £15,000 to the current account.**

#### 13d. Budget Status at 7<sup>th</sup> September 2009-09-14

The Clerk presented the budget status as at 7<sup>th</sup> September 2009 as below. The Council was satisfied that the spending pattern is in order.

**Clerk**

|  | Final budget agreed<br>26/01/09 | Budget 2008/09 YTD | Budget utilised % |
|--|---------------------------------|--------------------|-------------------|
| Clerks' salary   | 13,494.10                       | 6451.59            | 48%               |
| HMRC contributions (employer NI and deduction employee PAYE) | 3,643.41                        | 2216.22            | 61%               |
| Pension contributions  | 588.00                          | 879.25             | 150%              |
| Office expenses  | 262.50                          | 131.28             | 50%               |
| Mileage and telephone expenses                               | 1,000.00                        | 405.63             | 41%               |
| General admin  | 1,500.00                        | 929.77             | 62%               |
| Memberships  | 787.95                          | 0                  | 0%                |
| Insurance  | 729.87                          | 812.96             | 111%              |
| Auditor services   | 293.55                          | 0                  | 0%                |
| <b>Parish Management Costs</b>                               | <b>22,299.38</b>                | <b>11,826.70</b>   | <b>53%</b>        |
| Room hire  | 360.00                          | 144.00             | 40%               |
| Newsletter publishing and delivery                           | 4,000.00                        | 3,130.20           | 78%               |
| Website costs  | 491.58                          | -                  | 0%                |
| Ongoing Councillor training                                  | 200.00                          | -                  | 0%                |
| Dog bins and litter bins emptying                            | 6,008.60                        | 2,271.86           | 38%               |
| Parish Council Conference Dinner                             | 250.00                          | -                  | 0%                |
| Allotments - existing  | 3,500.00                        | 137.41             | 4%                |
| Allotments - new   | 3,500.00                        | -                  | 0%                |
| NAG meetings - room hire                                     | 360.00                          | 96.00              | 27%               |
| NAG - newsletter and information sharing                     | 1,000.00                        | -                  | 0%                |
| NAG projects reserve   | 1,000.00                        | -                  | 0%                |
| Precept leaflet printing                                     | 280.00                          | 136.22             | 49%               |
| <b>Existing service costs</b>                                | <b>20,950.18</b>                | <b>5,915.69</b>    | <b>28%</b>        |
| Play sessions  | 10,396.80                       | 9,428.80           | 91%               |
| Youth workers  | 3,838.62                        | 509.29             | 13%               |
| Youth projects   | 1,000.00                        | -                  | 0%                |
| Streetcare - new dog bins x 1                                | 390.56                          | -                  | 0%                |
| Streetcare - notice boards x 1                               | -                               | 930.00             | 0%                |
| Streetcare - parkland seating x 1                            | -                               | -                  | 0%                |
| Streetcare - litter bins x 4                                 | 1,651.76                        | -                  | 0%                |
| Clerk training   | 100.00                          | -                  | 0%                |
| Grants   | 2,500.00                        | 2,727.00           | 109%              |
| <b>Projects</b>  | <b>19,877.74</b>                | <b>13,595.09</b>   | <b>68%</b>        |
| <b>Total</b>   | <b>63,127.30</b>                | <b>31,337.48</b>   | <b>50%</b>        |
| Additional projects for 2009/10                              |                                 |                    |                   |
| Spring dance festival (April/May) - refreshments             | 100.00                          | -                  | 0%                |
| Summer picnic - promotion and clean up?                      | 200.00                          | -                  | 0%                |
| Autumn bulb planting (bulbs)                                 | 765.00                          | -                  | 0%                |
| Christmas carol service - refreshments                       | 100.00                          | -                  | 0%                |
| Gridforce grass crete (parking fund?)                        | 1,000.00                        | -                  | -                 |
| Monkston Park Community Centre (fund?)                       | -                               | -                  | -                 |
| Update of play parks   | 4,000.00                        | -                  | -                 |
| <b>Additional projects for 2009/10</b>                       | <b>6,165.00</b>                 | <b>-</b>           | <b>0%</b>         |
| <b>Total</b>   | <b>69,292.30</b>                | <b>31,337.48</b>   | <b>45%</b>        |

#### 14. Correspondence for information

44.00 Reallocation of reserved sites. There should be a Community Assets conference in September 2009. Cllr Smith to attend. Date and time to be confirmed.

**Action: Cllr Smith to attend the Community Assets conference.**

**Cllr Smith**

47.00 Bedgebury Place. The Clerk was requested to take this item off the spreadsheet. The Clerk was requested to write to HCA regarding the rigidity of the blue hoarding around the site and to report the streetlight on the site which is on constantly.

**Action: Clerk to contact HCA regarding the site.**  
**Action: Clerk to remove this item from the spreadsheet.**

**Clerk  
Clerk**

612.2009 Chairmanship training 13<sup>th</sup> October 2009. Cllr Maudsley expressed his intention to attend. Clerk to confirm this to MKC.

**Action: Clerk to confirm Cllr Maudsley's attendance to the Chairmanship Training.**

**Clerk**

614.2009 Working Together project – report findings questionnaire. The Councillors were encouraged to complete the questionnaire and return to MKC.

**Action: Councillors to complete the Working Together report findings questionnaire.**

**Councillors**

**15. Planning**

The following planning report was presented. No concerns were raised about the new applications or the approved applications.

a) **Planning notices and decisions**

| Application number | Planning for  | Date received | Status                              |
|--------------------|---|---------------|-------------------------------------|
| 09/01161/FUL       | Single storey and first floor side extensions at 30 Abbeydore Grove, Monkston, Milton Keynes.   | 27/08/09      | Permission granted                  |
| 09/00352/UNAUTU    | Enquiry into use of a residential building for business purposes and advertising at 6 Lanercost Crescent, Monkston Milton Keynes – planning enforcement investigated following report to NAG. All to be found in order. | 05/08/09      | Lawful use of home for business use |
| 09/01103/FUL       | Planning permission granted for change of use from private amenity land to residential garden land and erection of 1.8 metre high boundary wall at 136 Blanchland Circle, Monkston, Milton Keynes.                      | 02/09/09      | Permission granted                  |

b) **Planning Applications received and Parish Council responses**

**Received 13<sup>th</sup> August 2009 for w/c 3<sup>rd</sup> August 2009**

**09/01389/FUL**      **Type:** Full Application TWO STOREY SIDE EXTENSION AND REPOSITIONING OF FENCE (REVISED SCHEME PLANNING PERMISSION 08/01739/FUL)

Kents Hill & Monkston Parish Council      **Valid:** 04/08/2009      **At:** 40 Chicksands Avenue Monkston

**Team:** South      **For:** Mr Dean Matthews

**Received 26<sup>th</sup> August 2009 for w/c 17<sup>th</sup> August 2009**

**09/01507/ADV**      **Type:** Advert Application ADVERTISEMENT CONSENT FOR ONE INTERNALLY ILLUMINATED FASCIA SIGN

Kents Hill & Monkston Parish Council      **Valid:** 21/08/2009      **At:** Fronius International GMBH Maidstone Road Kingston MK10 0BD

**Team:** South      **For:** Fronius International

**16. Councillors' reports and items for future agendas**

The Clerk was asked to add the Monkston Park community centre as an agenda point at the next meeting.

|  |                        |
|--|------------------------|
| <p>The Clerk was also requested to ask Ward Cllr Bint for his observations on the Monkston Park community centre.<br/> <b>Action: Clerk to add the Monkston Park community centre to the next meeting agenda.</b><br/> <b>Action: Clerk to contact Ward Cllr Bint to ask for observations on the Monkston Park community centre.</b></p> | <b>Clerk<br/>Clerk</b> |
| <b>17. Dates for the next meetings:</b>  |                        |

| <b>Date</b>                           | <b>Time</b> | <b>Place</b> | <b>Meeting</b>                                   |
|---------------------------------------|-------------|--------------|--|
| Monday 12 <sup>th</sup> October 2009  | 7.30pm      | Monkston     | Parish Council Meeting                           |
| Monday 16 <sup>th</sup> November 2009 | 7.30pm      | Kents Hill   | Parish Council Meeting                           |
| Monday 7 <sup>th</sup> December 2009  | 7.30pm      | Monkston     | Parish Council Meeting                           |
| Monday 11 <sup>th</sup> January 2010  | 7.30pm      | Kents Hill   | Parish Council Meeting                           |
| Monday 18 <sup>th</sup> January 2010  | 7.30pm      | Monkston     | Parish Council Meeting                           |
| Monday 22 <sup>nd</sup> February 2010 | 7.30pm      | Kents Hill   | Parish Council Meeting                           |
| Monday 29 <sup>th</sup> March 2010    | 7.30pm      | Monkston     | Parish Council Meeting                           |
| Monday 10 <sup>th</sup> May 2010      | 7.30pm      | Kents Hill   | Annual Parish Meeting and Annual Council Meeting |

Cllrs Laws and Smith gave their apologies for the next meeting on Monday 12<sup>th</sup> October.

There being no additional business, the meeting closed at 10.10pm.