

**Minutes of the Kents Hill and Monkston Parish Council's
ANNUAL COUNCIL MEETING
held on Tuesday 5th May 2009 at 7.30pm
at the Monkston Community Centre, Monkston, Milton Keynes**

	Action responsibility
<p>1. Members present and apologies for absence: Councillors Laws, Janice Cockram, Maudsley, Barnes, Corbett and Kalunga were present. The Clerk was in attendance.</p> <p>Apologies were received from Cllrs Clark, Smith, Bowker, Ferrans and Cockram. It was resolved to note these apologies and to accept the reasons for absence.</p> <p>Ward Cllr Crooks advised that he would be unable to attend the meeting. There were no members of public attending the meeting.</p>	
<p>2. Election of Chairman It was explained that at this point in the meeting that nominations for Chair of the Parish Council were invited for the coming year. Cllrs Laws was nominated as Chair and the Councillors unanimously agreed that Cllr Laws should be appointed to the role of Chair for a further year.</p>	
<p>3. Election of Vice-Chairman It was proposed that Cllr Maudsley be nominated as Vice-Chair. It was therefore unanimously agreed that Cllr Maudsley would be appointed as Vice-Chair of the Parish Council.</p>	
<p>4. Approval of the minutes of the last Parish Council meeting on Monday 20th April 2009 There were two omissions identified in the minutes of 20th April 2009: a) It was agreed that the Clerk should discuss with MKPA any problems encountered at the Kents Hill play sessions due to MK Wanderers' use of the field; b) Cllr Kalunga attended the meeting on Monday 20th April, and his name was omitted from the minutes.</p> <p>Action: Clerk to make revisions to the minutes and they should be presented to the Parish Council for approval and signing at the Parish Council meeting.</p>	Clerk
<p>5. Declarations of Interest The Parish Councillors confirmed that there are no changes to the Declarations of Interest held by the Clerk and MKC.</p>	
<p>6. Approval of the inventory and asset register of the Parish Council property and agreement of insurance cover for 2009/10 The following inventory and asset register was presented for 2009/10, as follows:</p>	

4 Noticeboards	£3,728.86	Insurance Value
25 Dog Bins	£2,843.00	Insurance Value
8 Lighting Columns	£7,652.78	Insurance Value
3 Litter bins	£1,669.50	Insurance Value
1 laptop computer Dell Inspiron 6400 (including software)	} £1,339.00	Insurance Value
1 HP C6180 All-in-one printer		
1 external hard drive		
3 park seats	1,839.00	Insurance Value
Total	£19,072.14	

<p>The Clerk advised the Councillors of the insurance quotation of £774.25 for the year commencing 1st June 2009 to adequately cover the Parish Council's assets. The Clerk confirmed that the insurance cover would include cover for a fourth notice board (in Monkston Park). Cllr Laws signed cheque number 363 for the insurance.</p>	
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<p>7. Agreement of the standing orders, financial regulations and risk assessment documents The standing orders, financial regulations and risk assessment documents were presented to the Councillors for review. It was agreed that there were no changes required. It was also agreed to place these documents in the public domain by adding them to the 'policies' section of the website. Action: Clerk to add the documents to the website.</p>	Clerk
<p>8. Terms of reference for working parties The 'terms of reference for working parties' document was presented to the Councillors for review. It was agreed that there were no changes required. It was also agreed to place this document in the public domain by adding them to the 'policies' section of the website. Action: Clerk to add the document to the website.</p>	Clerk
<p>9. Councillor responsibilities The Councillors agreed the responsibility grid as presented.</p>	

Responsibility area	Responsibility
Planning/licencing	Clerk, Cllrs Barnes, Maudsley and Clark
Education/communications	Clerk/Chair
Landscaping	Cllrs Cockram, Maudsley, Bowker, Barnes
Allotments	Cllrs Cockram and Bowker
Rubbish/trolleys	Cllrs Clark, Maudsley, Barnes and Bowker
Dog waste bins and litter bins	Cllrs Clark and Barnes
Parks Trust relationship	Cllrs Cockram and Maudsley
Parking	Cllr Ferrans
Public transport	Cllrs Ferrans and Corbett
Highways	Cllrs Ferrans and Barnes
Adoptions	Cllrs Ferrans and Laws
Streetlights	Cllrs Ferrans and Clark
Neighbourhood Action Group	Cllrs Smith, Barnes and Clark
Teenage behaviour/youth	Cllrs Smith, Corbett, Kalunga and Mrs Cockram
Play parks	Cllrs Smith, Corbett and Mrs Cockram
Play sessions	Cllrs Smith, Corbett, Kalunga and Mrs Cockram
Commercial organisations	Chair - Cllr Laws and Cockram

<p>10. Appointment of representatives at regular external meetings The following Councillors will represent the Parish Council at external meetings, as follows:</p> <table data-bbox="71 1310 1077 1433"> <tr> <td>Milton Keynes Association of Urban Parish Councils</td> <td>Cllr Maudsley</td> </tr> <tr> <td>Parishes Assembly</td> <td>Cllrs Maudsley and Smith</td> </tr> <tr> <td>Eastern Flank interagency meeting</td> <td>Cllr Laws</td> </tr> <tr> <td>Eastern Flank Expansion Steering Committee</td> <td>Cllrs Maudsley and Ferrans</td> </tr> </table> <p>It was agreed that Councillors are invited to come along to these meetings in addition to the representatives as and when possible.</p>	Milton Keynes Association of Urban Parish Councils	Cllr Maudsley	Parishes Assembly	Cllrs Maudsley and Smith	Eastern Flank interagency meeting	Cllr Laws	Eastern Flank Expansion Steering Committee	Cllrs Maudsley and Ferrans	
Milton Keynes Association of Urban Parish Councils	Cllr Maudsley								
Parishes Assembly	Cllrs Maudsley and Smith								
Eastern Flank interagency meeting	Cllr Laws								
Eastern Flank Expansion Steering Committee	Cllrs Maudsley and Ferrans								
<p>11. Adoption of un-audited accounts for the financial year 2008/09 The un-audited accounts for the financial year 2008/09 were presented to the Parish Council meeting of 20th April 2009 and adopted accordingly. For completeness they were presented at this meeting as below:</p>									

Accounts for year ending 31 March 2009 (2008/09)

Payments

Salary, pension and office expenses	£12,946.58
General Administration	£1,272.40
Mileage and tel expenses	£893.47
Rent	£500.00
Newsletter	£4,022.06
Website	£226.81
Councillor training	£284.00
Bin emptying service	£4,959.60
Association memberships	£845.88
Insurance	£708.61
Audit services	£285.00
Allotments	£126.67
Precept printing	£218.40
Play sessions	£8,539.00
Youth Workers	£4,049.89
Streetcare items	£780.00
Clerk training	£54.50
Section 137 Grants	£1,475.00
TOTAL EXCL VAT	£42,187.87
VAT	£1,680.01
TOTAL PAYMENTS	£43,867.88

Receipts

Precept	£59,980.00
Allotment income	£269.62
Bank interest	£325.29
VAT refund payment	£3,077.67
Part payment for project	£0.00
Refunded pension payment	£585.25
TOTAL RECEIPTS	£64,237.83

Statement of accounts

1 B/fwd	£16,978.74
2 Precept	£59,980.00
3 other receipts	£4,257.83
4 total income	£81,216.57
5 Staff costs	£12,946.58
6 Other pments	£30,921.30
7 total expenses	£43,867.88
Balance	£37,348.69
8 Current accounts (Current and allotment)	
No.2688013 Current	£6,512.11
No.1176507 Allotment	£2,312.67
Deposit a/c	
No.3825758	£29,339.72
Bank total	£38,164.50
Delta	£815.81
Cheques not presented at 31/03/08	
CQ 350 Hostway - silver package site builder	£102.93
CQ 347 BALC - memberships 2009/10	£712.88
Total	£815.81

<p>12. Review of Annual Governance Statement for audit preparation</p> <p>The Councillors worked through section two of the Annual Return form (Annual Governance Statement) at the last Parish Council meeting on 20th April 2009. The form was completed and duly signed.</p> <p>It was agreed that the Council would make an honorarium to the internal auditor on completion of the internal audit of £100 in vouchers.</p>	
<p>13. Financial Statements and payments</p> <p>13a. Appeals for funding</p> <p>One appeal for funding received from MK Community Mediation Service for training 2009/10. Amount requested £500+. (Grant agreed for 2008/09 was £550.00). The Councillors were in agreement to provide a grant for £550. Clerk was requested to ask for promotional materials for the notice boards.</p> <p>Action: Clerk was requested to ask for promotional materials for the notice boards.</p> <p>13b. Payments</p> <p>The following payments were made on or after 20th April to 5th May 2009.</p>	<p>Clerk</p>

Current Account

Payee	Cheque	Reason	Powers	Amount ex VAT	VAT	Total
Monkston Community Centre	361	Grant for refurbishment as agreed on Monday 20 th April at PC meeting	LGA 1972 s.142			500.00
Church of Christ the King	362	Meeting room hire 27/04/09 (NAG), 08/12/09, 26/01/09, 20/04/09 (PC)	LGA 1972, s.133			£120.00

Allianz Insurance	363	Insurance renewal 2009/10	LGA 1972 s.111	£774.25		£774.25
Monkston Community Centre and Sports Pavilion	364	Room hire PC 09/03/09 and NAG 16/03/09	LGA 1972, s.133	£36.00		£36.00
Friends Provident Pension Scheme	365	April payment (direct debit failed 20/04/09)	LGA 1972 s.112	£49.00		£49.00
Friends Provident Pension Scheme	Direct Debit	Pension contributions for May 2009	LGA 1972 s.112	£49.00		£49.00
AH Contracts	366	Bin emptying April 2009	Litter Act 1983 s 30,72	£522.54	£78.38	£600.92
Transfer to deposit account	Transfer			£20,000.00		£20,000.00
Total Debit						£22,129.17
			April 2009 direct debit rejected as Lloyds TSB does not have mandate on system. Referred back to Friends Provident to lodge mandate correctly.			
20-Apr-09	Debit	Refund of Friends Provident Pension Scheme deduction		£49.00		49.00
Total Income						£49.00

Allotment Account

Payee	Cheque	Reason	Powers	Amount ex VAT	VAT	Total
Ray Cockram	6	Repair work on allotment water trough - materials and expenses	Small holdings and allotments act 1908 s23-33	£13.50		£13.50
Total Debit						£13.50
27-Apr-09		Allotment rent 2009/10	Ladyman	£17.25		£17.25
29-Apr-09		Allotment rent 2009/10	Han	£12.75		£12.75
30-Apr-09		Allotment rent 2009/10	Morris	£13.50		£13.50
01-May-09		Allotment rent 2009/10	Singh	£18.00		£18.00
Total Income						£61.50

Deposit Account

Payee	Cheque	Reason	Powers	Amount ex VAT	VAT	Total
24-Apr-09		Transfer from current account	Internal transfer	£20,000.00		£20,000.00
Total Income						£20,000.00

13c. Bank Account Balances	
Balance as at 5 th May 2009 (Current)	£12,999.85
Balance after proposed payments (CQs 361-366 & CQ360 = total £3,939.57)	£ 9,060.28
Balance as at 5 th May 2009 (Allotments)	£2,374.17
Balance after proposed payment (CQ 6= £13.50)	£2,360.67
Balance as at 5 th May 2009 (Deposit)	£49,341.73
Total bank balance (after proposed payments):	£60,762.68

<p>14. Bedgebury Place: to consider comment on the demolition of Bedgebury Place, following notification on 27/04/09</p> <p>It was agreed that the notices were thorough. A copy of the notices will be posted on the Kents Hill notice board for resident information purposes.</p>	
<p>15. Allotments: to review and agree the revised terms and conditions for tenancy</p> <p>The terms and conditions for allotment tenancy were reviewed. The Clerk was requested to make three amends: a) correct spelling of responsibility, b) amend point 5 (xxx) to read that the tenants must ask permission of paying tenants to remove crops from the site and c) add statement 'The Parish Council would not normally allow a tenant to have more than one plot where a waiting list for plots exists. Plot allocation is at the discretion of the Parish Council'.</p> <p>Action: Clerk to amend the tenancy agreement accordingly.</p> <p>Action: Clerk to publish agreement on the website.</p> <p>Action: Clerk to send the tenancy agreement to all prospective tenants for the Monkston Park allotments.</p> <p>Action: Clerk to send the tenancy agreement to the Kents Hill allotment plot holders asking them to sign up to the new terms and conditions.</p> <p>The allotment association constitution was reviewed and agreed as presented.</p> <p>Action: Clerk to publish constitution on the website.</p> <p>Action: Clerk to send the constitution to all prospective tenants for the Monkston Park allotments.</p>	<p>Clerk Clerk Clerk</p> <p>Clerk</p> <p>Clerk Clerk</p>
<p>16. Councillors' reports</p> <p>Cllr Kalunga confirmed that he was setting up a working group for community events. Cllrs Corbett and Bowker have agreed to work with Cllr Kalunga on this project. Participation from all Councillors welcomed.</p> <p>Cllr Corbett asked whether pressure from groups would add to the case for developing a community centre in Monkston Park. It was felt that letters from potential user groups would assist by demonstrating the community need for such a centre.</p> <p>Cllr Maudsley confirmed that the Parish Council has requested a copy of the MK Wanderers/MKC lease. This is awaited.</p>	
<p>17. Meeting dates for 2009/10</p>	

Date	Time	Place	Meeting
Monday 29 th June 2009	7.30pm	Kents Hill	Parish Council Meeting
Monday 27 th July 2009	7.30pm	Monkston	Parish Council Meeting
Monday 7 th September 2009	7.30pm	Kents Hill	Parish Council Meeting
Monday 12 th October 2009	7.30pm	Monkston	Parish Council Meeting
Monday 16 th November 2009	7.30pm	Kents Hill	Parish Council Meeting
Monday 7 th December 2009	7.30pm	Monkston	Parish Council Meeting
Monday 11 th January 2010	7.30pm	Kents Hill	Parish Council Meeting
Monday 18 th January 2010	7.30pm	Monkston	Parish Council Meeting
Monday 22 nd February 2010	7.30pm	Kents Hill	Parish Council Meeting
Monday 29 th March 2010	7.30pm	Monkston	Parish Council Meeting
Monday 10 th May 2010	7.30pm	Kents Hill	Annual Parish Meeting and Annual Council Meeting

There being no additional business, the meeting closed at 9.10pm.