



Minutes of the Full Council Meeting held at Kingston Library MONDAY 8th November 2021 at 7.30PM

Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 0BA

Present: Cllrs Nigel Cox (NC) – Chair, Jenni Ferrans (JF), Lou Fisher (LF) and Paul Grindley (PG). Glen Dersley

Attending Cliff Schraibman Clerk/RFO

1. Public Open Session (Max. 15 mins): Attended by Rev Ruth Gookey from Kents Hill Baptist Community.
2. Ward Councillor Report Councillor Ferrans

AGENDA

FC 77/21	Apologies: Vikas Chandra (VC) Absent, Taimyr Boungou-Pouaty (TBP) Approved
FC 78/21	Declarations of Interests: Members to declare any disclosable pecuniary interests or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered. Paul Grindley Allotments
FC 7921	Decision Required: Minutes of previous meeting. To receive and accept as a true and correct record the minutes of the meetings held on 11th October 2021, 13 th September, and the 12 th of July. All accepted.
FC 80/21	Fixed item: Finance a) Payments to note - none b) Payments to approve: The quote for RTM (£450 for plot clearance and £380 for Rubbish removal from the allotments) was approved. Regular payments to MYES and RTM (for monthly contract), KEE IT Services (for annual licenses) and 123 Reg for Linux Domain name was also approved – Clerk to check and change direct debit if necessary. Payment to payroll company to rework the last three month’s payroll calculations with the inclusion of the deductions and contributions to the Bucks Pension Fund. This was quoted at £40 per hour and would be 1 - 1½ hours work. Council approved Training for Clerk on RBS accounts package (Receipts and Payments Module) costing £95 was approved. c) Appeals for funding: none
FC 81/21	Fixed item: Planning Applications/Notifications. To agree any comments or objections to planning applications. 21/02735/CLUE No Objections ; 21/03148/FUL No Objections; 21/03160/FUL No Objections. 21/02983/FUL No Objections
FC 82/21	Update Dog and Litter Bins. The damaged bins have now been repaired and we have received an invoice for the repairs, awaiting bin replacements for temporary fixes, any new bins ordered are still on back order. Councillors requested an updated emptying report from MYES for bins as we may be able to stop double emptying of bins in the winter months.
FC 83/21	Update Licencing Applications Home Bargains Accepted. no further objections; Street Trading Consent Accepted, no further objections
FC 84/21	Fixed Item: Decision Required: Consultations These will be added for next month’s meeting. Open Spaces consultation initiative will be forwarded to councillors.
FC 85/21	HR Items Decision Required: To approve the payment of overtime (105 hours) incurred by the clerk to the end of October. Approved. To approve the payment of 40 hrs overtime per month till the end of financial year, plus a one off 20 hrs to sort filing systems. Approved by council To determine the budget for future overtime. Approved by council.

	To delegate the approval of authority for overtime payments within the budget to the Chair and the Chair of the HR Committee. Approved by council.
FC 86/21	Decision Required: Tree Planting To approve up to £4,630 to plant 21 trees as proposed by MK Council. Approved To consider the offer from MKC to plant up to 10 trees as part of the Jubilee celebrations for 2022. Cost to be approx. £90.00 per tree for planting per tree. Approved The clerk to negotiate whether trees from the Jubilee allocation can be substituted for any of the trees, which we have ordered reducing the cost to the Parish Council.
FC 87/21	Update for Allotments Working Group to undertake an end of year review of all plots. Letters to be sent to allotment holders who need to get plots in order. Clerk to supply Allotment Working Group a manually generated list of all allotment holders with their respective plot numbers. Allotments a proposal of a rent and deposit increase for all the plots on each site is being considered by the allotment working group and will be brought before the council.
FC 88/21	Councillor Updates: Devolved Services - To discuss possible delegation of the landscaping service. Councils have so far spent 25 – 50% more on their own managed landscape contracts compared to the costs of the service supplied by MKC. The parish would need to arrange a survey with the residents of the parish regarding the increased cost of this service. Council will express an interest with MKC to explore the possibilities of the devolved services route. Website – Receive a report from the website working group. Clerk to spend time on WordPress training and update the appearance of our website and to regularly add newsworthy items to the site in order to draw traffic to the site and create interest. Kents Hill pond – Completed Play Areas: Ordered - From feedback received it appears that these items would be delivered early next year. Budget has been allocated for this expenditure. Bank Account Update - Once they have been approved, we will use the updated minutes from September's meeting to change the mandate for the Main Current Account with Metro Bank. Update for Cambridge Building Society and Cambridge and Counties Bank. The clerk was collating the names of previous councillors and clerks who may be on these bank's mandates. Councillor Ferrans had received an email regarding the signatories from the Locum in 2019 for these two banks and would be forwarding the email to the clerk. Finance update: See supporting document, "Budgets and Forecasts to Year-end" in SharePoint. This document highlighted the council was underspent in most areas due to the pandemic and issues with supply chains. The use of reserves will be minimal this year. Recruitment of Warden - The HR committee wanted to ensure that the Warden was in place by February. The Warden will be responsible for parking, overgrown trees and hedges, dog bins, and litter as well as monthly checks on allotments – approval of 16 hours per week at a pay rate of £10.04 per hour with the option for postholder to join a pension scheme. Warden's job description to be finalised for December recruitment campaign. Councillor Ferrans will send out interview criteria.
FC 89/21	Defibrillators: Report Back and Next Steps. The council approved a budget for the purchase and installation of a defibrillator. Rev Gookey the Baptist Minister at Christ the King Community Church in Kents Hill has offered an easily accessed and visible site on one of the church's walls. The budget would require £2,000 (£1,170 – defibrillator, £575 cabinet, plus installation costs). It is expected that replacing pads and regular checking would be undertaken by members of

	the church congregation. Rev Gookey will confirm this. See document on Public Access Defibrillators (SharePoint Nov meeting folder) The council approved this spend and will use this as a test bed to roll-out defibrillator units to other suitably identified areas within the parish.
FC 90/21	Items for future discussions - to receive Councillors' items for future agendas.

Date of next meeting: 13th December 2021, 7.30pm.

Signed



Chairman

Date

24th Nov' 2021.