



Meeting of Kents Hill & Monkston Parish Council
Monday 11th April 2022, 7.30pm
Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 0BA

Public Open Session (Max. 15 mins): To receive questions/statements from members of the public.

1. Ward Councillor Report Councillor Ferrans

AGENDA

FC 162/21	Apologies: To accept apologies and approve reasons for absence of members unable to attend the meeting.
FC 163/21	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.
FC 164/21	Decision Required: Minutes of previous meeting. To receive and accept as a true and correct record the minutes of the meeting held on 14th March 2022.
FC 165/21	Fixed item: Finance – the items in the list at the end of this table, which were due for payment or had recently been paid. MK Play’s invoice had been approved at a previous meeting and is on the list for completeness. Financial Standing orders – discussion, Clauses 4.1 and 4.5 of the financial regulations give very wide delegated authorisation powers to approve expenditure to the clerk, and councillors have indicated that they wish to review this and create a more precise or limited delegation statement. The parish to discuss the level of authorisation it wishes to delegate and any conditions required in order that a replacement clause can be drafted for approval in May.
FC 166/21	Planning Applications. 22/00664/CLUP Certificate of Lawfulness for the proposed loft conversion, the erection of a rear flat roof dormer extension and installation of rooflights to the front roof slope. 24 Bridlington Crescent, Monkston, Milton Keynes, MK10 9FH, Valid: No date, for information only. 22/00259/CLUP Certificate of Lawfulness for the proposed loft conversion, the erection of a rear flat roof dormer extension and installation of rooflights to the front roof slope. 24 Bridlington Crescent, Monkston, Milton Keynes, MK10 9FH, Valid: No date, for information only. 22/00769/FUL Proposal: Change of use from educational (Use Class D1) to general industrial, storage and distribution, and ancillary office space (Use Classes B2, B8 and E) At: Unit B Libra Maidstone Road Kingston Milton Keynes MK10 0BE Valid 03.05.2022
FC 167/21	Decisions Required: Dog and Litter Bins. Decision Required Consider fill report and whether we decide to empty the bins, which are highlighted in the report, twice a week. To consider emptying the bins by the Monkston Park shops and also the bins by the Kents Hill Shops? Clerk was told that the delivery and installation of bins on Monkston Green and Kents Hill walkway would be undertaken on Saturday the 2 nd April

FC 168/21	<p>Fixed Item: Licencing Applications:</p> <p>1) Street Trading Consent Renewal for Kents Hill Kebab Hours applied for Monday – Sunday 16.30 – 22.30 The existing conditions on the consent are: An adequate number of waste bins to be provided outside the mobile unit for use by customers to ensure that waste material generated as a result of the business can be disposed of. All waste materials produced in connection with the business is the responsibility of the licence holder.</p> <p>2) Street Trading Consent – Renewal Daily Kebab Kingston To sell: Hot takeaway food Hours applied for Monday to Saturday 16:30 – 23:00 The existing conditions on the consent are: Conditions A litter bin shall be provided for customers; The trading location shall be left in a clean and tidy condition</p> <p>3) Boroughwide Street Trading Consent – Renewal application from MK Ices (Reg EK09 XXE) for 1 ice cream van to trade Boroughwide for the following times: Please note the change of hours Existing Hours Hours Applied For Monday to Sunday 15:00 to 18:00 Monday to Sunday 14:00 to 21:00</p> <p>4) Boroughwide Street Trading Consent Renewal application from MK Ices (Reg DG10 HCV) for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 14:00 to 21:00</p>
FC 169/21	<p>Fixed Item: Consultations None-</p>
FC 170/21	<p>Decision Required: Casework during the election period Casework that is outside the scope of the Parish Council is normally passed to Cllr Ferrans for referral to the ward team since she is both a parish councillor and a ward councillor. However Cllr Ferrans is a candidate in the current election. Decision – That residents asking for help on casework not the responsibility of the Parish Council during the election period should be referred either a to the non-candidate sitting councillors or b to all candidates during the election period – Parish Council to decide which?</p>
FC 171/21	<p>HR Items.</p> <p>Decisions Required To approve Clerks’ Leave from the 5th May – 24th May. Councillors to bear in mind that the May AGM and council meeting is the 30th May (last Monday). Following a successful review, the Chair of HR, together with the Chair are putting the review to the HR committee for approval.</p> <p>That review along with the Clerks timesheets submitted over the last couple of months has highlighted that the workload is far greater than anticipated, so much so that the Council should vote on the following changes to the Clerks current employment:</p> <p>A motion for the council to consider is as follows:</p> <ol style="list-style-type: none"> 1. The Clerks hours are to be revised from the current 25 hrs a week to 37 hrs a week. 2. Overtime is to be, where possible, limited to 3 hours maximum a week, or 12 hrs max per month 3. Overtime, if required, is still to be approved by the Chair of HR and or the Chair of the Parish. 4. Time sheets are to be provided on a weekly basis to HR.

	<p>In light of the good work carried out by the Clerk, a one off bonus payment of £300.00 to be made.</p> <p>Report Back re the Warden</p>
FC 172/21	<p>Decision Required: Cover for Clerk</p> <p>Decision Cliff is going to be absent for 14 working days May 5th – 24th – cover for Clerk’s holiday absence, but they do not include time close to parish council meetings so we have the option of covering it ourselves or arranging cover. Cover is difficult to arrange and needs briefing and the key items in progress at this time of year are the annual audit which needs Cliff and monitoring of the bins and the allotments.</p> <p>So we propose that we do not employ a Locum clerk but ask for volunteers among the cllrs.</p> <p>Person A to monitor the clerk’s email and divide into the following groups</p> <ul style="list-style-type: none"> ○ Bin problems – forward to person B ○ Allotment issues – forward to person C ○ Other parish council casework – forward to NC ○ Other casework – refer residents to VMcP and LM as ward cllrs or to all candidates standing – decision above ○ Payroll issues – forward to JF ○ Council consultations and other communications – forward to all councillors ○ Invites to events – if for all forward to all if not, forward to person D ○ Financial items – invoices quotes etc – forward to person E (ideally a bank signatory) <ul style="list-style-type: none"> - Person B communicates with the bin company or arranges to investigate the issue with a view to agreeing changes at a future parish council meeting - Person C deals with showing any new enquirers about allotments round (a few have given up at the charge point) and welcomes new plot holders and passes any routine financial stuff to person E and investigates anything non-routine - Person D co-ordinates who attends and suggesting dates for any meeting that needs setting up apart from the youth meeting which JF will deal with (NB probably none since it’s election time) - Person E arranges payment of anything that needs it urgently and arranges whatever checks are needed on any work done – probably little or no checks apart from bins and allotments that persons B and C should deal with - Or does the parish feel that we really need a Locum clerk?
FC 173/21	<p>Allotments Working Group Decision Required A vote on the amendments to the T&Cs – please see separate supporting document with updated terms and conditions.</p> <p>Decision – to delegate to the clerk and Cllrs JF and PG the task of claiming as much S106 for allotments from the Kents Hill development as possible.</p>
FC 174/21	<p>Tree Appeal Update: We requested 10 Field Maple trees, we were told there was no stock of those and they were being substituted for Crab Apple, we told them to cancel our order. On Sat 26th March, 15 Small Carb Apple trees arrived. Clerk has planted these 15 trees in medium sized pots and will grow them on in case they are needed by the parish at some stage.</p>
FC 175/21	<p>Clerk and Councillor Updates: Newsletter</p>

	<p>Finance/Bank Account Update – Metro Bank now have everything they asked for and expect to have the internet banking sorted by the middle of this month. Cambridge Building Society have now asked for another form of ID for the clerk.</p> <p>Benches Update: Any suggested locations for benches?</p> <p>CAB Sessions feedback from Hollie Chalkley suggests that the CAB sessions at the library are fully booked. We will be receiving a report after 6 months (service started in Jan) She stressed that we need to continue to publicise this service in our newsletter.</p> <p>Jubilee Celebrations: Feedback from Cllrs Fisher and Dersley regarding the 3rd June Cinema Event.</p> <p>Youth Work Cllr Ferrans will be arranging a meeting with the representatives from various parishes that run Youth Services.</p> <p>Feedback from Cllr Bounou-Pouaty regarding progress with fitness classes.</p> <p>MK Play – The first of the 6 play sessions delivered by MK Play is due to start soon see dates below:</p> <p>Easter Play Sessions: Tuesday 12th - Kents Hill Pavilion (2pm-4.30pm) 1 place left almost booked out Wednesday 13th - Monkston Community Centre (9.30am-12pm) half booked, 33 places left Thursday 14th - Monkston Park Community Centre (9.30am-12pm) (Off Collindale St) 56 places left Tuesday 19th – Kents Hill Pavilion (2pm-4.30pm) 62 places left Wednesday 20th – Monkston (9.30am-12pm) 59 places left Thursday 21st – Monkston Park (9.30am-12pm) (Off Collindale St) 68 places left</p>
<p>FC 176/21</p>	<p>Defibrillators: Report Back and Next Steps. The Defibrillator cabinet has been installed on the wall outside the church. The cost to install the unit was £95 and will be paid for by the Church with the parish paying the church. Next steps installation of the unit inside the cabinet, payment to the church and training for those councillors interested and the clerk.</p>
<p>FC 177/21</p>	<p>Items for future discussions - to receive Councillors' items for future agendas.</p>

Payments to Approve and Note

Installation of Defibrillator £95; Staffing costs £2,718; LGPS £794.89, HMRC £395; MYES £1,17; BMKALC £135; Kee IT £113; RBS £124; Hippey Accounting £18; SLCC £30; Parish Online £45; CAB Sessions £800; Replacement Printer £381.67; London General Insurance £28.09; MK Play £2,400

Date of next meeting: 30th May 2022, 7.30pm.