



**Minutes of the Full Council Meeting Kents Hill
& Monkston Parish Council
Monday 14th February 2022, 7.30pm**

Held at Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 0BA.

Present: Cllrs Nigel Cox (NC) – Chair, Councillors Jenni Ferrans (JF), Paul Grindley (PG), Vikas Chandra (VC), Taimyr Bounvou-Pouaty (TBP); **Attending** Cliff Schraibman Clerk/RFO

Minutes

FC 123/21	Apologies: To accept apologies and approve reasons for absence of members unable to attend the meeting. Councillor Fisher and Councillor Dersley absence approved
FC 124/21	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. Councillor Grindley has an allotment
FC 125/21	Decision Made: Minutes of previous meeting. To receive and accept as a true and correct record the minutes of the meeting held on 14th February January 2022. All accepted
FC 126/21	Fixed item: Finance – see the items in the list at the end of this document, which were due for payment: -
FC 127/21	<p>Fixed item: Decision Required and Feedback regarding planning Applications/Notifications.</p> <p>22/00157/FUL 37 Eridge Green Kents Hill Milton Keynes MK7 6JE. Proposal: The erection of a single storey rear extension with roof lanterns & the replacement of the existing conservatory roof period ends by 3rd March 2022. No objections or comments</p> <p>22/00272/FUL 1 Brecon Court Monkston Milton Keynes MK10 9HT Proposal Demolition of existing conservatory and single storey rear extension with new doors to rear elevation in place of window Period ends 7th March 2022 No objections or comments</p> <p>To note 22/00201/CLUP Certificate of lawfulness for No 6 St Helens Grove Monkston, Milton Keynes MK10 9FG. Certificate of lawfulness for information only</p> <hr/> <p>Clerk’s Feedback from MKC Planning Team:</p> <p>21/03734/FUL 24 Bridlington Crescent Loft conversion with dormer (revised proposal following the refusal of application ref. 21/03148/FUL) Consultation Expiry 13.01.2022. This application had been passed by the planning authority prior to the meeting.</p> <p>21/02857/FUL 22 Bardsey Crescent “I can confirm the objection raised on 16 Dec from the Parish Council was well received and considered” - Samuel Wong Planning Officer (East Team) - Development Management “The second objection is visible on public access and will be taken into account in determination of the application.” Tamlin Barton Planning Officer (East Team)</p> <p>21/02941/FUL 41 Crowborough Lane – Sonia James from MKC is recommending refusal and is waiting for sign off.</p>
FC 128/21	Decision Made: -Whether to continue to express interest and to prepare a bid for devolvement of the landscaping services for 2023-24. Chair was of the view that the parish would prefer MKC to continue to undertake the landscaping work for the parish. {Parishes that have selected devolved landscaping are experiencing a 25% shortfall between the MKC Landscape grant and the costs to deliver the service to the parish.} It would also involve management of considerable services or contracts that the parish is not equipped for at this time. There will be another opportunity to consider this for devolution in 2025. The decision was taken not to devolve the landscape contract. All councillors agreed. Clerk to notify MKC
FC 129/21	Decision Made: criteria and quote process for payroll quotes – see separate documents no 1 and 1a The payroll contract was discussed at length, Councillor Chandra mentioned several points to be considered: Whether the council would be given access to the payroll system and if they don’t permit this to employers, then we should consider engaging with a provider who grants access to employers. This is to

	<p>prevent the parish losing data in the event that the supplier ceased to operate. He also wanted to know that the supplier informs us what software they used to supply the service.</p> <p>Councillor Chandra also requested that we get pricing to include extra staff on the contract e.g., to add extra people up to 15, in the event that the Council takes a decision to pay the councillors for attending meetings</p> <p>The councillors also suggested that the clerk contact other parish clerks to find out who they use for their payroll service.</p> <p>On conclusion of this discussion the following was agreed by the council:-</p> <ol style="list-style-type: none"> 1. Response due back by the 3rd of March. 2. Enquire whether the companies providing the tender responses have any other parish councils who have engaged them for their services 3. They must submit details what software they use and what their backup arrangements are? 4. Whether the company has been involved in a dispute with HMRC and how it was resolved? 5. The pricing module to include pricing levels from 1 – 15 employees. <p>The above points to be included in any tender documents that were to be sent out.</p> <p>The bidders will be evaluated on the following criteria. 20% for backup arrangements. 20% for qualifications. 20% for track record and 40% based on price.</p> <p>The Council appointed Cllrs Cox, Ferrans and Bounvou-Pouaty together with the clerk to assess applications.</p> <p>Applications will be made accessible to all Cllrs in commercial confidence.</p> <p>Cllr Chandra requested that documents relating to the interim payroll contract be made available to all councillors. This is to understand how the decision was made in the previous contract. And a link to those documents will be sent to all councillors.</p>
FC 130/21	<p>Update Dog and Litter Bins. MYES have undertaken to repair the bins that were overturned, and to use only a slab on the bin that is going into Brinklow in the event that it needs to be moved. Permission has been sought from MKC highways team for the placement of the litter bin.</p> <p>The Bin at Pondgate L05 needs to be secured, clerk to confirm with MYES, also the bin on the way to Oakgrove school, which gets overturned on a regular basis. Clerk to confirm with highways (and/or Environment & Waste) what they would advise considering that it is continually being overturned, e.g. concreting a post to secure the bin or some other means. Councillors were concerned that a fixed structure would make it more likely a target for those with malicious intent and decided that having a bin tipped over was the lesser of the two evils.</p>
FC 131/21	<p>Fixed Item: Licencing Applications: To note, feedback from last month's license renewal – the conditions were identical, the licenses was being renewed with the same stipulations. No further comments</p>
FC 132/21	<p>Fixed Item: Consultations Local Cycling and Walking Infrastructure Plan (LCWIP) Period 17/01/2022 - 14/03/2022 All Councillors were instructed to view the consultation before the expiry date.</p>
FC 133/21	<p>HR Items. The recruitment of warden is underway with two responses being received by the time of the meeting and interview with one candidate was arranged for Friday morning. Cllr Ferrans asked the clerk to put a notice for the warden's post in the Job Centre Plus Employer's Portal. Cllr Bounvou-Pouaty requested that the job description and an application form be forwarded to him. Cllr Chandra suggested that perhaps more than one applicant could be engaged each to do specific parts of the role. The Chair mentioned that he would be sending the job description and application form to YMCA.</p> <p>The clerk has been in post for 6 months on the 16th February and will be having an appraisal.</p>
FC 134/21	<p>S106 funds for Museum and Archives Funding from the development at Southbridge Grove and Hartfield Close in the parish. Cllr Ferrans mentioned that we would respond to the consultation to request that part of the money be allocated toward evidence collection and display of exhibition material from sites in this parish. It would also need to include any past local finds. There will be a need to produce exhibition material about anything arising from the documentation exercise at an event in the parish and for future applications but otherwise we would be supporting the proposal - see separate Document no 2.</p>
FC 135/21	<p>Allotments Working Group the proposal for a rent and deposit increase for each of the plots on each site for 2023 All councillors voted to increase the deposit for new allotment holders to £75. The T&Cs were also amended and the document can be found in SharePoint. Councillors yet to vote for the changed T&Cs as</p>

	<p>there were further changes to be made to the wording. Councillors therefore only voted on whether to increase the deposit or not. – see separate Document no 3.</p>
<p>FC 136/21</p>	<p>Decision Made Planting of a group of trees. Several years ago, near the junction of the V10 and H8 on the Monkston corner some landscaping was removed. This has left a gap between the houses and the busy grid roads and the 6 or so gardens that are affected by this gap are subject to extensive road noise. In an effort to alleviate this situation, Councillor Ferrans met with Mark Cotton from the Parks Trust to discuss the planting of a group of trees in that location in order to screen the traffic noise. It was decided that 5 field maples would be planted in this location by the Parks Trust and 5 others were to be planted in the hedging of Monkston Park Allotments by Councillor Grindley and members of the environmental group. The Parks Trust don't require payment for planting, but the parish council need to order the trees. All councillors voted in favour of this tree planting plan. Clerk to order the trees and contact Mark Cotton when they are being despatched.</p>
<p>FC 137/21</p>	<p>Clerk and Councillor Updates:</p> <p>The newsletter it was decided that the newsletter should be printed in late March and this would make an ideal platform to publicise the MK Play Sessions over the Easter Holidays. As well as the Jubilee Cinema Event in June. Cllr Ferrans suggested that we need a newsletter before the summer play schemes (i.e. July). It was also decided to have a newsletter in the late autumn. All Councillors were in favour of this timetable. Councillor Bounou-Pouaty mentioned that the newsletter ought to contain articles on people in the parish. Collecting this information might be a challenge.</p> <p>Finance/Bank Account Update – Cambridge & Counties Bank have completed signatories change request. Metro Bank have asked for more forms to be completed and these have completed and re-submitted. Cambridge Building Society haven't responded affirmatively at the time of drafting this document, despite numerous attempts to contact them. Clerk was asked to inform the Cambridge BS that if they are not going to make these changes in the next two weeks, we will be sending a complaint to the banking Ombudsman.</p> <p>Benches and uses and of open spaces - Update: There was no feedback from the public consultation in the newsletter for siting of the bench, nor feedback for the use of the open spaces. It was suggested that the newsletter would need to be more specific and the narrative in the articles ought to be clearer indicating that the parish council was seeking parishioner's views on these matters with feedback details supplied – this could be via email or social media. It was decided that the next bench would need to be sited by the Pavilion on Monkston Green: Cllrs Ferrans and Grindley to decide on locations.</p> <p>Jubilee Celebrations: Planning is underway with Monkston Primary school and Vector Lighting regarding the 3rd June Cinema Event – see separate Document no 4.</p> <p>The clerk has contacted Rev Gookey regarding the church's plans for the Jubilee weekend and their response was that they would like to organise an event for the Sunday and involve other groups in MK. Clerk has contacted Cllr Dersley regarding Scouts Groups arranging a celebration with the Baptist Church and the 2 groups are going to discuss a collaborative effort.</p> <p>Youth and Senior Citizens outreach work.</p> <p>Youth outreach work – all the items that belonged to the parish and that were used for the youth outreach work have been returned to us and are being stored in the lockup. Chair was keen to have the venue for ongoing Youth Outreach work to be in all three community spaces so that young people from each parish would be more likely to attend if it was in their own area.</p> <p>The Chair also suggested that the Clerk contact Wavendon Gate Youth Café (known as Pulse MK).</p> <p>Action: It was suggested that we progress the Youth Work by arranging a meeting with SBE and Great Linford PCs along with the Pulse MK group and Woughton CC to do a presentation before asking for quotes.</p> <p>Cllr Bounou-Pouaty wanted to start fitness classes using the facilities at Monkston Primary School. The school's charging rate for the use of their facilities is on document no 5. Cllr Bounou-Pouaty will discuss this in more detail with the Councillors. The Chair suggested that Cllr Bounou-Pouaty puts together a costing document and advised that there were a number of ways that the costs of this initiative could be met, one of which was the contingency budget.</p>

	MK Play – The Clerk has met with April Scott (manager of MK Play) and Helen Chater (manager of Monkston Community Centre), regarding suitability of the venue for sessions over the Easter School holidays. We have 3 dates booked and sessions will be at 3 venues in the parish over 3 days (Tuesday 19th, Wednesday 20th and Thursday 21st April AM or PM). Cllr Ferrans suggested that we have 2 morning sessions and one in the afternoon. Prices are £400 a session and each session will last for 2.5 hrs - the price is inclusive of play hire and staffing. see separate document no 6 . The clerk was instructed to seek permission to use the grass areas from the groundkeepers.
FC 138/21	Defibrillators: Report Back and Next Steps. The clerk had ordered the equipment and will be arranging for installation (and testing). Further sites in the parish to be identified for additional units by the Councillors. Chair asked the Clerk to send a message to the chairman of MK Wanderers regarding the fact that seeing as their facility was due to have building work undertaken at some stage in the near future, it meant the defibrillator would ideally need to be sited somewhere else in the parish.
FC 139/21	Items for future discussions - to receive Councillors' items for future agendas.
FC 140/21	Exclusion of press and public – closed session for Clerk and councillor discussion. No updated information received - deferred to next meeting - this item to be removed from future agendas until further notice from Councillor Ferrans.

Payments to Approve and Note

MK Council (For Ulverscroft Play Area – already budgeted in Earmarked Funds - £19,910)

MYES £1,127 +VAT = £1,353 (Monthly Contractual Payment), Defibrillator Store (£499 + £895) +VAT

Date of next meeting: 14th March 2022, 7.30pm.

Minutes Approved by the Chair: Nigel Cox	
Date 14th March 2022	
Signature	