



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.

Minutes

FC 162/21	Apologies: To accept apologies and approve reasons for absence of members unable to attend the meeting. Apologies accepted Lou Fisher, Jenni Ferrans
FC 163/21	Declarations of Interests: Members to declare any 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. Cllr Grindley, allotments
FC 164/21	<p>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.</p> <p>The minutes were not approved based on the following reasons:-</p> <ol style="list-style-type: none"> 1) Cllr Chandra mentioned that the councillors should have declared an interest at the beginning of the meeting as they knew the company who were ultimately awarded the payroll contract. 2) Cllr Chandra also mentioned that the research he had undertaken on the financial standing of the organisation highlighted some account queries and that should have precluded their ability to participate in the tendering process. <p>The Chair undertook to confirm the financial standing and arrangements of the payroll organisation, while the clerk would investigate through SLCC whether the objection based on pecuniary interests were valid according to statute.</p>
FC 165/21	<p>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.</p> <p>Financial Standing orders – The councillors requested that the clerk send them each a copy of the financial standing orders and the financial regulations. In addition, to ensure that these documents are kept updated, regularly reviewed and available on SharePoint. They also wanted to know whenever these orders are referred to and in what situations it is likely to be utilised. Cllrs will review these items and a decision will be taken at the May meeting whether to make any alterations to the standing orders including those items regarding clerk’s spending limits. 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.</p>
FC 166/21	<p>Planning Applications.</p> <p>The following planning applications were noted with no comments:</p> <p>22/00664/CLUP Certificate of Lawfulness. 22/00259/CLUP Certificate of Lawfulness</p> <p>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) Valid 03.05.2022 Although the councillors discussed this application there were no objections.</p>
FC 167/21	<p>Decisions Required: Dog and Litter Bins.</p> <ol style="list-style-type: none"> 1) Councillors voted unanimously that those bins which were in the latest usage report and that had been highlighted by the bin contractor, would be emptied twice a week.

	<p>2) To consider emptying the bins by the Monkston Park shops and also the bins by the Kents Hill Shops? Councillors voted to empty those bins belonging to MK Council and which were outside the 2 shops up to once a week. Clerk to liaise with MKC regarding the days, which their bins are emptied and also with our bin contractor and to gauge the feasibility of the parish taking on this extra commitment where necessary. Clerk will also report the bins being full on the council's website for litter collection.</p> <p>Cllrs also mentioned two other issues:</p> <ol style="list-style-type: none"> 1) The Dog Bin at the back of Sweetlands Corner (D24) may need attention as it is often overflowing. Clerk will confirm this on the next parish visit. 2) Bin L05 is missing the door cover – this is the bin on the northwest corner of Monkston leading to Oakgrove School. Clerk will confirm this on the next parish visit and will confirm pricing of repairs/replacement for the next council meeting <p>Clerk will also confirm whether the two bins ordered from MYES have been installed.</p>
<p>FC 168/21</p>	<p>Fixed Item: Licencing Applications: No comments to any of the items in the list below.</p> <ol style="list-style-type: none"> 1) Street Trading Consent Renewal for Kents Hill Kebab 2) Street Trading Consent – Renewal Daily Kebab Kingston 3) And 4) Boroughwide Street Trading Consent – MK Ices (Reg EK09 XXE) and (Reg DG10 HCV)
<p>FC 169/21</p>	<p>Fixed Item: Consultations None-</p>
<p>FC 170/21</p>	<p>Decision Required: Casework during the election period</p> <p>Parishioner's casework, which 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.</p> <p>Parish Council was asked to decide on the following. During the election period, when residents requested assistance (casework), which is not the responsibility of the Parish Council, should their requests be referred either a) to the non-candidate sitting councillors or b) to all candidates during the election period.</p> <p>A decision was therefore unanimously taken in favour of option a) That casework be passed to the non-candidate sitting councillors.</p> <p>Further to this, the Clerk has been tasked to collate casework that comes into the parish in order to give councillors an idea of what sort of queries and requests are being put forward by residents and how these requests are actioned or where they are being signposted to.</p>
<p>FC 171/21</p>	<p>HR Items.</p> <p>Decisions Required to approve Clerks' Leave from the 5th May – 24th May. All agreed</p> <p>An amendment to this agenda item regarding information that came in after the agenda had been set. The clerk mentioned that he had only recently been informed that he has 2 extra days leave to carry into the new leave year over and above the 5 that were contractually permitted. The chair was happy to authorise these 2 extra days leave to be carried forward. All councillors were in favour of this.</p> <p>Following a successful appraisal review, the Chair of HR, together with the Chair are putting this review to the council 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 Clerk's current employment:</p>


	<p>The motion for the council to consider was 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 max a week, or 12 hrs max per month 3. Overtime, if required, 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>This will be back dated from the 4th April, which was a Monday and will make the process of calculating the hours more straightforward.</p> <p>In light of the good work carried out by the Clerk, a one off bonus payment of £300 to be made. All the councillors voted in favour of these items.</p>
<p>FC 172/21</p>	<p>Decision Required: Cover for Clerk</p> <p>Decision The Clerk is going to be absent for 14 working days from May 5th – 24th. These days do not include time that is close to any parish council meetings. The decision was whether to arrange Locum Cover or that the councillors share the day-to-day activities. The key items in progress at this time of year are the financial year end, the 2 annual audits and the VAT rebate claim. The allotments renewals have almost completed with no availability of allotments from the beginning of May, therefore allotment queries requiring intervention will be the usual day-to-day issues.</p> <p>The councillors unanimously decided that seeing as all the pressing deadlines required the Clerk’s attention, the activities would be shared amongst the councillors and no Locum Clerk would be needed.</p> <p>Therefore, the proposal was that the parish asks for volunteers among the Cllrs and the activity schedule would be split along the following lines: -</p> <p>The Clerk will have the “Out of Office” response setup in Outlook, with the following messages: -</p> <ol style="list-style-type: none"> 1) Issues with Bins Contact Cllr Dersley 2) Allotment queries contact Cllr Grindley 3) Jubilee and other events Contact Cllr Dersley 4) Other parish work contact Cllr Cox who will refer any other casework to non-standing candidates see decision above 5) Payroll Issues contact Cllr Ferrans 6) Queries regarding financial matters contact a signatory– Cllrs Grindley, Ferrans and Cox <p>The Clerk will forward the parish email to selected councillors in the event that anything is not covered, or needs urgent attention, this will include council consultations and communications.</p>
<p>FC 173/21</p>	<p>Allotments Working Group Decision Required. A vote on the amendments to the T&Cs – revised document with updated terms and conditions has been made known. All Councillors voted in favour of these amendments to the Allotment Terms and Conditions.</p> <p>A decision was also unanimously taken to delegate to the clerk and Cllrs JF and PG the task of claiming as much S106 for allotments from the Kents Hill (and Monkston) development as possible.</p> <p>The clerk was in the process of going through the archives in order to locate any invoices that would substantiate the S106 refund.</p>
<p>FC174/ 21</p>	<p>Tree Appeal The 15 Small Crab Apple trees, which had been incorrectly despatched have been planted by the Clerk in medium sized pots and will be delivered to Cllr Grindley for safe keeping and planting in the parish where required and where approval has been given.</p>
<p>FC175/ 21</p>	<p>Clerk and Councillor Updates: Newsletter The Chair has undertaken to edit the forthcoming newsletter.</p>

	<p>Finance/Bank Account Update – During the meeting Clerk relayed to the councillors that Metro Bank wanted some additional documents, which will form part of the May meeting agenda and that Cambridge BS have asked for another form of ID for the clerk.</p> <p>Jubilee Celebrations: Cllr Dersley had met with FOM School regarding the 3rd June Cinema Event and is liaising with them about the various activities. The clerk confirmed to Cllr Dersley that the parish is going to be funding MK Play to bring a bouncy castle as well as arranging a play session.</p> <p>Youth Work Due to illness, Cllr Ferrans was unable to give feedback regarding an arranged meeting with various parishes that run Youth Services.</p> <p>Feedback from Cllr Bounvou-Pouaty submitted a proposal with costings for Councillors to vote on at the next meeting for the proposed fitness classes. This document was shared, just before the meeting.</p>
FC 176/21	<p>Defibrillators: Report Back and Next Steps.</p> <p>The Defibrillator cabinet was installed on the wall outside the Kents Hill Community Centre. The unit will need to be registered with the emergency services and this will be done by the clerk.</p>
FC 177/21	<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 £1,170; 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.

Minutes Approved by the Chair Cllr Nigel Cox
Date 30th May 2022
<p>Signature </p>