



Meeting of Kents Hill & Monkston Parish Council
Which took place on Monday 11th July 2022, @ 7.30pm
In the Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 0BA

Present: Cllrs Nigel Cox – Chair, Jenni Ferrans (JF), Taimyr Boungou-Pouaty, Vikas Chandra (VC) Attending: Cliff Schraibman Clerk/RFO

1. Ward Councillor Report Councillor Ferrans

Minutes

FC 44/22	Apologies: To accept apologies and approve reasons for absence of members unable to attend the meeting. Cllrs Lou Fisher, Glen Dersley and Paul Grindley
FC 45/22	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. None
FC 46/22	Decision Required: Minutes of previous meeting. To receive and accept as a true and correct record the minutes of the meeting held on the 13 th June 2022. The minutes were not accepted and the clerk was asked to confirm with BMKALK (or SLCC) if the Chair would be able to certify the minutes from a meeting to which he was absent.
FC 47/22	<p>Decisions Required:</p> <p>i) The Councillors have approved the budget of £150 for tree work on the allotments in Monkston Park for which images had been circulated. The councillors suggested that the low hanging branch be taken back to the main trunk to reduce the on-going necessity to keep the path clear.</p> <p>For the fence repairs at the Monkston and Kents Hill allotments where vandals have broken into the allotments and broken shed locks to steal equipment. For this repair work the councillors agreed a budget, which has been delegated to the clerk for £4,000 for the two allotment sites.</p> <p>ii) Regarding the fence quote for the MP allotments. Cllr Grindley has offered to draw up a plan and specification for the MP fence. He has just undertaken a similar exercise for Newport Pagnell and will also find out who tendered for the work and relay that information.</p> <p>iii) Tenants who have not cultivated their allotments this year are being issued with notice warnings. The Cllrs had instructed the clerk to request a doctor's note from the tenant who had not cultivated his 2 allotments and to determine if it would be feasible to take back one of the allotments.</p>
FC 48/22	<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.</p> <p>Decision Required - Budget Review: Cllr Ferrans reported that, on checking the budgets, some did not appear to add up and others still lacked detailed proposals. The meeting was therefore asked to approve the principle of delegation as per the accompanying table. Budget Delegation Table to Accompany Item no FC48-22 in the Agenda.docx. The clerk was asked to split the table into those budgetary items that were to be delegated to the clerk and those, which would be the responsibility of the Parish Council.</p> <p>Cllr Ferrans asked that the clerk have the financial figures for the year 22-23 prepared up to the end of July by the 15th Aug, in order to finalise the budgets. Once this has been done the budget work will require an additional 8 hours preparation time and will be presented to the councillors.</p> <p>The councillors requested that no items be delegated until there was a budget in place.</p> <p>Cllr Chandra asked that the legal advice would not go through the HR committee, but rather be a decision for the full council.</p> <p>Cllr Chandra mentioned that renewals and new contracts should be treated the same and all agreed. For the HR advice budget, Cllr Ferrans has been asked to circulate the services which the proposed HR advice contract covers.</p>
FC 49/22	<p>Planning Applications.</p> <p>Application no: 22/00990/FUL Proposal: Erection of single storey rear extension, conversion of garage to living accommodation, installation of garden gate within existing garden wall and erection of low boundary decorative fence to front / side garden.</p>

	<p>At: 15 Greenford Crescent, Monkston Park, Milton Keynes, MK10 9XL, Valid 25.07.2022</p> <p>Councillors felt that they wanted to object to the fence as it wasn't in keeping with the surrounding area, but had no objections to the extension.</p> <p>Mobile Mast Despite the fact that the location map was initially a little bit confusing regarding the specific location for the proposed mobile mast for the "3" Mobile Network, councillors decided that the area they indicated on their amended letter would be the most suitable and raised no other objections.</p>
50/22	<p>Decisions Required: Regarding the Parish Workshop – Notes and Suggestions that were discussed are on SharePoint - see Parish Workshop 22, Points discussed include the engagement of a celebrity, having a cheese and wine evening, updating the Facebook page in order more actively engage with the residents.</p>
FC 51/22	<p>Decision Required Grant applications or Donations:</p> <ul style="list-style-type: none"> i) Gift of £300 to Monkston Primary for activities for under privileged children at the annual school fair was approved by the councillors. The clerk was tasked with confirming that a grant can be given retrospectively and if this was permitted then the grant can be given. ii) Activity - Summer Storytelling – [Similar Service to MK Play] - Funding Request from Milton Keynes Libraries for £150 was approved by all councillors. iii) Grant of £500 was approved by all councillors for YMCA
FC 52/22	<p>Feedback: Clerk had given councillors regarding an update on the bin emptying contractor, who is in contact with the clerk on a regular basis. Currently all the bins we are waiting for are on backorder or have already been installed. The clerk has also requested a fill level for each bin prior to being emptied each week, this is instead of the monthly average report that we are normally sent. The damaged bin has also been ordered and will be installed as a matter of urgency.</p>
FC 53/22	<p>Decision Required: Homework Plus Club – Cllr Boungou-Pouaty has approached the organisation who has offered a grant of £1,000 to start this activity. The councillors were concerned as the implications of the parish Council running one of these clubs would entail significant costs and we would have to adhere to extensive legislation in order to ensure that our offering is compliant. Councillors had previously mentioned that they didn't feel the council had done enough preparation to move this initiative forward and asked for a business case to be prepared before any ruling is made regarding the Homework Plus Club.</p>
FC 54/22	<p>Fitness Classes: there was an issue, which urgently requires the councillors to make a decision.</p> <p>The fitness coach, Michael Easton, intends to stop offering the fitness classes, with his last class being on Monday 25th July. An initial request for quotes indicated that fitness coaches with the correct qualifications and insurance cover were charging a higher rate than that which Michael had offered the council. Councillors will need to arrange an emergency meeting in order to increase the budget to get through the holiday period let alone continue from September.</p> <p>Councillors all agreed that a revised budget of £3,000 for the fitness classes, to the middle of September would be needed and was reasonable to cover the increased cost of the trainer and also to include the following: - cost of hiring the hall/marquee (£200 per month), the sports items that were given to the first 50 attendees (£416.25 X 2) the cost of the flyer printing (£670). This revised budget was to cover the costs of the classes for an additional 8 weeks. The clerk was instructed to get quotes with that budget in mind.</p> <p>The emergency meeting will need to be convened by mid August at latest to confirm this or to confirm a longer term budget.</p> <p>During the discussions, Cllr Boungou-Pouaty displayed an uncontrolled outburst and the chair requested that he modify his behaviour, He refused to comply and the Chair then asked him to leave the meeting for improper behaviour towards a fellow councillor, but he refused to leave.</p>
FC 55/22	<p>Fixed Item: Licencing Applications: Boroughwide Street Trading Consent An application from "Nav's Ices" on 07 June 2022 for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 15:00 to 18:00 No objections from the Councillors</p>
FC 56/22	<p>Fixed Item: Consultations: Car cruising Public Space Protection Order. Consultation closes on 31st Aug 2022. Councillors were urged to familiarise themselves and if needed give their input into this consultation. Councillors had expressed a view that they wanted the consultation period extended.</p>
FC 57/22	<p>Decision Required Approval of Documentation Financial Risk Assessment - see separate documents in SharePoint. Financial Risk Assessment 22-23.docx The Chair had used his casting vote to approve the Risk Assessment with a supplementary decision agreed to review it at the next meeting so that we have a risk assessment policy in place as it's one that we are required to confirm each year. Cllr Chandra raised one specific point, which had not been included and</p>

	that was legal costs and these need to be included especially considering the ongoing land encroachment. He also mentioned that a Financial Risk assessment needs to be in the public domain.
FC 58/22	HR Items. Report Back re the Warden recruitment – Cllr Ferrans reported that her time had been taken up with the emergency response to the Walnut Tree fire and the interviews had not yet taken place.
FC 59/22	<p>Clerk and Councillor Updates:</p> <p>Newsletter: Clerk was asked to check whether the costs of the forthcoming newsletters would be within budget and to report back to council on the findings. Clerk’s feedback to the councillors was that the costs of paper and printing had escalated far above the inflation rate, which we had anticipated and budgeted for. The most recent newsletter costs were more than half our annual newsletter budget (£4,535 against a budget of £7,350 for the entire year’s newsletters). C&L Studios advised that the first newsletter had entailed considerable design costs, but these won’t be incurred for the forthcoming newsletters, as long as we used the same design template. In addition to this was the fact that the newsletter was 32 pages, and this further contributed to the higher costs. Subsequent newsletters could use a 16 page format. Despite these savings, the newsletter costs would likely exceed the budget that was set, especially if the council decided on more than one more issue.</p> <p>Councillors Cox and Ferrans suggested that the next newsletter would be in the late Autumn (sometime around October).</p> <p>Youth Work to report progress on considering what format we want to proceed with, this has been put on hold as Cllr Ferrans has been involved with budget setting and other activities.</p>
FC 60/22	REPORT DETAILS OF ITEMS AND ISSUES NOTIFIED TO CLERK IN ADVANCE OF THE MEETING FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDAS None.
FC 61/22	Decision Required: Exclusion of Press & Public. To resolve to exclude the press & public from the following agenda item under the Public Bodies (Admission to meetings) Act 1960, and schedule 12a of the LOCAL GOVERNMENT ACT, 1972, clause 12a and 13a, due to the confidential nature of the business to be transacted. –
FC 62/22	<p>Decision Required - Land Encroachment Update and decision on the proposed steps for resolving this matter regarding the Allotment land incursion. A letter to send to the resident has been drafted, which also details the proposed steps we are going to follow.</p> <p>Cllr Chandra had objected to the contents and the aims of the letter and suggested that the council would be better served engaging the services of solicitors who were familiar with land disputes. Cllr Ferrans withdrew the proposal at this time.</p> <p>This point references Cllr Chandra’s concerns with the finance risk assessment documents in point FC 57/22. - see link in SharePoint. Allotment Incursions</p>

List of Payments to Approve and Note (Amounts shown exclude VAT):-

Lock n Store £67; Zurich Insurance £624.02; MYES £785 & £1,120.17; Anglian Water (WAZE) 2 X £20.89; Michael Easton £87.50; Sundried 2 X £416.25, Charlie and Leo £670; HMRC £1,341.50; LGPS £1,080.45; MK CAB £913.25; Salaries and Wages £2,593.29; Monkston Primary £200; RTM £66 & £592.79

Date of next meeting: 26th September 2022, 7.30pm.

Minutes Approved by the Chair Cllr Nigel Cox
Date: 26 th September 2022
Signature: 