



# Minutes of the Meeting

of Kents Hill & Monkston Parish Council  
Held on Monday 10<sup>th</sup> October 2022, @ 7.30pm

**Present:** Cllrs Paul Grindley (Chair), Nigel Cox – (Deputy Chair), Lou Fisher, Taimyr Boungou-Pouaty  
**Attending:** Cliff Schraibman Clerk/RFO

The Clerk introduced the new Warden to the Councillors, and mentioned which councillors belonged to the allotment working group and which to the environment working group, as he would be mainly interfacing with these 2 groups

FC 72/22	<b>Apologies:</b> To accept apologies and approve reasons for absence of members unable to attend the meeting. <b>Cllr Ferrans, Cllr Chandra, Cllr Dersley - accepted</b>
FC 73/22	<b>Declarations of Interests:</b> 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. <b>None declared</b>
FC 74/22	<b>Decision Required: Minutes of previous meeting.</b> To receive and accept as a true and correct record the minutes of the meetings held on the 26 <sup>th</sup> September 2022. <b>All accepted</b>
FC 75/22	<b>Finances</b> <b>Payments</b> –After considering the payments to RTM, the chair suggested the allotment group look at the landscape contract and make recommendations in due course. <b>Budgets</b> – clerk shared with councillors the budgets and expenditure to date for H1 FY2022/23 – further details in the Supporting Document No 1 – Financial Figures for H1 on SharePoint. The chair requested that the warden’s salary payments be added to the clerk’s payments to ensure that staff payments were captured in one budget heading. And the PAYE, NI and payroll budgets should reflect the actual costs to the council and not the total that gets paid to HMRC, pension etc. Also, to add the budget for account code “Processing clerk’s salary” (which needs to be changed to “Processing staff salary”) and to add the updated budget figures for the Warden’s salary.
FC 76/22	<b>Decision Required:</b> The Business Case for a Homework Plus Club was not presented by Cllr Boungou-Pouaty, He mentioned a possible method of providing this service through Monkston School, but it was unclear if this is a project run by the Parish or by others who would request funding from the Parish. It was asked for clarity on whether educational projects like this could be run by the parish as we are not accredited with The General Power of Competence.  It was mentioned a £1,000 grant was available from MKC, however, as the method of delivery was not certain, it is not known who should actually apply for the grant. It was also mentioned that Cllrs should not be making grant applications themselves. The clerk undertakes this role following consent of the Parish.  The Chair mentioned there was no decision to be made at this early stage and the council would await further clarification. The Chair reiterated that although the parish council has agreed to look into this, they still have not agreed to run it and asked that for the next meeting the parish council must see the business case, which would include all items listed in the project mandate/motion form. This information needs to be presented to the clerk 10 days before the meeting in order that it could be included in the agenda.
FC 77/22	<b>Decision Required:</b> Parishioner's Workshop – dates and format – Chair suggested that we do need a workshop and the councillors were all keen to get this initiative moved forward, and a suitable format for the meeting was discussed hosted at one of the community centres. The newsletter can be used to publicise this proposed event – see below. Clerk will check availability and pricing with Kents Hill CC and Monkston CC. Cllr Cox, suggested that there ought to be five or six projects that we could put forward for those residents who attended to comment on, as well as their own ideas.

FC 78/22	<p><b>Landscaping: Decisions Required</b></p> <p>Council agreed to only cover the costs for the inner hedge trimming in Kents Hill allotments</p> <p>a) The costs to trim and shape the inside of the hedges at the two Kents Hill allotment sites would be as follows - Lower allotment £225 inside; Upper allotment £150 inside = £375</p> <p>b) To plant a barrier hedge by the ditch in Lilleshall Avenue</p> <p>For the barrier hedge, the council will need to put together a project plan and the Chair asked whether Cllrs Ferrans and Cllr Dersley would assist with this initiative, especially considering the various land ownership titles of this site.</p> <p>The council would consider this request but need more information. Cllr Cox suggested three quotes, would be necessary.</p>
FC 79/22	<p><b>Decision Required:</b> We have been approached by MKC regarding a potential CAT Transfer of the Monkston Community Centre.</p> <p>Cllr Bounou-Pouaty and Cllr Cox had arranged to meet with the leisure team from MKC on Wed 26<sup>th</sup> at 11:45. MKC and will relay to the council what is involved in a CAT. We would need to develop a proposal and a business case as to why and how we would consider taking over this asset. Chair suggested that we may need to appoint a project manager, or a working group, we may also need to do public consultation or perhaps even increase the precept.</p>
FC 80/22	<p><b>Decision Required: Newsletter</b> - To agree the number of issues timing and design and distribution of the newsletter.</p> <p>Cllrs requested that the clerk discuss with C&amp;L the costs and feasibility for a 4 or 8 page newsletter – the size of an A4 page folded in half (i.e. A5); a flyer publicising the workshop could also be included as a separate page or it could be displayed on the back or front cover. Chair offered to do some design work on the format – roughly 8 articles would be sufficient.</p> <p>The Chair and Cllr Fisher were keen to ensure that we communicate with the more senior parishioners via a printed newsletter.</p> <p>We discussed having two newsletters a year around Feb/March and June /July.</p>
FC 81/22	<p><b>Grant Application from “Renew” for funding – see Supporting Document No 3 - Grant Application from Renew</b></p> <p><b>All Councillors agreed to give a grant of £1,000 towards the cost of running this service for a year.</b></p>
FC 82/22	<p><b>Fixtures and Facilities in the parish – Clerk to print out photos taken by warden around the parish of damaged bins and rusting dilapidated play areas. Cllrs asked that these pictures be collated for the next meeting. They also added that a portfolio of these would be useful for displaying in the proposed parishioner’s workshop. Cllr Ferrans has previously asked that the Lanercost Play Area be revamped, Cllr Cox mentioned as it was so close to the Ulverscroft play area which had been revamped earlier this year, we would need to ensure that different equipment is installed. It was agreed that this project should commence as soon as possible.</b></p>

FC 83/22	<p><b>Decision Required - Consideration of options for fitness classes.</b></p> <p>The project and options for the continuation of the fitness classes were discussed. The options presented were not accepted by Cllr Boungou-Pouaty, however with no alternative options presented and without a decision at this meeting the classes would cease when the funding runs out. The motions were re-ordered to agree on the number of classes first.</p> <p>a) A decision was taken to combine the two classes into one as the councillors did not feel that having two classes, neither of which are running at capacity was value for money.</p> <p>At this stage Cllr Boungou-Pouaty left the meeting, No further decisions could be voted on, as the council was no longer quorate. Therefore no decision was taken to provided additional funding for the fitness class. The classes will need to be terminated at the end of October due to a lack of funding.</p>
	<p>With Cllr Boungou-Pouaty leaving the meeting, the council was no longer quorate, no more decisions could be made and the Chair closed the meeting.</p>
FC 84/22	<p><b>Licensing Street Trading Consent – Renewal – no decisions were taken regarding this item and councillors were asked to leave their comments on the MKC Licensing portal</b></p> <p>Application from Coffee Blue Milton Keynes West (Reg HJ70 KNH) on 15/09/2022 for 1 coffee van to trade Boroughwide for the following times: Monday to Friday 13:30 – 15:30</p>
FC 85/22	<p><b>Planning Application no decisions were taken regarding this item and councillors were asked to leave their comments on the MKC Planning portal</b></p> <p>Application No: 22/02289/REM Type: Reserved Matters Location: Land Off Timbold Drive, Timbold Drive, Kents Hill Park, Milton Keynes, Proposal: Approval of reserved matters (access, layout, scale, appearance and landscaping) pursuant to outline permission ref. 20/01176/OUT for the erection of up to 171 residential dwellings (Use Class C3) and local shop (Use Class A1-A4). Consultation Expiry: 21.10.2022</p>

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

MYES £1,760, RTM £494, Anglian Water (WAVE Water) (£138.40 - Monkston Allotment, £68.28 - Monkston Park Allotment); Lloyd Nurse £150, Monkston School £400, R Kemp (Plot Clearing 2 X £35), Payroll Costs £2,669, HMRC. £1,349, Bucks Pension Fund £1,047 Hippey Payroll Services £21.50, PKF Littlejohn £400; CAB £1,073; Kee IT £30

**Date of next meeting: 14<sup>th</sup> November 2022, 7.30pm.**

Minutes Approved by the Chair Cllr Paul Grindley
Date: 14th November 2022
Signature: 