



Agenda for the Meeting of Kents Hill & Monkston Parish Council
Monday 17th April 2023, @ 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.

Ward Councillor Report: Councillor Ferrans

Agenda

FC 182/22	Apologies: To accept apologies and approve reasons for absence of members unable to attend the meeting.
FC 183/22	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.
FC 184/22	Decision Required: Minutes of previous meeting. To receive and accept as a true and correct record the minutes of the meetings held on the 13 th February 2023 and the Minutes from the 13 th March.
FC 185/22	Feedback regarding parking issues a) Parking Issue around 58 Eridge Green. MK Council Highways Department are sending a representative from their contractor, Ringway, to come out and do a survey and give the parish council a quote for Ascot fencing. b) Parking issue around 8 Badgers Oak –Clerk has sent a second letter to 8 Badgers Oak, as well as a second letter to MK Emergency Services, requesting whether the parked vehicle was causing an obstruction to fire appliances. Other actions deferred till after year end.
FC 186/22	Finances Payments to note - the items in the list at the end of this table, which were due for payment or have recently been paid.
FC 187/22	Decision Required To appoint the Internal Auditor. See supporting documentation for comparative supplier quotes.
FC 188/22	Standing item: Items to note: Decisions made by the clerk under delegated powers to continue services that the parish has approved. a) Tree order, budget was £5,500 and cost of trees £4297 (ordered only 12 instead of 14) and planting £1,425 = £5,722, b) tree order supplementary £222 under delegated powers to spend C) Clerk's has also purchased Items for the Warden's arranged Litter Pick on Sat 15 th April (pickers rings and rubbish bags) = £72 See FC 188/22 under delegated powers to spend
FC 189/22	Feedback: Litter Pick session on the 15 th April, starting at Kents Hill School with the Warden.
FC 190/22	Item to note: The Annual Meeting of the parish will be held on the 15 th May at 6 p.m. which will be followed by the Annual General Meeting (not earlier than 6:30 p.m. and thereafter the monthly Parish Council Meeting, which would start at 7 p.m. .
FC 191/22	Item to note: Item to Note the Census data currently available about the ward and consider its implications for the parish plan.
FC 192/22	Decision Required To complete and deliver the expression of interest form for the LAT transfer of Monkston Community Centre
FC 193/22	Decision Required: Insurance Policy for 2023/24 onwards – see supporting documents and supplier quotations from Zurich and BHIB
FC 194/22	Decision Required Planning applications Application no: 23/00793/HOU Proposal: The demolition of existing conservatory and erection of a single storey rear extension and partial garage conversion At: 28 Colindale Street Monkston Park Milton Keynes MK10 9PJ 10th May 2023
FC 195/22	Feedback: Defibrillator at Monkston Community Centre – the item has been ordered.

<p>FC 196/22</p>	<p>HR Policies</p> <p>a. To note the report from Peninsula on policies and staff contracts.</p> <p>b. To approve the following policy changes effective immediately:</p> <p>i. That the Communications and media policy be updated to replace the words</p> <p style="padding-left: 40px;">4.1 Press reports and comments from the council and committees should be issued by the Parish Clerk or nominated Member on behalf of the Council or by a reporter's own attendance at a meeting.</p> <p>with</p> <p style="padding-left: 40px;">4.1 Press reports and comments from the council and committees should be issued by the Parish Clerk, the Chair, or a member nominated by the Parish Clerk, or be from a reporter's own attendance at a meeting.</p> <p>and</p> <p style="padding-left: 40px;">delete the words "have a complaint or" from</p> <p>4.3 If Members have a complaint or receive a complaint about the council, this should be presented to the Parish Clerk in written format, to be dealt with under the complaint's procedure. An e-mail to a member of staff counts as written for this purpose.</p> <p>Leaving:</p> <p>4.3 If Members receive a complaint from members of the public about the Council, this should be presented to the Parish Clerk in written format, to be dealt with under the complaint's procedure. An e-mail to a member of staff counts as written for this purpose.</p> <p>Reason: to clarify who can speak on behalf of the Parish Council and to restrict the policy to external comms as per its introductory statement.</p> <p>ii that the Equalities Policy be updated replacing the words.</p> <p>age*, disability, gender, marriage or civil partnership, pregnancy or maternity, race, religion or belief, or sexual orientation</p> <p>in the Statement and the Introduction with the words</p> <p>age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. *</p> <p>Reason: to comply with the extension of the protected characteristics, and to enable the Parish to support activities directed specifically at any one protected group, not just age-based groups.</p> <p>c. That the following changes be agreed in principle and the details changes be brought to the AGM or the first meeting after the AGM as appropriate.</p> <ul style="list-style-type: none"> - complaints procedure: change to the wording of the introduction to make it clear that this applies to complaints from residents, contractors, etc. and not from staff or members of the parish council - disciplinary procedure: reduction in the maximum length of time most formal warnings will be kept on file under the disciplinary process - all policies: that gender neutral terms be incorporated wherever appropriate - all policies: that references to Data Protection Act be replaced with references to the GDPR where applicable
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FC 197/22	This item has been removed from the minutes and agenda due to GDPR requirements
FC 198/22	<p>Exclusion of the Public</p> <p>Pursuant to s1(2) of the Public Bodies (Admission to Members) Act 1960, the Committee to resolve to exclude the public for Agenda Items FC 199/22 (Independent Investigation into an Allegation of Misconduct) code of conduct due to the confidential nature of the business to be transacted, as these items contain personal information about individuals or staff contractual information of which publication could potentially constitute a data protection breach.</p>
FC 199/22	<p>1) Press and public by reason of the possible disclosure of personal confidential information or contractual financial information</p> <p>2) To note the outcome of the recent disciplinary case.</p> <p>3) Decision Required: Staff Contracts</p> <p>a. To approve the policy on "special" Bank holidays. There are three options:</p> <ol style="list-style-type: none"> 1. treat them as Bank Holidays, entitling staff to time off, and overtime pay at 2*standard rate for any time worked 2. Treat them as additional holiday above the standard holiday entitlement with overtime at standard rate for any time worked. 3. Treat them working days with no entitlement to time off or overtime pay <p>Note that our contracts currently incorporate option 1 by virtue of there being no special mention.</p> <p>b. To approve the changes to staff contracts as supplied in line with the Peninsula recommendations and the decision above.</p>

List of Payments to note (Amounts shown exclude VAT): -

Payroll Costs £3,404 HMRC £1134 Bucks Pension Fund £1307; Hippey Payroll Services £30; Lean Living Personal Training £750; Monkston School £770, C&L £3332. Coronation Day Face Painter £300; Kee IT £432, LNS MANAGED SERVICES £500, MK CAB £1073.

Date of next meeting: 15th May 2023, after Parish Meeting and AGM.