



**Minutes for the Meeting of Kents Hill & Monkston Parish Council**  
**Monday 17th April 2023, @ 7.30pm**  
**Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 0BA**

Present: Cllrs Paul Grindley (Chair), Nigel Cox (Deputy Chair), Jenni Ferrans, Vikas Chandra, Glen Dersley.  
 Attending: Cliff Schraibman Clerk/RFO

|              |   |
|--------------|---|
| FC<br>182/22 | <b>Apologies:</b> To accept apologies and approve reasons for absence of members unable to attend the meeting.<br><b>Cllrs Lou Fisher and Taimyr Boungou-Pouaty</b>   |
| FC<br>183/22 | <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. Cllr Chandra, Parking item on the agenda FC185/22  |
| FC<br>184/22 | <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 13 <sup>th</sup> February 2023 <b>All Cllrs Approved</b> these. The Minutes from the 13 <sup>th</sup> March were approved with some minor alterations – see below<br>FC the councillors agreed to the amendment and the date was changed from 31.3.2023 to 31.03.2024 (i.e. to continue the current arrangements to the end of this financial year).<br>Cllr Fisher had sent her apologies just prior to the meeting starting and this was to be recorded in the minutes. Cllr Cox had mentioned that a Certificate of Lawfulness was merely to be noted, this will be altered in the amended minutes.  |
| FC<br>185/22 | <b>Feedback regarding parking issues</b><br>a) Parking Issue around 58 Eridge Green.<br>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.<br>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. Cllr Chandra requested a copy of the 2 <sup>nd</sup> letter  |
| FC<br>186/22 | <b>Finances Payments to note</b> - the items in the list at the end of this table, which were due for payment or have recently been paid.   |
| FC<br>187/22 | <b>Decision Required</b> To appoint the Internal Auditor. Cllrs had two quotes in front of them as well as a price from H&L which had been uploaded to SharePoint.<br>Cllrs took the decision that H&L auditors in Suffolk would be appointed to do the internal audit. However, Clerk requested that Cllrs approve an alternative in the event that H&L Auditors would be unable to take on the parish council's audit - the alternative would be that the clerk could re-appoint the incumbent suppliers, This was due to the fact that the internal auditors need to be in place by the end of this week (21 <sup>st</sup> April). All voted in favour of engaging H&L auditors in Suffolk and if by some chance this was not possible the clerk was authorised to engage with the incumbent suppliers <b>by the 21<sup>st</sup> April</b> |
| FC<br>188/22 | <b>Standing item: Items to note:</b> 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<br>C) Clerk's has also purchased Items for the Warden's arranged Litter Pick on Sat 15 <sup>th</sup> April (pickers rings and rubbish bags) = £72 See FC 113/22 under delegated powers to spend  |
| FC<br>189/22 | <b>Feedback:</b> Litter Pick session on the 15 <sup>th</sup> April, starting at Kents Hill School with the Warden.<br>A large amount of litter bags were collected on the day and Cllr Ferrans offered to take the waste bags to the tip if they weren't collected by the Council on the morning of Tuesday 18 <sup>th</sup> . April 2023.  |
| FC<br>190/22 | <b>Item to note:</b> The Annual Meeting of the parish will be held on the 15 <sup>th</sup> 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. <b>The Cllrs noted this arrangement</b>   |
| FC<br>191/22 | <b>Item to note:</b> Item to Note the Census data currently available about the ward and consider its implications for the parish plan. The information was circulated to the Councillors before the meeting but they wanted time to consider the implications of the information, it will therefore be included as an agenda item for the meeting on the 15 <sup>th</sup> May. It was mentioned that it would be useful to have the census data available on an <b>A3 page for the meeting of the parish on the 15<sup>th</sup> May.</b>   |


|              |   |
|--------------|---|
| FC<br>192/22 | <p><b>Decision Required</b> To complete and deliver the expression of interest form for the LAT transfer of Monkston Community Centre. Cllrs voted to complete and submit an expression of interest for the MCC. A working party will need to be appointed for the MCC in May's meeting.<br/>A discussion KH Pavilion will be included in the agenda for May's meeting.</p>   |
| FC<br>193/22 | <p><b>Decision Required:</b> Insurance Policy for 2023/24 onwards – see supporting documents and supplier quotations from Zurich and BHIB. It was decided to defer this decision until the next meeting. It was suggested that seeing as we may be taking over an asset, that we continue with the current insurer for a year, for 23/24 FY we would be in a better position to understand the implications of the changed assets in our insurance portfolio. This will be a decision item for the May meeting.</p>   |
| FC<br>194/22 | <p><b>Decision Required</b> Planning applications<br/>Application no: 23/00793/HOU Cllrs Did not comment or raise objections to this planning application</p>   |
| FC<br>195/22 | <p><b>Feedback:</b> Defibrillator at Monkston Community Centre – the item has been ordered.<br/>Clerk told the Cllrs that the defibrillator will be with the Monkston Community Centre this week.</p>   |
| FC<br>196/22 | <p><b>HR Policies</b><br/>This agenda item was to note the report from Peninsula on policies and staff contracts and to make changes where appropriate.</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<br/>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<br/>4.1 Press reports and comments from the council and committees should be issued by the Parish Clerk, the Chair, Vice Chair, or a member nominated by the <b>Chair or Vice Chair of the Parish Council</b>, or be from a reporter's own attendance at a meeting.</p> <p>Words above in bold were added by the councillors in the meeting.</p> <p>and<br/>delete the words "have a complaint or" from<br/>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:<br/>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 <b>relevant</b> complaint's procedures. An e-mail to a member of staff counts as written for this purpose.<br/>Words (and letters) above in bold and italics were added by the councillors in the meeting.</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.<br/><b>All Councillors voted to accept these changes with the words added.</b></p> <p>ii that the Equalities Policy be updated replacing the words.<br/>age*, disability, gender, marriage or civil partnership, pregnancy or maternity, race, religion or belief, or sexual orientation<br/>in the Statement and the Introduction with the words<br/>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.<br/><b>All Councillors voted to accept these changes.</b></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"> <li>- 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</li> <li>- disciplinary procedure: reduction in the maximum length of time most formal warnings will be kept on file under the disciplinary process</li> <li>- all policies: that gender neutral terms be incorporated wherever appropriate</li> <li>- all policies: that references to Data Protection Act be replaced with references to the GDPR where applicable</li> </ul> <p>The Cllrs made a request to have point c) above included as a decision item for the May meeting.</p>  |
| FC 197/22 | This item has been removed from the minutes and agenda due to GDPR requirements   |
| FC 198/22 | <p><b>Exclusion of the Public</b></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 | <ol style="list-style-type: none"> <li>1) Press and public by reason of the possible disclosure of personal confidential information or contractual financial information</li> <li>2) To note the outcome of the recent disciplinary case. HR Committee noted that extra training would be put in place as per the recommendations in the meetings and the hearing's outcome. Item 3 a was brought forward before the exclusion of press and public.</li> <li>3) <b>Decision Required: Staff Contracts</b> <ol style="list-style-type: none"> <li>a. To approve the policy on "special" Bank holidays. There are three options:           <ol style="list-style-type: none"> <li>1. treat them as Bank Holidays, entitling staff to time off, and overtime pay at 2*standard rate for any time worked</li> <li>2. Treat them as additional holiday above the standard holiday entitlement with overtime at standard rate for any time worked.</li> <li>3. Treat them working days with no entitlement to time off or overtime pay</li> </ol> <p>Note that our contracts currently incorporate option 1 by virtue of there being no special mention.</p> <p><b>Cllrs all voted to approve option 1.</b></p> </li> <li>b. To approve the changes to staff contracts as supplied in line with the Peninsula recommendations and the decision above.</li> </ol> <p>Vote to approve staff contracts in line with recommendations - <b>this was approved by councillors</b></p> </li> </ol> |

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: 15<sup>th</sup> May 2023, after Meeting of the Parish and AGM.**

|   |
|---|
| Minutes Approved by the Chair Cllr Paul Grindley  |
| Date: 12th June 2023  |
| Signature:<br> |