



# Minutes for the Meeting of Kents Hill & Monkston Parish Council

Monday 12th June 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.

Members of the fitness classes expressed an interest in being part of the Wellbeing Working Group.

However, this working group has not been setup yet,

Ward Councillor Report: Councillor Ferrans

## Minutes

FC 32/23	<b>Apologies:</b> To accept apologies and approve reasons for absence of members unable to attend the meeting. <b>Cllrs Bowker, Warthall and Fisher</b>
FC 33/23	<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 was asked to take over the involvement in the fitness class of Taimyr Bounougou-Pouaty after he had stepped down. Cllr chandra also mentioned that the agenda item on ASB occurred in his road (KH) and his involvement in the Neighbourhood Watch Scheme as well as the agenda item on parking. Cllr White has an interest in the anti-social behaviour item as she is an allotment holder and also the Cllr who raised the concern. Cllr Smith (Colin) is an allotment holder and his interest also concerns one of the items to be discussed.
FC 34/23	<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 17 <sup>th</sup> April 2023, the AGM on the 15 <sup>th</sup> May as well as the Parish Council Meeting on the 15 <sup>th</sup> May. All accepted and signed by the Chair
FC 35/23	<b>Decision Required:</b> The members below were voted to represent the following Working Groups. a) Allotment Working Group – Cllrs White, Smith (Sharon), Smith (Chris), Warthall, Grindley b) Environment Working Group - Cllrs White, Ferrans, Warthall, Cox, Dersley c) IT and Communications Working Group Cllrs Cox, Grindley, Smith (Sharon), Chandra d) Wellbeing Working Group – this Working Group is to be called the Fitness Club Working Group with Cllr Chandra, Smith (Sharon), Grindley, Cox in the group as well as parishioners who were also participants in the fitness class, Audrey Saoudi and Helene Waterhouse – it was a requirement that Parish Councillors would need to be the majority representatives on any working group
FC 36/23	<b>Update</b> from Cllrs to the following projects: a) Ditch in Lilleshall Ave no update b) Play area in Lanercost, Cllr Ferrans is working with The project manager from MKCC (Phil Snell) on finding the best place to site the equipment.
FC 37/23	<b>Decision Required Councillors to receive and approve the Annual Governance &amp; Accountability Review (AGAR 2022/23)</b> To formally sign off the audit report for the year 2022/23- see separate documents. 1) Section 1 of AGAR Form - Annual Governance Statement to be approved by the councillors and signed by the Chair. All Cllrs were shown Section 1 of the AGAR, with the following comments to be noted Cllrs need to have admin access to the Facebook pages - Cllr Cox has now been given admin access to the various FB pages. In addition the encroachment issue will need to be addressed. Cllrs voted to approve the Section 1 of the AGAR statement. 2) Section 2 – Accounting Statements 2022/23 to be approved by the councillors and signed by the Chair. Cllrs voted to approve Section 2 of the AGAR accounting statement for 2022/23.
FC 38/23	<b>Finances</b> 1) Review the list of assets of the parish – see separate document. Cllrs asked whether there were additional benches that had not been included in the list. The Chair suggested that this was a living document with additional items to be added to at any stage by the members of Environment WG as appropriate. 2) Payments to note - the items in the list at the end of this table, which were due for payment or had recently paid. Cllrs noted the items at the end of the agenda
FC 39/23	<b>Standing item: Items to note:</b> Decisions made by the clerk under delegated powers to continue services that the parish has approved.

	<p>To continue with the current insurance provider for this financial year as per FC 26/23 from the 15<sup>th</sup> May Parish Council Meeting.</p> <p>Watering of new trees - RTM has been instructed to water the new trees at a cost of £180 one off. See next item</p>
FC 40/23	<p><b>Decision Required</b></p> <p>1) <b>Watering of new trees</b> - On-going this will need to be done every 2 weeks and from now until the end of September – the costs will be 9 X £180 = £1,620. There are 12 trees, and they may require up to 9 weeks of watering. RTM will take weather conditions into account and not water when it was raining. The Chair asked which budget was being used; it was decided to use the landscaping budget initially. Clerk was given authorisation to place an order for this service under the council’s financial regulations 4.1. a</p> <p>2) <b>Work on Monkston Allotment</b> - the cost for the clearances/ tidy up at Monkston allotments, will be £1200+ vat. This includes the rubbish removal (estimate 3 van/skip loads) as well as strimming and the levelling of one plot with an excavator. Councillors have been asked to authorise the expenditure and clerk will then request other quotes with the <b>budget for this work being paid out of the allotments account. Cllrs have agreed to authorise the clerk to get three quotes and select the lowest priced quote – the agreed amount was £1,200 including VAT.</b></p>
FC 41/23	<p><b>Decision Required:</b> Measures to combat antisocial behaviour around Kents Hill allotments parking: including information and campaigns to reduce incidents of cannabis smoking.</p> <p>Feedback from Councillors who met on Sat 3<sup>rd</sup> June. Cllr Smith discussed the offering with Crime Wave, their service is charged at £5,800 per mobile camera per annum. ,The camera is moved around to hotspots where they install their evidence-quality CCTV systems to obtain evidence for graffiti, inconsiderate or illegal parking, fly tipping and other AS. The company obtain permission from the landowners for siting their equipment. Once the evidence has been gathered, Crime Wave will <b>inform the relevant authorities of any illegal behaviour.</b> It was decided that the Environment Working Group to consider and build a case for this project.</p>
FC 42/23	<p><b>Decision Required:</b> Parking around 8 Badgers Oak: Following on from a previous Parish Council decision, to discuss and approve letter to residents in the immediate vicinity of 8 Badgers Oak. <b>The wording of the letter was approved by the councillors, and it was agreed to send the letters out.</b></p> <p>The second part of this agenda item was to agree on whether the posting would be carried out by Royal Mail (registered letter) or whether the letters would be hand delivered. Cllr Chandra requested that the names of those who voted be recorded. The voting was as follows: - (2 for Royal Mail: Cllr Chandra and Grindley ), 2 abstentions (Cllrs Cox and Dersley) and 4 for hand delivery (Cllrs White, Ferrans, Smith, [Sharon and Colin]). Letters would be hand delivered by the warden.</p>
FC 43/23	<p><b>Decision Required Grant application for:</b></p> <ol style="list-style-type: none"> <li>1) Monkston Community Centre –Cllrs deferred their agreement to this grant request, as they would like to see more up to date financial reports.</li> <li>2) MK RSPCA - see separate documents Cllrs put forward an amount of £350 and this was seconded. Cllrs then voted for this amount for the RSPCA grant request and it was unanimously agreed.</li> </ol>
FC 44/23	<p><b>Feedback: progress with LAT to date and details of Meeting held on Friday 2<sup>nd</sup> June.</b> From the LAT working group, Cllrs Cox, Ferrans, Smith (Sharon) and Bowker were all in attendance. Cllr Cox mentioned that the parish council need to undertake a survey of the building and that Chartered Surveyors offer a service similar to a chartered surveyor’s level 3 survey, which is a comprehensive survey of the building, the services and everything attached to it. The PC also need to establish whether this is a class E building or what class this comes under. Three chartered surveyors have been approached, Eddison’s, Allcotts and Alpine and the survey required by the PC would be in the region of £2,500 (+VAT). Cllr Smith (Sharon) also suggested approaching Kirkby Diamond as well. Cllrs had in an earlier meeting (May) proposed a budget ceiling for the survey and legal work which was then delegated to the Clerk once the necessary due diligence had been undertaken.</p> <p><b>Solicitors’ costs for the transfer of the title.</b> Geoffrey Leaver (GL) (£2,200) and Franklins (£450). There would also be a cost to draft a lease agreement with the tenants and this would be GL (£900 – £1,200) with Franklins’ figure being approximately £1,500. Cllr Cox pointed out that there are two titles in the land register one for the building and a separate one for the playing fields and this could potentially increase the</p>

	legal fees. GL are acting on behalf of 3 other parish councils for asset transfers. Cllr Cox and Grindley were going to undertake a survey on Friday the 16 <sup>th</sup> June.
FC 45/23	Feedback StaySafe Lone Worker Solution – implications and costs – see separate documents. Cllr Smith mentioned that as a warden previously she had an alert app on her phone, which would be able to monitor her wellbeing Cllrs suggested that the parish consider a trial of the app and report back to council as to its effectiveness.
FC 46/23	Item to note The rescheduled Cinema Day was discussed.
FC 47/23	Item to note Articles for newsletter – Cllrs were once again asked to send it their Bios with 50 or so words.
FC 48/23	Update and item to note Cllrs suggested that we could get Neighbourhood Watch notices put in the allotment which may reduce the ASB on the allotments and surrounding areas.
FC 49/23	<b>Decision Required:</b> Council to consider purchasing a multiuser license for RBS Rialtas Allotment Module. Cost is £225 per annum for a 5 user license over three year agreement - see accompanying information document. The Cllrs approved this expenditure.

**List of Payments to note (Amounts shown exclude VAT):** - Payroll Costs £3,420 HMRC £1,061; Bucks Pension Fund £1,257; Hippey Payroll Services £34; Kee IT £226; R Kemp £35; BMK ALC £1,131, MYES £1,060; RTM £494; Lean Living £700; Monkston School £225, MKCC £5,722; Zurich Insurance £706; Wave Water £29 & £38; Auditing Solutions £340; MYES £1,212.

Minutes Approved by the Chair Cllr Paul Grindley
Date: 10th July 2023
Signature: 