



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

Which took place on Monday 11<sup>th</sup> September 2023, @ 7.30 p.m.  
At the Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 0BA

**Public Open Session:** Residents were concerned about the noise from the community centre adjacent to their home. The incident took place on the night of Tue 15<sup>th</sup> August and the disturbances continued until 1 am.

Cllrs wanted to know what emergency procedures were in place when issues arose and for the clerk to investigate.

**Crimewave Presentation** from Justin Hammond who explained how his organisation offer a complete monitoring solution to identify ASB and how they were able to work with the police to ensure that the evidence was available to assist with convictions.

\_Councillor Ferrans delivered the Ward Councillor’s Report

## Minutes

FC 69/23	<b>Apologies:</b> To accept apologies and approve reasons for absence of members unable to attend the meeting. Cllrs Glen Dersley and Vikas Chandra
FC 70/23	<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. Cllrs Sharon Smith and Colin Bowker were on the steering group for the Monkston Community Centre – this was not considered to be a conflict of interest however the councillors wanted this to be noted in the minutes.
FC 71/23	<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 10 <sup>th</sup> July 2023 <b>All agreed</b>
FC 72/23	<b>Decision Required.</b> Cllrs were asked to decide on actions to take regarding Anti-Social behaviour next to the benches at Sweetlands Corner. <b>Cllrs voted to keep the benches and notify MKCC of their decision.</b> The Cllrs also wanted additional time to consider other alternatives - to get the TVP involved or to engage the services of Crimewave to discourage vandalism and anti-social behaviour or evaluate other options. The expectation is that ASB should now reduce seeing as the schools have gone back. The situation will be monitored for another month with the warden taking photos to record the amount of litter every Monday morning by these benches. Cllr Cox will meet with the clerk and Warden to identify the areas where most of the litter is being dumped. Another litter hotspot was the car park by the KH allotments. The Crimewave agenda item will be brought back to another meeting once the budget has been decided. The clerk was asked to create an account code on RBS for environmental/ABS monitoring.
FC 73/23	<b>Decision Required:</b> Cllrs to decide on continuing with the tree watering service from RTM until the end of October. Original decision was for 9 watering sessions and to date, only 2 watering sessions have been delivered, due to the wet weather. <b>Cllrs voted for watering to take place fortnightly until the end of October.</b>
FC 74/23	<b>Standing item: Items to note:</b> Decisions made by the clerk under delegated powers to continue services that the parish has approved. Watering of Trees in Parish (Saturday 2 <sup>nd</sup> September). Feedback from Clerk regarding the delegated decision to give notice for the Peninsula contract – this was considered to be a “no-fail” option, as the PC can always renew the contract at the end of the term if it was felt to be necessary.
FC 75/23	<b>Update regarding Bees on the allotment in Monkston: Cllrs decided that the Clerk to give the beekeeper notice. The owner will have to move his bees by the end of October.</b> The clerk was asked to arrange with the allotment working group to change the T&C and have it prepared for the end of October ready to go out for the coming allotment year. It was also requested of the clerk to bring this agenda item to the next meeting to discuss having bees on allotments.
FC 76/23	<b>Finances Payments to note</b> – the financial figures listed at the bottom of the document were those amounts that had been paid or will be paid in the next few days for salaries, supplies and services. One of the suppliers had not been paid as they had not supplied all the necessary reports, this had now come through and the invoice will be paid.
FC 77/23	<b>Decision Required:</b> <b>LAT Working Group</b> to update the councillors on the building survey. 1) Decision regarding next steps to engage the services of a solicitor.

	<p>2) Cllrs to decide on the drafting of a business plan.</p> <p>It was estimated that at least £10K worth of work needed to be done on the building and this included showers, guttering, gullies and ventilation.</p> <p>From the survey report, the Cllrs felt that there were some important points e.g. maintenance schedule etc, which they had expected a level 3 survey to include and which were not in the supplied survey. Cllr Cox will send the clerk the wording to be used to forward to Allcott Surveyors regarding a request for the maintenance schedule of the MCC building.</p> <p>MKCC were supposed to have undertaken their own survey, but it is thought that this has not been done. The working group will draft a business plan once they have all the information, although it was clearly not possible to produce it by the end of September.</p> <p>Cllrs weren't ready to engage the services of a solicitor so this item will be brought back in another meeting. It was considered that the PC would want to use the centre for parish meetings and other parish activities (e.g. meetings, storage – terminate the Lok n Store contract as well as the post office box). The LAT WG will supply the wording of a list of items that the PC require, to forward to MKCC.</p>
FC 78/23	<p><b>Decision Required: Bins.</b> This items was for Cllrs to decide on the replacement of bins which are damaged. (Budget for new bins is £4,500). Bins which need replacing, L18, L14 and L16 (which needs to be on the twice weekly emptying roster).</p> <p>There are 3 bins which belong to MKCC and it is suggested that the PC take over these bins. Cllr Ferrans will liaise with Tony Brown regarding the MKCC bin near the end of Lanercost as he had hoped to replace that. One of which is on the redway just beyond Lanercost going to the underpass. It was also suggested that MKCC consider replacing L16 with a "Smart Bin" - self-compacts and sends a message when it is full. Clerk will bring costings on replacement and installation for whichever bins were most pressing. This will be brought back to the next meeting.</p> <p>Cllr Grindley has offered to give the Warden the log in details for Parish On-line and also to give him some basic instructions in order that he may attach bin photos to the map layers in the application.</p> <p>Cllrs had requested that Bin D01 be replaced with a taller dog bin as it is always full.</p>
FC 79/23	<p><b>Decision Required: Fitness Class.</b></p> <ol style="list-style-type: none"> <li>1) Attendance figures for second Monday class had been below that of the other 2 classes.</li> <li>2) The administrator of the fitness trainer app (Spond) has the facility for attendees to pay for classes and collect the funds into a nominated bank account. Cllrs to decide whether to investigate this as an option.</li> </ol> <p><b>Cllrs have put forward a motion to terminate the second class and this was seconded. All Cllrs voted to cancel the second class.</b></p> <p><b>Cllrs voted not to collect charges for the classes via the Spond App.</b> Cllrs also made it clear that residents were to be given priority attendance over those attendees who are not from the parish.</p>
FC 80/23	<p><b>Decision Required Reconsider Grant application for:</b> Monkston Community Centre and grant application for the local Scout Group and Neighbourhood Watch.</p> <p><b>Cllrs decided that under these exceptional circumstances to award a grant to MCC.</b> This motion was seconded by Cllr Ferrans. Cllrs agreed to give a grant of £2,500, with Cllrs Smith and Bowker not participating in this vote, due to their potential conflict of interests – see FC 70/23. The grant is to be given in two instalments – one payment of £1,250 straight away and one payment at the end of October, on the proviso that the steering committee have increased the rental to their main user and have received the first monthly payment.</p> <p><b>Cllrs voted to give a grant to Neighbourhood Watch of £445 on the proviso that the amount was match funded.</b></p>
FC 81/23	<p><b>Decision Required:</b> Cllr Sharon Smith, to be included in the banking mandate for Metro Bank, Cambridge and Counties Bank and Cambridge Building Society in order to ensure that there were sufficient signatories. This motion was proposed and seconded. <b>All Cllrs voted for Cllr Sharon Smith to be given signing authority on the mandate for Metro Bank, as well as for the two Cambridge Banks.</b></p> <p>Cllrs instructed the clerk to ensure that all the accounts need to be checked for the correct and current signatories only. In addition to this they requested that the clerk to bring proposals to the next meeting for replacing the Metro Bank Account.</p>
C 82/23	<p><b>Consultation - Amended Local Enforcement Plan consultation</b>  <a href="https://www.milton-keynes.gov.uk/consultations/amended-local-enforcement-plan-consultation">https://www.milton-keynes.gov.uk/consultations/amended-local-enforcement-plan-consultation</a>  1<sup>st</sup> September - 13<sup>th</sup> October 2023</p>

	Cllr Cox was concerned that the MKCC had said they would be engaged in mediation and this is impractical as it is often very difficult to get hold of anyone at the council. Cllr Ferrans had mentioned that we need a process whereby those submitting the complaint are updated as to each stage that the action has reached and the timescales if any on that stage.
C 83/23	<p><b>Guidance for Parish Council minutes:</b></p> <ul style="list-style-type: none"> <li>• Timeline (draft minutes approval and publishing, approved minutes and publishing). Cllrs asked that the minutes be available in draft form in one calendar week. Comments from Cllrs to then be returned within one calendar week.</li> <li>• Clerk to publish draft minutes on the website, along with the agenda and then once approved to replace with the signed minutes on the website.</li> </ul>
C 84/23	<p><b>Decision Required</b> To compare pricing and features on the 3 main PC software systems – RBS, Scribe and AdvantEdge.  <b>This will be brought back to the next meeting for consultation, discussion and a potential decision.</b></p>
FC 85/23	<b>Decision Required</b> Lanercost Play Area consultation. Cllr Ferrans asked that this consultation be extended for another 2 weeks. There were two verbal responses to Cllr Smith and one to Cllr Ferrans that have to be passed to the clerk. Cllrs Ferrans and Cox will prepare a paper for Council for the next meeting.
FC 86/23	<b>Decision Required: Planning Application None</b>
FC 87/23	<b>Decision Required Website</b> - this item was moved to the next meeting.
FC 88/23	<b>Decision Required:</b> The services of a handyman are required in the parish to attend to various jobs. Cllrs will discuss with the clerk the format that they would require for this to be approved in a follow up meeting.
FC 89/23	<b>Decision Required</b> to put the meeting in to closed session. Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business, the Public and Press will be excluded from the following agenda item for the reason of it relating to Council's discussion and agreement on Employment.
FC 90/23	<b>Decision Required</b> Clerk was asked to leave the meeting. Confidential item on the HR issue. Update on the provision of HR advice and decide the next steps.

Signed by the Chair Cllr Sharon Smith on the 9<sup>th</sup> October 2023

List of Payments to note (Amounts shown exclude VAT): - Payroll Costs £3,360 (Jul); £3,502 (Aug); HMRC £1,070 (Jul) £1,061 (Aug) Bucks Pension Fund £996 (Jul); £1,023 (Aug); Hippey Payroll Services £34 (July), £34 (Aug); RTM £1,200, (Aug) £494 (Aug) & £180 (Aug) £180 (Sept) £494 (Sept); Lean Living £650 (Jul) £550 (Aug); Monkston School £370 (Jul) £300 (Aug); KH Community Centre £38.25, Lok n Store, £1,001, PKF Littlejohn £420, Amazon £27, Allcott £1,795, MYES £1,172 (Jul) £1,060 (Aug), Wave Water £71 (Jul) £341 (Aug)

Date of next meeting: 9<sup>th</sup> October 2023