



Residents are invited to a meeting of:

## Kents Hill & Monkston Parish Council

**Monday 13 November 2023 at 730pm**

Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 0BA

Public Open Session (Max. 15 mins): To receive questions/statements from members of the public.

Signed

*Lesley Sung*

Lesley Sung, Locum Clerk

### AGENDA

| ITEM      | Subject   |
|-----------|---|
| FC 111/23 | <b>Minutes</b><br>To approve and the Chair to sign as a correct record, an ordinary meeting of the Council held on 13 September 2023 and an Extra-ordinary meeting of the Council held on 24 October 2023.  |
| FC 112/23 | <b>Apologies for Absence</b><br>To receive and consider accepting apologies for absence   |
| FC 113/23 | <b>Declarations of Interest</b><br>Members to declare any disclosable personal or pecuniary interests they may have in the business to be transacted and in any contract to be considered.  |
| FC 114/23 | <b>Minutes of Previous Meetings</b><br>To approve amendments to signed Minutes of Meetings of Full Council held in May, June and July, to include a record of attendance, that had been omitted in error and had not been picked up at the subsequent meetings. |
| FC 115/23 | <b>Warden's Report</b><br>To receive a report from the Council's Warden on activities undertaken over the last few months.  |
| FC 116/23 | <b>HR Committee</b><br>To receive nominations for additional members on the HR Committee.   |
| FC 117/23 | <b>Monkston Community Centre – Provision of a Grant</b><br>To consider a grant application from Monkston Community Centre.  |
|           |   |
| FC118/23  | <b>Resignation of the Clerk</b><br>a. To note the intention of the clerk to resign<br>b. To agree the employment of a Locum Clerk un  |
| FC119/23  | <b>Draft Allotment Tenancy Agreement</b><br>To approve a draft Allotment Tenancy Agreement  |
| FC120/23  | <b>Bins</b><br>To decide on the replacement of bins.  |

|                                     |  |   |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
|-------------------------------------|--|---|--------|--|---------------------------------|--------|------------------|-------------|---------|------------------|-----------------------|---------|-----------------------|---------|--------|----------------|------|-----|--|------|-----|-----------------------|------|------|-------------------|-------|---------|------------|-------|---------|-------------------|-------------------------------------|----------|--------------------|----------------|---------|----------------|-------------------------------------|----------|---|---------------|--------|-------|---------------|--------|-------|
| FC121/23                            | <p><b>Council Budget 2023/2024 – Authorisation of Payments</b></p> <p>The Council to approve the following payments:</p> <table border="1" data-bbox="308 365 1433 1086"> <tr> <td>Monkston Community Centre</td> <td>£40.00</td> <td>Office Hire for Extra-ordinary meeting</td> </tr> <tr> <td>Personnel Advice &amp; Solution Ltd</td> <td>£60.00</td> <td>Personnel Advice</td> </tr> <tr> <td>Lloyd Nurse</td> <td>£500.00</td> <td>Fitness Sessions</td> </tr> <tr> <td>MKCC Library Services</td> <td>£248.40</td> <td>Hire of Library Space</td> </tr> <tr> <td>Payroll</td> <td>£3,954</td> <td>Employer Costs</td> </tr> <tr> <td>HMRC</td> <td>TBA</td> <td></td> </tr> <tr> <td>LGPS</td> <td>TBA</td> <td>Pension Contributions</td> </tr> <tr> <td>LGPS</td> <td>£200</td> <td>Late Payment Fine</td> </tr> <tr> <td>KeelT</td> <td>£354.00</td> <td>IT support</td> </tr> <tr> <td>KeelT</td> <td>£172.80</td> <td>1 x Nomadesk seat</td> </tr> <tr> <td>Marcus Young Environmental Services</td> <td>£1455.00</td> <td>Waste Bin emptying</td> </tr> <tr> <td>PKF Littlejohn</td> <td>£504.00</td> <td>External Audit</td> </tr> <tr> <td>Marcus Young Environmental Services</td> <td>£2283.00</td> <td>Waste bin emptying and purchase of dog bins</td> </tr> <tr> <td>Anglian Water</td> <td>£36.15</td> <td>Water</td> </tr> <tr> <td>Anglian Water</td> <td>£46.84</td> <td>Water</td> </tr> </table> | Monkston Community Centre                   | £40.00 | Office Hire for Extra-ordinary meeting | Personnel Advice & Solution Ltd | £60.00 | Personnel Advice | Lloyd Nurse | £500.00 | Fitness Sessions | MKCC Library Services | £248.40 | Hire of Library Space | Payroll | £3,954 | Employer Costs | HMRC | TBA |  | LGPS | TBA | Pension Contributions | LGPS | £200 | Late Payment Fine | KeelT | £354.00 | IT support | KeelT | £172.80 | 1 x Nomadesk seat | Marcus Young Environmental Services | £1455.00 | Waste Bin emptying | PKF Littlejohn | £504.00 | External Audit | Marcus Young Environmental Services | £2283.00 | Waste bin emptying and purchase of dog bins | Anglian Water | £36.15 | Water | Anglian Water | £46.84 | Water |
| Monkston Community Centre           | £40.00   | Office Hire for Extra-ordinary meeting      |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| Personnel Advice & Solution Ltd     | £60.00   | Personnel Advice                            |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| Lloyd Nurse                         | £500.00  | Fitness Sessions                            |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| MKCC Library Services               | £248.40  | Hire of Library Space                       |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| Payroll                             | £3,954   | Employer Costs                              |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| HMRC                                | TBA  |   |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| LGPS                                | TBA  | Pension Contributions                       |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| LGPS                                | £200   | Late Payment Fine                           |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| KeelT                               | £354.00  | IT support                                  |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| KeelT                               | £172.80  | 1 x Nomadesk seat                           |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| Marcus Young Environmental Services | £1455.00   | Waste Bin emptying                          |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| PKF Littlejohn                      | £504.00  | External Audit                              |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| Marcus Young Environmental Services | £2283.00   | Waste bin emptying and purchase of dog bins |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| Anglian Water                       | £36.15   | Water                                       |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| Anglian Water                       | £46.84   | Water                                       |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| FC122/23                            | <p><b>Council Budget 2024/2025</b></p> <p>To instigate initial discussions that may impact the Council budget and precept for 2024/2025.</p>   |   |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| FC123/23                            | <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 press and public for Agenda Item FC125/23 (HR Matters and Access to Information) due to the confidential nature of the business to be transacted. Both agenda items will contain personal information about a particular individual, of which publication could potentially constitute a data protection breach.</p>  |   |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| FC124/23                            | <p><b>Leisure Asset Transfer</b></p> <p>The Council to receive an update from the Leisure Asset Transfer Working Group and consider any recommendations made by the Group.</p>   |   |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |
| FC125/23                            | <p><b>Employment Matters and Access to Information</b></p> <ol style="list-style-type: none"> <li>a. Following the absence of the Clerk, the Council to discuss outstanding operational matters and access to information.</li> <li>b. Update on employment matters.</li> </ol>  |   |        |  |                                 |        |                  |             |         |                  |                       |         |                       |         |        |                |      |     |  |      |     |                       |      |      |                   |       |         |            |       |         |                   |                                     |          |                    |                |         |                |                                     |          |   |               |        |       |               |        |       |