



Kents Hill and Monkston Parish Council (KHMPCC)

Full Council Meeting Minutes

Monday 9th October 2023, @ 7.30pm

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

Public Open Session (Max. 15 mins)

There were two members of the public present, to present the grant application under agenda item FC94/23.

IN ATTENDANCE:

Councillor(s): Sharon Smith-Chair (SS), Nigel Cox-vice-chair (NC), Jenni Ferrans (JF), Vikas Chandra (VC)-arrived at 20h00, Paul Grindley (PG), Glen Dursley (GD), Donna White (DW)-left at 21h17, Colin Bowker (CB)-arrived at 19h35, Colin Smith (CS), Steve Warthall (SW).

Officer: Vicky Mote (Locum Clerk)

Ward Councillor: Jenni Ferrans

Meeting started at 19h30

FC91/23	Apologies: There were no member apologies.
FC 92/23	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. In the interest of transparency, Cllrs DW, PG, CS and SW declared an interest in agenda item FC99/23.
FC 93/23	Minutes of previous meeting. Council RESOLVED that the draft minutes of the Full Council meeting held on 11 September 2023 and Extraordinary meeting of 15 August 23, be accepted as a true copy, with the following amendments: <u>11 September 2023</u> , Locum Clerk raised the fact that no Councillor names had been recorded in attendance therefore, to add the following correction: IN ATTENDANCE: <i>Councillor(s): Sharon Smith-Chair (SS), Nigel Cox-vice-chair (NC), Jenni Ferrans (JF), Paul Grindley (PG), Donna White (DW), Colin Bowker (CB), Colin Smith (CS), Steve Warthall (SW).</i> <u>15 August 2023</u> , Locum Clerk raised the fact that no Councillor names had been recorded in attendance therefore, to add the following correction: IN ATTENDANCE: <i>Councillor(s): Sharon Smith-Chair (SS), Nigel Cox-vice-chair (NC), Jenni Ferrans (JF), Vikas Chandra (VC), Donna White (DW), Colin Bowker (CB).</i> Minutes duly signed by the Chair.
FC 94/23	Grant Funding Application <u>Little Owls Play Group</u> Having reviewed the application and asked the applicant(s) further questions, Council RESOLVED that on the basis the application had not been fully completed and did not meet KHMPCC grant policy regarding running costs, Council would work with the applicant to see if there are other opportunities where they could support the applicant in a new application that would meet the grant policy.
FC 95/23	Income and expenditure Report - April to September 2023 There were no questions, Council NOTED the report.

FC 96/23	<p>InFact Magazine – Winter Edition Council RESOLVED to go ahead with an edition after the council budget approval in February. Clerk to advise Council on deadline dates for submission and print. Council to submit articles to the Clerk in line with deadlines.</p>																																																
FC 97/23	<p>Finances Payments Council NOTED the payment list.</p> <table border="1" data-bbox="289 409 1448 969"> <thead> <tr> <th data-bbox="289 409 1073 443">PAYMENTS</th> <th data-bbox="1073 409 1260 443">SEPT 23</th> <th data-bbox="1260 409 1448 443">OCT 23</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 443 1073 477">Payroll</td> <td data-bbox="1073 443 1260 477">£3,290</td> <td data-bbox="1260 443 1448 477">£3,273</td> </tr> <tr> <td data-bbox="289 477 1073 510">HMRC</td> <td data-bbox="1073 477 1260 510">£971</td> <td data-bbox="1260 477 1448 510">£1,061</td> </tr> <tr> <td data-bbox="289 510 1073 544">Bucks Pension Fund</td> <td data-bbox="1073 510 1260 544">£1,194</td> <td data-bbox="1260 510 1448 544">£1,023</td> </tr> <tr> <td data-bbox="289 544 1073 577">Hippey Payroll Services</td> <td data-bbox="1073 544 1260 577">£44</td> <td data-bbox="1260 544 1448 577">£34</td> </tr> <tr> <td data-bbox="289 577 1073 611">RTM</td> <td data-bbox="1073 577 1260 611">£540</td> <td data-bbox="1260 577 1448 611"></td> </tr> <tr> <td data-bbox="289 611 1073 645">RTM</td> <td data-bbox="1073 611 1260 645">£494</td> <td data-bbox="1260 611 1448 645">£494</td> </tr> <tr> <td data-bbox="289 645 1073 678">Lean Living</td> <td data-bbox="1073 645 1260 678">£700</td> <td data-bbox="1260 645 1448 678"></td> </tr> <tr> <td data-bbox="289 678 1073 712">Monkston School</td> <td data-bbox="1073 678 1260 712">£400</td> <td data-bbox="1260 678 1448 712">£350</td> </tr> <tr> <td data-bbox="289 712 1073 745">MK CAB</td> <td data-bbox="1073 712 1260 745">£1,001</td> <td data-bbox="1260 712 1448 745"></td> </tr> <tr> <td data-bbox="289 745 1073 779">MYES</td> <td data-bbox="1073 745 1260 779">£1,172</td> <td data-bbox="1260 745 1448 779"></td> </tr> <tr> <td data-bbox="289 779 1073 813">MYES</td> <td data-bbox="1073 779 1260 813">£1,060</td> <td data-bbox="1260 779 1448 813">£1,242</td> </tr> <tr> <td data-bbox="289 813 1073 846">Wave Water</td> <td data-bbox="1073 813 1260 846">£216</td> <td data-bbox="1260 813 1448 846"></td> </tr> <tr> <td data-bbox="289 846 1073 880">Wave Water</td> <td data-bbox="1073 846 1260 880">£125</td> <td data-bbox="1260 846 1448 880"></td> </tr> <tr> <td data-bbox="289 880 1073 913">Monkston Community Centre (grant)</td> <td data-bbox="1073 880 1260 913">£1250</td> <td data-bbox="1260 880 1448 913"></td> </tr> <tr> <td data-bbox="289 913 1073 969">Kents Hill & Monkston Neighbourhood Watch (grant)</td> <td data-bbox="1073 913 1260 969">£445</td> <td data-bbox="1260 913 1448 969"></td> </tr> </tbody> </table>	PAYMENTS	SEPT 23	OCT 23	Payroll	£3,290	£3,273	HMRC	£971	£1,061	Bucks Pension Fund	£1,194	£1,023	Hippey Payroll Services	£44	£34	RTM	£540		RTM	£494	£494	Lean Living	£700		Monkston School	£400	£350	MK CAB	£1,001		MYES	£1,172		MYES	£1,060	£1,242	Wave Water	£216		Wave Water	£125		Monkston Community Centre (grant)	£1250		Kents Hill & Monkston Neighbourhood Watch (grant)	£445	
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FC 98/23	<p>Bins Council RESOLVED to defer this item to the next meeting as they did not have enough information to make an informed decision. Clerk to present a proposal for consideration by Council at the next full council meeting.</p>																																																
FC 99/23	<p>Allotment Rules and Regulations. Councillors presented several items for Council to consider. Council RESOLVED to accept the changes as follows:</p> <p>1.3 <u>Eligibility Criteria and Allocation of Plots</u> (b) Tenants who move out of the parish will be required to end their tenancy-REMOVE</p> <p>2.1 <u>Authorised Persons</u> (c) No person under the age of 18 years of age is allowed on site, unless supervised by an adult.</p> <p>2.3 <u>Site Security and Covert Surveillance</u> (d) The Council has the right to close any site without notice if the site is deemed unsafe e.g., due to natural disaster, pipe bursting, chemical spill etc. In this circumstance, no tenant will be permitted on site without explicit permission from the Council. Anyone trespassing the site when it has been closed could will have their tenancy agreement terminated and reported to the relevant authority.</p> <p>(g) Tenants are advised that mobile CCTV cameras and other surveillance equipment can and will may be deployed by the Council and other authorised agencies as necessary, to monitor and gather information about activities on allotment sites for enforcement purposes. Should this be necessary, the appropriate legal notices will be visibly displayed.</p> <p>2.7 <u>Expected Behaviour of Tenants</u> (d) Alcohol is strictly prohibited on allotment sites-REMOVE as covered in point (c).</p>																																																

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24/10/23

2.9 Water (Refer to Appendix A for permitted water containers)

CORRECTION: Council RESOLVED on 24/10/23 under FC108/23 to remove (c) below:

~~(c) Any form of unattended battery-operated irrigation (such as sprinklers and timed devices) are not permitted on allotment plots.~~

(d) Alteration or illegal connection, including any form of pipeline, to the water supply is a serious breach of tenancy and tenants who have inherited such connections on their plots are advised to contact the Council.

3.5 Trees and Hedges

(f) Tenants are permitted to have the following number of trees by plot size no more than one tree on a small (75 sqm) plot and 2 trees on a medium (125 sqm plot), as long as there is no shadow cast on neighbouring plots.

A Plot = 0-62 sq meters	No trees
B Plot = 63-125 sq meters	One tree
C Plot = 126-250 sq meters	Two trees

3.3 Weeds

(i) Tenants are not allowed to plant or otherwise encourage the growth of Japanese Knotweed, or any other prohibited plants, refer to the link below.

[Invasive non-native plants / RHS Gardening](#)

3.10 Open Burning (Bonfires) & BBQ

(a) Bonfires are NOT permitted unless controlled in a garden incinerator bin with lid and in line with Milton Keynes City Council (MKCC) advice, link below:

[Bonfires | Milton Keynes City Council \(milton-keynes.gov.uk\)](#)

3.15 Plot Inspections

The Council ~~has the right to~~ will undertake regular inspections of allotment plots.

4.2 Hazardous Materials on Allotments

(a) Tenants with hazardous materials on their allotment are required to:

- (i) ensure they are stored correctly and securely and used in accordance with manufacturers' guidelines.
- (ii) failure to adhere to the above rules of tenancy will be deemed a serious breach of tenancy and tenants will be issued with an immediate Notice to Quit.
- (iii) provide evidence of insurance in accordance with 4.1.5, if requested to do so by the Council.
- (iv) the storage of fuels (such as gas cylinders) is strictly prohibited.

~~(b) The storage of fuels and hazardous materials (such as gas cylinders and chemicals) is strictly prohibited.~~

APPENDIX B - APPLICATION FOR A STRUCTURE

On the application form under the section of permitted shed sizes, Clerk to insert another line as follows:

Man-made sheds-Tenant to confirm what materials will be used.

APPENDIX A - PERMITTED WATER AND ORGANIC STORAGE CONTAINERS

This section was missing from the revised copy, Clerk to ensure it is re-instated.

Clerk to review and ensure that the document is formatted in line with all the corrections.

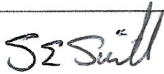
<p>FC 100/23</p>	<p>Signatories Council NOTED the full report presented regarding KHMPC Metro Bank account; the withdrawal of the existing product; lack of confidence in their process of checking valid signatories and new rules to be implemented as follow:</p> <ul style="list-style-type: none"> • A maximum of three recognised signatures. • Single authorisation for on-line payments. • The same number of approvers for cheques as for on-line payments. <p><u>Current Cheque Signatories</u> Cllr's Nigel Cox, Paul Grindley, Jenni Ferrans together with an ex-councillor and previous Clerk.</p> <p><u>Current Online Signatories</u> Cllr Nigel Cox and previous Clerk online details being used.</p> <p>Council RESOLVED that:</p> <ol style="list-style-type: none"> 1. Based on there being only one valid online signatory, revert, with immediate effect, to cheque payments only, with two member signatories. 2. Direct debits to remain in place. 3. Clerk is required to research and bring back to the next meeting, other banking options that will meet KHMPC Standing Orders.
<p>FC 101/23</p>	<p>Overtime for the clerk. Council NOTED the advice from BALC, that a full-time Clerk, plus part-time Warden for KHMPC should be adequate resourcing to carry out current planned works.</p> <p>Following a meeting between the Chair and Clerk, it was mutually agreed that the additional overtime minutes in the full council meeting held on 14/11/22 under agenda item FC90/22, is no longer valid.</p> <p>Council RESOLVED that the Clerk should now revert back to their contractual terms relating to any further overtime required.</p>
<p>FC 102/23</p>	<p>Planning Applications:</p> <p><u>Application Number: 23/02009/HOU</u> Type: Householder Application Location: 28 Colindale Street, Monkston Park, Milton Keynes, MK10 9PJ Proposal: Demolition of existing conservatory and construction of proposed single storey rear extension and partial garage conversion (resubmission of 23/00793/HOU)23.10.2023</p> <p><u>Application Number: 23/02190/CLUP</u> Type: Certificate of Lawful Use Location: 12 Greenford Crescent, Monkston Park, Milton Keynes, MK10 9XL Proposal: Certificate of Lawfulness for proposed conversion of existing garage to habitable space, including removal of existing garage doors, construction of new infill walls and installation of new windows 13.10.2023</p> <p>Council RESOLVED that KHMPC did not have any comments to make.</p>
<p>FC 103/23</p>	<p>Fitness Class. Cllr VC gave an update following the last working group meeting.</p> <p>Fitness Instructor actions:</p> <ul style="list-style-type: none"> • changes conditions without consultation (days and times), • has brought in another trainer without notification to KHMPC, • carrying out personal training under the name of Monkston Parish Council. • not all participants have equal access to SPOND. • KHMPC has requested information from the fitness instructor on numerous occasions without acceptable response.

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	<ul style="list-style-type: none"> • KHMPC has concerns regarding GDPR obligations as a Data Controller. <p>Councillors asked if the Fitness Instructor is in breach of contract. On the basis that the SLA between the two parties expired at the end of 2022, as highlighted by the Locum Clerk and the Council decision on 13/03/23 under FC181/23 to continue the current arrangement until 31/03/24, denotes that there is an 'Implied' SLA in place based on the original terms.</p> <p>Council RESOLVED that:</p> <ol style="list-style-type: none"> 1. A full due diligence review, including a survey with existing participants, will be carried out and brought back to the full council meeting in December for a decision. 2. The Fitness instructor is to ensure that all applicants have equal access to SPOND, with immediate effect. <p>The Fitness instructor is to provide full details of the back-up trainer, in line with the 'Implied' SLA agreement. Should this SLA obligation not be met, KHMPC will have the right to terminate the service.</p>
FC 104/23	<p>Community Asset Transfer (CAT)</p> <p>Council RESOLVED to defer this item to the next full council meeting, as there was not enough information to make an informed decision.</p>

Meeting ended 22h00

Date of next meeting: 13th November 2023

NAME:	Cllr Sharon Smith
TITLE:	Chair
SIGNATURE:	
DATE:	24/10/23