



Minutes of an Ordinary Meeting of the Council Monday 13 November 2023 at 7.30pm

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

Present: Councillor Sharon Smith (Chair) and Councillors Colin Bowker, Vikas Chandra (arrived at 8pm), Nigel Cox, Glen Dursley, Jenni Ferrans, Paul Grindley, Colin Smith, Steve Warthall and Donna White.

Officers: Lesley Sung (Locum Clerk) and Jem Hill (Warden)

Members of the Public Present: 1

Public Open Session:

A member of the public raised matter relating to community asset transfer and asked why the matter had been placed in the confidential part of the meeting and why the reason for exclusion had not been recorded. In response, the Chair reported that discussions would have involved matters relating to costs and contracts and the Locum Clerk added that the reason for exclusion had been omitted in error. She added that if the Council wished to move some of the discussion about the Leisure Asset Transfer into the public domain, then it was possible to do so, but that any discussion pertaining to confidential matters, would need to be discussed in the confidential part of the meeting.

Councillor Jenni Ferrans, in her capacity of Ward Councillor reported that the Council would be offering a second warm spaces grant to parish councils. She also reported that the steps leading to the picnic area, opposite 1 Sweetlands Corner were in an irrecoverable state and would be landscaped over. The Milton Keynes City Council contractor had repaired the steps from the redway nearby, but the heavy rain had washed out the mortar. Councillor Ferrans had reported the matter and the steps would be repaired.


FC 111/23	<p>Minutes Resolved Unanimously: That the minutes of the ordinary meeting of the Council held on 13 September 2023 and an Extraordinary Meeting of the Council held on 24 October 2023, be approved and signed as a correct record by the Chair.</p>
FC 112/23	<p>Apologies for Absence: None received.</p>
FC 113/23	<p>Declarations of Interests:</p> <ol style="list-style-type: none"> 1. Councillors Colin Bowker and Sharon Smith declared a personal interest in agenda item FC 118/23 (Monkston Community Centre) as both were members of the Monkston Community Centre Management Committee. 2. Councillors Paul Dursley, Colin Smith and Donna White declared a personal interest in agenda Item FC 119/23 (Draft Allotment Tenancy Agreement), as all three Councillors were allotment tenants.
FC 114/23	<p>Minutes of Previous Meetings The Chair reported that the minutes of meetings of the Council relating to May, June and July had not included a record of attendance and that this error had not been picked up at subsequent meetings.</p>

	<p>Resolved Unanimously: That all Councillors submit information regarding their attendance at the meetings, and once collated, the Minutes come to a meeting for signing.</p>
FC 115/23	<p>Wardens Report The Council received a report from the Warden in respect of litter bin and allotment inspections. He reported that most litter bins in the area were being emptied, but that some, particularly around Kents Hill Pavilion, Blanchard Circle and the redways around Monkston had not been emptied on a regular basis.</p> <p>The Warden reported that he had inspected the allotments and that Monkston Park Allotment Site plots were generally in good condition. The plots at Kents Hill and Monkston Allotment Sites, he considered to be satisfactory.</p> <p>The Warden reported that on a recent community litter pick, up to 4 bags of litter had been collected.</p> <p>Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the Warden's report be accepted 2. That future organised community litter picks be given more publicity with wider use of the Council's social media.
FC 116/23	<p>HR Committee The Council requested nominations for appointment to the HR Committee.</p> <p>Resolved Unanimously: That Councillors Paul Dursley and Colin Smith be appointed to the HR Committee for the remainder of the 2023/2024 year.</p>
FC117/23	<p>Monkston Community Centre – Provision of a Grant The Council considered a grant application from Monkston Community Centre.</p> <p>The grant previously awarded to Monkston Community Centre had come with an instruction that further grant applications would only be considered once the Community Centre had increased its hire fees.</p> <p>The Council noted that the Community Centre had yet to increase its hire fees.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the grant application from Monkston Community Centre be deferred to the next meeting in December 2023. 2. That Monkston Community Council be informed sons for that the reason for deferral was because the Centre had yet to meet the proviso that had previously been set, and raise its hire fees.
FC 118/23	<p>Resignation of the Clerk The Council received notice of the Clerk's resignation and the Council discussed some of the outstanding matters that had arisen since the resignation had been received.</p> <p>Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the Council accepts the Clerk's resignation.

	<p>2. That a Lesley Sung be appointed as the Locum Clerk on a short-term, hourly basis until the recruitment of a new Clerk.</p> <p>3. That the Locum Clerk be requested to open a new bank account with Lloyds Bank.</p>																																													
FC 119/23	<p>Draft Allotment Tenancy Agreement The Council received a draft allotment tenancy agreement for consideration.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That part of 7.3 be removed and amended to read “the tenant becoming bankrupt or entering into an arrangement with their creditors”. 2. That with the above amendment, the draft tenancy agreement be approved. 																																													
FC 120/23	<p>Dog Waste Bins The Chair reported that she had discussed the location of dog waste bins with the Council’s contractor, Marcus Young Environmental Services Ltd and that she would send details to the Council’s Warden.</p> <p>Resolved Unanimously: That the report be noted.</p>																																													
FC 121/23	<p>Authorisation of Payments The Council approved the following payments:</p> <table border="0"> <tr> <td>Monkston Community Centre</td> <td>£40.00</td> <td>Office Hire for EOM</td> </tr> <tr> <td>Personnel Advice & Solutions</td> <td>£60.00</td> <td>HR Advice</td> </tr> <tr> <td>Lloyd Nurse</td> <td>£500.00</td> <td>Fitness Sessions</td> </tr> <tr> <td>MKCC Library Services</td> <td>£248.00</td> <td>Hire of Library Meeting Space</td> </tr> <tr> <td>Staff</td> <td>£3,954</td> <td>Salaries</td> </tr> <tr> <td>HMRC</td> <td>£956.97</td> <td>HMRC costs</td> </tr> <tr> <td>LGPS</td> <td>£937.70</td> <td>Pension Contributions</td> </tr> <tr> <td>LGPS</td> <td>£200.00</td> <td>Late Payment Fine</td> </tr> <tr> <td>KeelIT</td> <td>£354.00</td> <td>IT Support</td> </tr> <tr> <td>KeelIT</td> <td>£172.80</td> <td>1 x Nomadesk Seat</td> </tr> <tr> <td>Marcus Young Env. Services</td> <td>£1,455.00</td> <td>Dog Waste Bin Emptying Contract</td> </tr> <tr> <td>PKF Littlejohn</td> <td>£504.00</td> <td>External Audit</td> </tr> <tr> <td>Marcus Young Env. Services</td> <td>£2,283.00</td> <td>Emptying and Dog Bin Purchases</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 EOM	Personnel Advice & Solutions	£60.00	HR Advice	Lloyd Nurse	£500.00	Fitness Sessions	MKCC Library Services	£248.00	Hire of Library Meeting Space	Staff	£3,954	Salaries	HMRC	£956.97	HMRC costs	LGPS	£937.70	Pension Contributions	LGPS	£200.00	Late Payment Fine	KeelIT	£354.00	IT Support	KeelIT	£172.80	1 x Nomadesk Seat	Marcus Young Env. Services	£1,455.00	Dog Waste Bin Emptying Contract	PKF Littlejohn	£504.00	External Audit	Marcus Young Env. Services	£2,283.00	Emptying and Dog Bin Purchases	Anglian Water	£36.15	Water	Anglian Water	£46.84	Water
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FC 122/23	<p>Council Budget 2024/2025 The Council considered its activities and projects that it would like to undertake in 2024/2025 and to place appropriate levels of funding in the 2024/2025 budget.</p> <p>The Council wished to continue funding for crimewave cameras, newsletter and play sessions and proposed to include in the 2024/2025 budget a sum for hedge-cutting at the allotment, any costs relating to a staffing structure that would include succession planning, costs associated with an overall review of the website and IT filing structure and potentially a defibrillator located in the parish.</p> <p>The Council would like to review it level of community engagement and would like to provide drop-in sessions for young people to provide mental health support.</p>																																													

	However, considering its current staffing levels, realistically, a lot of the above activities/services were aspirational.
FC 123/23	<p>Exclusion of the Public Resolved Unanimously: That, pursuant to s.1(2) of the Public Bodies (Admission to Members) Act 1960, the press and public be excluded from the meeting, for the Council to consider Agenda Item FC124/23 (Leisure Asset Transfer) and Agenda Item FC125/23 (HR Matters and Access to Information) due to the confidential nature of the business to be transacted. Both agenda items contained information relating to personal information about an individual, of which publication could potentially constitute a data protection breach.</p>
FC 124/23	<p>Leisure Asset Transfer The Council considered its position in respect of an Expression of Interest to take ownership of Monkston Community Centre.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the Expression of Interest to transfer ownership of Monkston Community Council from Milton Keynes City Council to Kents Hill & Monkston Parish Council, is withdrawn. 2. That the Council remains interested in transferring ownership of the Monkston Community Centre but accepts, that realistically, the Council is not in a position to consider transfer at the current time. 3. That the Council requests that Milton Keynes City Council, going forward, retains the building for the dual purpose of a sports pavilion and a community hall.
FC 125/23	<p>Employment Matters and Access to Information The Council discussed its current position regarding staffing and operational matters.</p> <p>Resolved: That the employment and operational report be noted and that staffing matters are progressed as reported.</p>

The meeting ended at 9.50pm

Signed  (Chair)

Date 