



Minutes of an Ordinary Meeting of the Council Monday 15 January 2024 at 7.30pm

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

Present: Councillor Colin Smith (Chair); Donna White (Vice-Chair) and Councillors Vikas Chandra, Nigel Cox and Jenni Ferrans.

Officer: Lesley Sung (Locum Clerk)

Members of the Public Present: 4

Public Open Session:

1. A member of the public commented that she was pleased to see that monies had been allocated for fitness classes in the draft budget and hoped that it would be a positive move for the classes to continue. She added that the classes brought the community together and was a good opportunity to meet new people.
2. Ward Councillor Jenni Ferrans reported that Milton Keynes City Council's draft budget was currently out for public consultation. She added that the Milton Keynes City Council's New City Plan design codes were also out for consultation and resident were invited to comment about their experience of their immediate neighbourhood. The Community Volunteer Service has bid for s.106 monies to carry out community development work in MK and it may be worth discussing opportunities for the parish in late summer.

FC 155/23	<p>MINUTES Resolved Unanimously: That the minutes of the ordinary meeting of the Council held on 18 December 2023, be approved, and signed by the Chair as a correct record.</p>
FC 156/23	<p>APOLOGIES FOR ABSENCE An apology for absence was received from Councillor Steve Warthall.</p>
FC 157/23	<p>DECLARATION OF INTERESTS: Councillors Colin Smith and Donna White declared an interest in Agenda Item FC 163/23 (Allotment Maintenance) as both Councillor held an allotment garden tenancy with the Parish Council.</p>
FC 158/23	<p>DRAFT COUNCIL BUDGET 2024/2025 Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the Council notes predicted income of £8,235 in 2024/2025. 2. That the Council notes predicted expenditure of £230,207 in 2024/2025 3. That the Council's De-Minimis Reserve is set at £115,103 (6 month's costs) for 2024/2025. 4. That the Council supports the budget 2024/2025 through its use of £48,877 of reserves. 5. That the Council's General Reserve for 2024/2025 is set at £147,123.
FC 159/23	<p>SETTING THE PRECEPT 2024/2025 Based on an agreed Council Budget for 2024/2025 the Council wished to determine the precept requirement for 2024/2025.</p>

	<p>Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the Council notes that the Council Tax base for the parish was 2,663.26 Band D equivalents. 2. That the Council's Precept for 2024/2025 be set at £173,095. 3. That the Council notes that the average household precept, based on a Council Tax Base of 2,663.23, would be £64.99.
FC 160/23	<p>PHONE SERVICE CONTRACT</p> <p>The Council wished to complete the early purchase of the Warden's phone and award a new service contract for staff phones.</p> <p>Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the Council completes the early purchase of the Warden's phone at a cost of £280. 2. That arrangements for a new phone contract for staff phones be delegated to the Clerk, in consultation with the Chair, to a maximum of £21.00 per month (excluding VAT). 3. That the monthly contract cost is over £21.00 per month, then the matter be brought back to the next meeting of the Council for further consideration.
FC 161/23	<p>METRO BANK ACCOUNT</p> <p>The Council discussed the Metro banking arrangements.</p> <p>Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the following be removed as authorised or nominated signatories for all Metro Bank Accounts and business Online Plus Accounts: Abigail Bassett, Jaime Tamagnini, Paul Macki, Paul Grindley and Ghercrismel Boungou Pouaty. 2. That Councillors Colin Smith, Donna White, Nigle Cox and Jenni Ferrans be approved as authorised signatories on the Community Accounts and full permissions for of the Council's Metro Bank Accounts. 3. That any two authorised signatories shall be required to authorise mandate changes and non e-banking transactions. 4. That Councillors Nigel Cox, Colin Smith and Jenni Ferrans be appointed as authorised signatories on the Business Online Plus Account, all to have full access. 5. That any one authorised signatory be required to authorise the Business Online Plus transactions.
FC 163/23	<p>HR COMMITTEE</p> <p>The Council received an update on the outcomes of the HR Committee that took place on Thursday 11 January 2024.</p> <p>The HR Committee considered that its Terms of Reference gave it the power to recruit up to three temporary posts that would cover the work to be carried out until the appointment of a permanent Full time Clerk. The HR Committee felt that the temporary posts would not change the Council's staffing structure as it was the intention that the Council would eventually employ a full time Clerk. A debate followed and it was</p> <p>Resolved Unanimously:</p>

	<ol style="list-style-type: none"> 1. That the Council requests advice from Milton Keynes Council's Monitoring Officer about whether the HR Committee's Terms of Reference would allow it to appoint up to three temporary posts. 2. That in the meantime, the Council carries out the interviews of the three temporary vacancies, but that an appointment would not be made until either the advice from the Monitoring Officer had been received, or the temporary structure had been agreed by the Council. 3. That the Performance Improvement Procedure as recommended by the HR Committee, be approved. 						
FC 163/23	<p>ALLOTMENT MAINTENANCE Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the allotment maintenance contract be rolled forward for a further 12 months. 2. That a full tender process for the allotment maintenance contract be carried out in Autumn 2024. 						
FC 164/23	<p>DOG WASTE BIN AND LITTER BIN EMPTYING CONTRACT This item was deferred to the February meeting of the Council.</p>						
FC 165/23	<p>GRIT BIN AT ERIDGE GREEN The Council considered replacing a damaged grit bin at the junction of Eridge Green and Crowborough Lane, Kents Hill. Milton Keynes Council would provide a filling service twice per year at £37.50 per fill.</p> <p>Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the Council request Milton Keynes City Council to replace the damaged grit bin at the junction of Eridge Green and Crowborough Lane, Kents Hill, at a cost of £450. 2. That the Council be requested to site the grit bin further back from the highway, if possible. 3. That the cost of replacing the grit bin and 2 fills per year be funded from the Council's Street Furniture Budget. 						
FC 166/23	<p>COUNCIL NEWSLETTER The Council discussed arrangements and potential articles for the next Council newsletter. The Council wished to include articles on the East and Summer Play Schemes, a summary of the agreed Council Budget and precept 2024/2025, location of grit bins, the Council's community engagement plans, advertisements for the co-option of new councillors to vacant seats and an introduction to any new staff.</p> <p>Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the Council purchased Canva Pro on a yearly subscription of £99.00, to assist with the production of the Council's newsletter. 2. That the Council uses S2D Leaflets (Sure2Door) for the print and distribution of its newsletters. 						
FC 167/23	<p>AUTHORISATION OF PAYMENTS Resolved Unanimously: That the following list of payments be authorised:</p> <table border="0"> <tr> <td>Marcus Young Env Services</td> <td>£1,407.00</td> <td>Dog Waste and Litter Bin Contract</td> </tr> <tr> <td>CAB</td> <td>£1,001.25</td> <td>Advice Bureau Outreach</td> </tr> </table>	Marcus Young Env Services	£1,407.00	Dog Waste and Litter Bin Contract	CAB	£1,001.25	Advice Bureau Outreach
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	LNS	£258.31	Council Services (Nov)
	LNS	£238.44	Council Services (Dec)
	Monkston Community Centre	£60.00	Room Hire
	KeelT	£148.32	IT Provider
FC 168/23	CO-OPTION TO COUNCILLOR VACANCIES The Council discussed a way forward for the co-option of 5 Councillor vacancies (1 in Kents Hill, 1 in Monkston, 2 in Monkston Park and 1 in Kingston). Resolved Unanimously: 1. That the Council agrees to advertise the 5 Councillor vacancies and carries out a co-option process in accordance with its agreed procedure. 2. That the deadline for applications be set two days prior to the publication of the agenda for the next Council meeting.		
FC 169/23	COUNCILLOR TRAINING Resolved Unanimously: That information be collated about the skill level of serving Councillors so that any gaps in knowledge can be identified and Councillor training offered to Councillors, accordingly.		
FC 170/23	PLANNING APPLICATIONS The Council was invited to comment on the following planning applications: 1. Application 23/02592/FUL – Apha Ltd, Lasborough Road, Kingston, MK10 0AB – Extension to an existing storage / offloading facility on an existing concrete yard (retrospective) 2. Application 24/00007/HOU – 41 Crowborough Lane, Kents Hill, MK7 6HE – Conversion of a garage into living accommodation and erection of a single storey rear extension linking garage to main dwelling; roof dormer. Loft conversion with front and rear dormers and side/front lights. New ground floor window and alterations to existing first floor windows. Resolved Unanimously: That the Council has no comments or objections to make on any of the above planning applications.		
FC 171/23	LICENSING APPLICATION – THE FAT PIZZA, MONKSTON – LATE NIGHT SERVICE Resolved Unanimously: That the Council has no comments or objections to make on the Licensing Application.		

The meeting ended at 10pm

Signed C Smith (Chair)

Date 14 February 2024.