



## Kents Hill & Monkston Parish Council

12<sup>th</sup> July 2024

An ORDINARY MEETING of the PARISH COUNCIL will be held on Thursday 18<sup>th</sup> July 2024 at 7.00pm in Kents Hill Secondary School, Classroom, Kents Hill Park, Kents Hill MK7 6BZ and the following business will be transacted. All Councillors are summoned to attend.

Subject to Standing Order 3(m), a person who attends a Council meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. The press and public are welcome to attend the meeting.

Samantha Haywood, Locum Clerk

### AGENDA

ITEM NO.	ITEM
FC 039/24	<b>APOLOGIES FOR ABSENCE</b> MOTION: Council to consider and approve apologies for absence.
FC 040/24	<b>DECLARATIONS OF INTEREST</b> Members to declare any disclosable personal or pecuniary interests they may have in the business to be transacted.
FC 041/24	<b>APPROVAL OF MINUTES</b> MOTION: Council to approve and sign the minutes of the Full Council meeting held on 13.06.24. MOTION: Council to approve and sign the minutes of the Extraordinary Full Council meeting held on 25.06.24.
FC 042/24	<b>OPEN MEETING</b> Public participation: Members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda, or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council’s Standing Orders 3f and 3g shall not exceed 15 minutes, maximum 3 minutes per person, and will be under the direction of the chairman of the meeting. The Chairman will invite members of the public to speak.
FC 043/24	<b>CO-OPTION OF MEMBER(S)</b> MOTION: Council to consider and approve co-option of Member(s).
FC 044/24	<b>COUNCILLOR AND CLERK REPORTS</b> MOTION: Council to note the Clerk’s report. MOTION: Council to note the Chairman’s report. MOTION: Council to consider and decide upon all Members submitting a monthly report.
FC 045/24	<b>CLERK RECRUITMENT</b> MOTION: Council to receive an update on the Clerk’s recruitment.

FC 046/24	<b>FINANCE &amp; ACCOUNTS</b> MOTION: Council to consider and approve invoices for payment.
FC 047/24	<b>COMMUNITY INFRASTRUCTURE FUND (CIF)</b> MOTION: Council to consider and decide upon whether to apply for CIF, and for which purpose.
FC 048/24	<b>GOVERNANCE DOCUMENT REVIEW</b> MOTION: Council to review the Standing Orders. MOTION: Council to adopt a Risk Register. MOTION: Council to review the Code of Conduct. MOTION: Council to review the Complaints Policy. MOTION: Council to review the Communications Policy. MOTION: Council to review the Vexation Policy. MOTION: Council to note that NALC have released new Financial Regulations. These will be presented to Council at a future meeting for review/adoption. MOTION: Council to note that membership of committees will be presented to Council once more Councillors are in post.
FC 049/24	<b>CORRESPONDENCE RECEIVED</b> MOTION: Council to note the correspondence received.
FC 050/24	<b>RESIDENTS MEETING</b> MOTION: Council to consider and approve holding a Residents Meeting, and if agreed, to consider the format and offerings.
FC 051/24	<b>PLANNING</b> MOTION: Council to note/decide upon planning matters as per the appendix below.
FC 052/24	<b>TRAINING</b> MOTION: Council to consider and decide upon paying for Member(s) to carry out CiLCA training. MOTION: Council to consider and decide upon the Chair attending a Chairman's training course as soon as one becomes available.
FC 053/24	<b>COMMUNITY CENTRES</b> MOTION: Council to receive an update report on Council taking over Monkston Community Centre or Monkston Park Community Centre, and to consider and decide upon any further action.
FC 054/24	<b>DATE OF NEXT MEETING</b> MOTION: Council to consider and decide upon the date of the next Ordinary Council meeting.

## APPENDIX

### AGENDA ITEM FC 051/24 – PLANNING

#### New Applications

MOTION: Council to consider and decide upon a response to planning application 24/01415/FUL. 1 Whitehall Avenue Kingston Milton Keynes MK10 0AX. Installation of new external enclosure for motor generator housing within existing external compound.

MOTION: Council to consider and decide upon a response to planning application 24/01244/HOU. 23 Sweetland's Corner, Kents Hill. Erection of a single-storey rear extension and a first floor side extension over the existing garage.

MOTION: Council to consider and decide upon a response to planning application 24/01245/HOU. 1 Goldhawk Road, Monkston Park. Erection of a second-floor roof extension to provide an additional storey including alterations to the roof, rear rooflights, timber cladding and addition of solar panels to front roof slope.

MOTION: Council to consider and decide upon a response to planning application 24/01384/ADV. 35a Winchester Circle, Kingston. Advertisement consent for the installation of 2 x fascia and 1 x projection sign.

MOTION: Council to consider and decide upon a response to planning application 24/01388/ADV. 1 Whitehall Avenue, Kingston. Advertisement consent for 2no. internally illuminated fascia signs on north and west elevations and 1no. internally illuminated single-sided totem sign to vehicle entrance.

MOTION: Council to consider and decide upon a response to planning application 24/01400/NMA. Land off Timbold Drive, Timbold Drive, Kents Hill. Non-material amendment seeking amendments to Block D ground floor windows and stair core windows, cycle store 3 changed to pre-fabricated timber clad cycle store and EMPA51 elevational changes (relating to permission ref. 22/02289/REM for the approval of reserved matters (access, layout, scale, appearance and landscaping) pursuant to outline permission ref. 20/01176/OUT for the erection of up to 171 residential dwellings (Use Class 3) and local shop (Use Class A1-A4).

MOTION: Council to consider and decide upon a response to planning application 24/01359/HOU. 8 Limbaud Close, Walton Park (Walton CC but Monkston ward). The loft conversion with flat dormer extensions to side roof slopes and raising side roof with gable. Erection of gable roof dormer to the front.

MOTION: Council to consider and decide upon a response to planning application 24/01407/HOU. 45 Groombridge, Kents Hill. Erection of a single-storey rear extension (retrospective).

#### Withdrawals

MOTION: Council to note planning application 24/01070/ADV. Land on the corner of Groveway and Timbold Drive, Kents Hill Park. Advertisement consent for the display of 1x totem sign and 2x flag pole sign for the new development of Bronze Park has been withdrawn.

#### Prior Notifications

MOTION: Council to note prior application 24/00743/PRIOR for the installation of an 1,750kwp (max 4023 panels) East and West facing system. North Unit Mk 180 Chippenham Drive, Kingston. Milton Keynes City Council hereby determine that the approval of the local planning authority is Not Required for the above mentioned application.

#### Pre-application responses from MKCC:

MOTION: Council to note the MKCC pre-application response to 24/01062/PREH, 81 Crowborough Lane, Kents Hill. Loft conversion.

#### Planning Enforcements

MOTION: Council to note response from MKCC Planning Enforcement concerning 22/00221/ENF, 46 Blanchland Circle, Monkston MK10 9GP. "Having investigated, I can confirm that no breach of planning control has occurred. Following an investigation it was found that the issue regarding the location of the structure and fence, falls within the parameters of permitted development as they are located behind the front elevation of the dwelling and neither exceed the dimensions as prescribed within the GPDO 2015 [as amended]. Ultimately, the case file will be closed in accordance with the Local Enforcement Plan 2021."

MOTION: Council to note response from MKCC Planning Enforcement concerning 24/00083/ENF, 82 Crowborough Lane, Kents Hill MK7 6JN. "Having investigated, I can confirm that no breach of planning control has occurred as no material change of use to a HMO at the property has taken place. Ultimately, the case file will be closed in accordance with the Local Enforcement Plan 2021."

## Permissions

MOTION: Council to note permission has been granted for application no: 24/00970/HOU, 13 Lamberhurst Grove, Kents Hill MK7 6JB. Part conversion of garage and erection of a two-storey side extension with front dormer window and loft conversion with new rear dormer to rear roof slope and rooflights to front roof slope.

## Swift Bricks

MOTION: Council to consider and decide upon recommending the use of swift bricks in the locality to MKCC:

Email forwarded from Loughton and Great Holm Parish Council:

*"I thought this approach to MKCC might be of interest to you....."*

*We would like to establish contact with someone regarding the possibility of introducing a planning policy that states any extensions or new housing developments within our Parish (and possibly Milton Keynes as a whole) contain swift bricks where possible within the building work of that property.*

[Swift Bricks - Cheap & Easy! \(swift-conservation.org\)](http://swift-conservation.org)

*Swift bricks have been developed to provide a safe, spacious and habitable area to allow swifts to nest within the well-built construction of modern houses. This is something we feel passionate about, and we truly believe that everyone has a part to play in the conservation of our environment including the animals living within it.*

*Edward Mayer from Swift Conservation would be more than happy to administer a presentation regarding the use of swift bricks and we attach his email address below for your reference, [edward.mayer@swift-conservation.org](mailto:edward.mayer@swift-conservation.org)*

*We look forward to hearing from you in due course and would welcome the opportunity to be at the presentation ourselves.*

*Thank you in advance for your consideration.  
Paula Milford – PSLCC, Clerk to The Council / Responsible Finance Officer"*

## **SUPPORTING INFORMATION**

### **AGENDA ITEM FC 041/24 – APPROVAL OF MINUTES & RESOLUTIONS**

All minutes can be viewed at <http://www.kentshill-monkston-pc.org.uk/meetings/>

Locum Clerk

### **AGENDA ITEM FC 043/24 – CO-OPTION OF MEMBERS**

Council currently have 3 vacant seats in the Monkston & Kingston ward, 2 in the Kents Hill & Brinklow ward, and 1 seat in the Monkston Park ward.

A Notice of Vacancy has been completed for the 5 recent Member resignations, published, and submitted to MKCC. We are now awaiting confirmation that we can co-opt for these vacancies and it is hoped that MKCC confirm this to us before this meeting.

Co-option applications have been circulated to Members and all candidates invited to attend the meeting.

Locum Clerk

## **AGENDA ITEM FC 044/24 – CLERK’S REPORT**

The majority of my time so far has been spent learning all about the Council, the Parish, what the Council has been working on, what needs to be done, catching up with emails, accounts etc. I am working my way through reading past minutes, looking at all the files, clearing down a huge backlog of emails etc. Due to the extensive amount of work that needs to be done I am working through in order of priority.

### Allotments

We have received many enquiries with regards to the allotments e.g. residents requiring a plot, residents giving up their plots, maintenance required etc. It seems that allotment holders are invoiced monthly but this has not happened since autumn 2023. Council keep the allotment records on Rialtas and it seems this has not been updated since last autumn either.

I have so many other urgent priorities that I have not yet looked at allotments. All enquirers have been sent a holding email explaining the situation. Urgent maintenance works have either been dealt with or are in the process of being dealt with.

This is a huge project that I will undertake and get up-to-date as soon as other priorities allow.

### Clerk Recruitment

The recruitment of a Clerk needs to be priority. As agreed by Council, the advert was published in all the agreed places. The deadline for applications is 12<sup>th</sup> July and an update report will be provided at the meeting. Publishing the advert to many Facebook pages and to other local Councils took a lot of my time.

### Governance

As Council did not hold an Annual Meeting where governance documents should have been reviewed, I have added some of these to this agenda for review.

Once more Members are co-opted I will add review of committees, outside representatives etc to the agenda.

### Emails

There is a huge backlog of emails that I am currently working through to action and clear. A more efficient filing system is also being devised.

### Website

The current website is dated and could be much improved. Council agreed a budget for a new site. All Councillors have been asked to send a link to 3 websites they like and I will then put together a spec and obtain quotes. This can also be added to the 3-Year Plan.

### Banking

Councillors, along with myself, prioritised gaining access to the bank accounts and changing/ updating the bank signatories. Virtually daily Metro Bank contacted us for one thing after another as they kept making errors in the information they required from us. A tremendous amount of time and energy has been spent on this and I have put in a complaint to the bank and asked for compensation due to the errors they have made.

I am pleased to report that Council now have an account with Unity Trust Bank. This ensures that Council adheres to JPAG in that the Clerk can process payments and two Councillors then log into the online banking to approve payments. A system Metro Bank could not accommodate.

### Meeting venues

A lot of my time has been spent trying to hire Council meeting venues again. There is a wealth of venues in the area but many do not respond to my emails and voice messages. I have a good relationship with the schools who are very helpful and efficient. The schools are more expensive than community centres but we have little choice if they do not respond to us.

### Audit / Finance

I am pleased to report that I managed to enter all the accounts into our software system, which had not been updated since September 2023. It seems that Council employed a Finance Assistant who has been keeping an Excel spreadsheet of the accounts instead of using the Council software which has resulted in duplication of work. I have taken over the accounts and given the Finance Assistant other financial work to carry out.

I am also pleased to report that the external audit was submitted, and within the deadline. All documents have been placed on the website.

### Budget / Grants /Assets

It is great to see Members working on the 3-year plan. Once we have a draft of the plan, and I have a better idea of what is needed, I will present a revised budget to Council for approval.

A list has been compiled of both local and national grants funders. There is a lot of grant money available, especially for projects that involve youths, seniors, and climate. Once we have a draft 3-year plan we can start to apply for grant funding. Looking at the accounts, Council have not been very active in applying for grants in the past. There is £100,000s available so this needs to be a focus. The deadline for the 2025/26 CIF has been sent through to me and this is on the agenda for Council consideration.

Parish Councils are not eligible to apply for some grants. I would recommend a constituted community group is set up such as a 'Friends of Kents Hill & Monkston' and then Council work with the group to apply for grant funding.

There are several assets on the Asset Register such as pieces of furniture that we need to locate. I will look into this further.

### Monkston Community Centres

Please see separate agenda item for an update with regards to Council taking over the Monkston Community Centre(s).

### Facebook

I now have access to the Facebook page. The page was created aligned with an Officers personal account. This should not have happened. If we now correct the page status we would most likely have to change the page name. Something I will consider and present to Council. I was shocked to see there had only been 2 posts over the past year. The 'about' information was extremely out of date. I have updated it but more improvements are needed when time allows. It is so important these days to communicate with residents that we need to post regularly. The page also needs likes, followers, shares etc. A lot of work needs to be done on this in order to improve it. I have requested to join the other local Facebook groups but to date, the administrators have not approved my request so I cannot share our posts to those sites.

## Security

I am still discovering that a lot of access is still under previous Clerks or Members. I am working to update all of these to ensure the Clerk email address is always the registered email address, and to change all passwords.

## Mobile Phone

The Parish Wardens mobile phone is in the name and account of a former Clerk which is not appropriate. The person receives invoices monthly. The last 5 invoices which Council have not paid have been added to the Finance section of the agenda for approval to reimburse. The contract is due for renewal in October. I will look at the options for a new account in the Council's name and report back to Council. The phone needs to be a business phone in the Council's name, and Council invoice accordingly so we can reclaim the VAT element. The Clerk should also have a phone as they should not be using their personal equipment and it makes for a smoother handover should a Clerk leave as the phone/data/contacts etc can be handed to the new person. It is also handy when the Clerk is absent as the phone can be handed over to another person to monitor in their absence. At present, Council advertise the Parish Wardens number for people to contact but most of the queries are for the Clerk.

## Maintenance

Planks at the jetty at Kents Hill Park pond have been vandalised and there is some stopcock works at the allotments that needs doing. We are currently locating local handypersons to quote for the works. I believe the pond is MKCC responsibility so this has been reported to them.

Locum Clerk

## **AGENDA ITEM FC 044/24 – CHAIRMANS REPORT**

### Bank set up

The mandate process has been an extremely lengthy process, the mandate had to be resigned for a fourth occasion. We have finally had the mandate approved. This unfortunately has taken much longer than planned. This process took 6 weeks to complete. There are several suppliers chasing for payments.

### Unity Bank

The new bank account has been set up with Taimyr and Ashish to sign to finalise the set up on the account.

### Local walks

Walks completed around Monkston and the area is in order. Supplier for dog bins contacted regarding emptying the dog bins on a regular basis as there was a smell in the park. The play area is really popular among residents, and the benches are utilised by many senior residents. There are several overgrown hedges throughout Monkston making it harder to walk. Feedback required from other areas in the ward.

### Planning Applications

These are currently being reviewed by myself before meetings, however, all members need to assist with this activity. It's important to review these applications as they form part of our statutory duties.

### Post

This is currently being collected by the Chairman, however, I believe this should become a staff responsibility. In terms of postal correspondence received, one member of the public requested to use his allotment for raising chickens. I'm against this, so would be great to get views from other members.

### Thank you

Thank you to all the staff that have worked incredibly hard during this period to stabilise the Council and for developing and delivering the audit on time. Great job. Audrey and Laurent - thank you for joining us, your contributions have been fantastic. Thank you Vikas and Taimyr for your continued efforts.

Ashish Patel

## **AGENDA ITEM FC 046/24 – FINANCE & ACCOUNTS**

Invoices for approval for payment:

Payee	Invoice No	Amount	Description	Power to pay
Hippey Accountancy Services Ltd	INV-21627	£40.42	Monthly payroll processing fee	LG Act 1972 s112
SLCC	SD1432-1	£156.00	Clerk advert	LG Act 1972 s112
Marcus Young Environmental Services Ltd	4360	£1,373.76	Bin emptying Jun 24	PHA 1875 s164 OSA 1906 ss9&10
RTM Landscapes Ltd	4740	£593.13	Allotment maintenance	Smallholdings and Allotments Act 1908 ss 23,26&42
C. Schraibman	N/A	£27.20 x 2 £28.53 x 3	Reimbursement – Mobile phone – Feb-Jun 24	LG Act 1972 s112
Kents Hill Community Centre	5150	£15.00	Meeting room hire	LG Act 1972 s150
LGRC	1884	£4,200.00	Locum services - deposit	LG Act 1972 s112
LGRC	1885	£1,897.45	Locum services – May 24	LG Act 1972 s112
LGRC	1905	£5,922.19	Locum services – Jun 24	LG Act 1972 s112
Kingsbridge Educational Trust	2011753-1	£105.00	Meeting room hire	LG Act 1972 s150
Milton Keynes Citizen Advice Bureau	KHMPC/01/2425/Q1	£1,181.25	CAB services donation Apr-Jun 24	LG Act 1972 s142
Taimyr Boungou-Pouaty	Expenses claim form	£7.95	Postage – sending I.D. to bank	LG Act 1972 s111
Salaries	N/A	£617.00	Officer salary – May & Jun 24	LG Act 1972 s112
A Patel	N/A	£2,117.71	Officer salary – May & Jun 24 – reimbursement	LG Act 1972 s112
Buckinghamshire Pension Fund	N/A	£634.58	Pensions May & Jun 24	LG Act 1972 s112

*All invoices are available at the meeting for inspection. A list of invoices is signed by a Councillor at each meeting. Invoices and bank reconciliations are signed by two Councillors.*

## **AGENDA ITEM FC 047/24 – COMMUNITY INFRASTRUCTURE FUND (CIF)**

MKCC are inviting applications for CIF funding. Council to consider and decide upon any projects that can be funded via the CIF.

Council have spoken about refurbishing a play area which would be applicable for application. I believe MKCC own the play area and are therefore responsible for it so I am not sure whether we should be funding a renovation. I have contacted MKCC for clarification – response awaited. Another project could be to replace the bins with larger bins as there has been comment that they get full very quickly due to not being large enough to cope with the volume of waste.

Council also need to consider the 50% match funding and whether we could meet the August deadline as that is little time to decide upon a project, put together a spec, and obtain quotes.



## Community Infrastructure Fund 2025-2026 Guidance & Criteria

1. Any application to the CIF will be scored against four key areas which are:

- Solves a persistent problem
- Improves safety
- Benefits the community
- Adds value

2. All projects are scored against this criteria between 1 and 4 giving a maximum score of 16. The top scoring projects will go onto a shortlist for funding which is put to Delegated Decision each March.

3. The project shall be undertaken in exercise of a function for which both parishes and Milton Keynes City Council have powers (incl. s.137 powers of the Local Government Act 1972 )

4. The project shall be for investment in public realm assets, adhere to MKCC design principles and involve and provide a permanent benefit to the parish. Public realm is defined as 'something that is provided for the use of the community'.

5. Locations should be:

- MK City Council owned
- Parish/Town or Community Council owned (or available for parish acquisition)
- Long Term Lease ( If the building is occupied on a long term lease, the terms of the lease will need to be reviewed prior to award of grant funding)\*

\*If under an MKCC lease at the time of allocation, the relevant permissions must be sought from the City Council's Estates and/or Legal team.

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6. Parish, Town and Community Councils will be responsible for ensuring local residents are consulted on project proposals.

7. The maximum contribution from MK City Council will be £20,000 per parish (£40,000 total project value).

8. Each Parish, Town or Community Council will be entitled to submit up to a maximum of 3 applications for projects, up to the value of the maximum contribution. You must indicate your preference for each project marking as 1st, 2nd or 3rd choice on the application.

9. MK City Council's share of the cost of the project will be no greater than 50% excluding VAT (75% for very small councils those with a tax base of less than 200 /band D equivalent) or the lower of the following figures: the lowest quotation; or the maximum award approved by MK City Council.

10. Any works carried out on an MK City Council asset, building, or land must be undertaken by MK City Council.

11. The project, once completed, should not involve any additional ongoing maintenance or running costs, other than any costs that are to be met by the Parish, Town or Community Council. MK City Council will only carry out maintenance in line with the relevant departments or service areas policies and procedures, if it is an MK City Council asset or land.

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12. Applicants must provide outline costs for works at the application stage.
  13. Parishes should state how their 50% contribution is being funded. Parish match funding cannot be from any other part of MK City Council's funding e.g., Section 106 or from another grant application.
  14. Approved projects for the 2025-2026 CIF must be completed within the 2025-2026 financial year and must not exceed this deadline unless in exceptional circumstances and with approval for an extension from MKCC.
  15. Parish, Town and Community Councils will, prior to submitting an application, check whether any planning permissions or any other relevant permissions or consents are required and ensure that such permissions/consents etc. are in place upon application. Evidence must be included with the application. The costs of any planning permissions that may be necessary can be included as part of the costs.
  16. Before applications are submitted, applicants will be required to provide evidence that the project/s have been discussed with relevant MK City Council departments and have obtained permissions in principle.
  17. Parish, Town and Community Councils should present three quotes at the application stage for the work that will be undertaken by the Parish, Town or Community Council, to demonstrate the principles of Best Value.
  18. If three quotes are not available, applicants are required to advise of the reasons when applying for the council's grant(s) e.g., conservation requirements are for specialist contractors which may be limiting choices.
  19. A Delegated Decision will be made by the relevant Cabinet Member or Council Leader following an assessment of applications for funding by MK City Council officers.
  20. Where schemes do not proceed or are at risk of not delivering within agreed time frames, the amount allocated must be returned immediately to MK City Council for re-allocation. Funds cannot be transferred to another project.
  21. Funding can only be used for the projects for which they are approved by the MK City Council.
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22. Release of funds will only be made upon the completion of the works and they have been checked and approved by a relevant MKCC Officer. This officer will provide a written confirmation that the project has been delivered as per the approved application. A copy of the invoice and presentation of three quotes for the work that has been undertaken by the Parish, Town or Community Council to demonstrate the principles of Best Value.

23. The fund cannot be used for normal running costs i.e. officer salaries, energy bills or rent.

24. MK City Council will monitor the progress of projects; this could involve site visits if appropriate. Applicants are required to provide evidence of completion of all projects; photos are required at application and completion stage ("before" and "after" pictures).

25. The Parish, Town or Community Council will be required to maintain a minimum of £5 million insurance for public liability and provide the evidence to the MK City Council together with their application.

26. The Parish, Town or Community Council is required to comply fully with relevant, current UK Health and Safety legislation and regulations.

27. If a grant is used to buy a significant item of equipment or asset, we will advise that it must be recorded in the accounts that MK City Council has an interest in it. If the asset is to be disposed of (sold), MK City Council must be contacted before the disposal is made. MK City Council may require a share of the proceeds in relation to the original contribution.

28. CIF funding is Capital funding and therefore it cannot be used to fund revenue works related to landscaping services. However it can be used for the enhancement of an existing asset or building something new. The future revenue implications of any Capital works will need to be minimised where possible. If parishes are devolved, they can self-deliver or use MK City Council contractors.

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## Type of projects

To give you an idea of the type of project that may be applied for under the CIF, here's some examples of public realm projects that we have completed over the last few years. These are just some examples, if you need any help, ideas or advice please contact your Highways Liaison Officer or email [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk)

### Verge protection

Parked vehicles can cause damage to verges which is both unsafe and unsightly. Ascot fencing prevents vehicles from parking or mounting the verge. Costs depend on the length of the verge sections you want to protect and whether any utilities are in the ground. After an assessment, we can provide a bespoke quote. Any post and rail fencing installed would need to be maintained at parish expense.

### Gateway signs

These provide a dual use - they draw motorists attention to the entrance to a village or hamlet and the change in the speed limit. There is a standard design that we use for any gateway signs for MK which can be adapted to include a short message 'Welcome to [name]' or 'Please drive safely' with a speed limit roundel.

### Flood Prevention

Hydrosnakes, pumps, flood diverters or hydrosacks are some effective alternatives to sandbags. These can all be kept in special storage containers in the local area so they are easily accessible whenever needed. Contact the Flood & Water Management Team to see what options are best for your location at [LLFA@milton-keynes.gov.uk](mailto:LLFA@milton-keynes.gov.uk)

## Speed Indicator Devices (SIDs)

SIDs are a good way to alert motorists to their speed as they enter a residential area. They are most effective if moved on a regular basis around three locations. SIDs may display the drivers' speed and a smiley or sad face, or they may display a 'Slow Down' type message.

There are several models available to suit local needs and budgets. For help and advice about SIDs, contact our Road Safety Officer, [keith.wheeler@milton-keynes.gov.uk](mailto:keith.wheeler@milton-keynes.gov.uk)

We recommend SIDs are used as part of a wider speed awareness campaign including Community Speedwatch. If you wish to install SIDs, make sure you also include the cost of any pole installations in your application. Existing defunct poles are unlikely to be suitable or in the best location.

## Play area flooring or equipment

Most MK estates have several play areas which may need new equipment or replacement wet pour flooring. You may want to install some new or accessible items to a play area.

Our Parks and Open Spaces officer, Phillip Snell ([phillip.snell@milton-keynes.gov.uk](mailto:phillip.snell@milton-keynes.gov.uk)) can provide advice and guidance if you would like to include play area equipment or surfacing as your CIF project.

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## COMMUNITY INFRASTRUCTURE FUND 2025-2026

### Scoring Matrix

Criteria for funding.

Each application is scored on each section using the evidence provided.

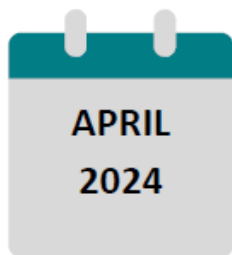
Lowest possible score is 4, highest possible score is 16.

Projects on approval list scored 10+

	1	2	3	4
<b>Persistent problem</b>	No background of historic problem	Limited evidence to show a historical problem	Good level of evidence to show a historic problem	Significant evidence to show a consistent long-term problem
<b>Safety</b>	No safety concerns	Low level of safety concerns	Medium level of safety concerns	High level of safety concerns
<b>Community benefit</b>	No evidence of community engagement	Some engagement with the local community	Good level of engagement with local community	Excellent level of engagement with the local community
<b>Added value</b>	No added value	Minimal added value	Some added value	Significant added value

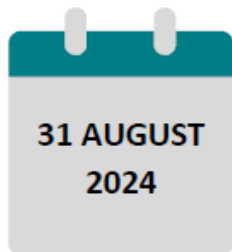


# CIF 2025-26 TIMELINE

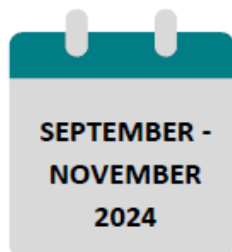


Application packs for CIF 25/26 produced and sent out to all parish, town and community councils (PTCC).

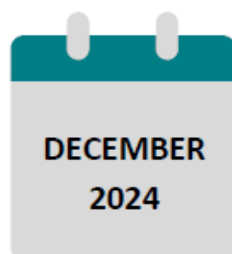
Each PTCC will have a Highways Liaison Officer allocated to them as their contact should they need any assistance or have any questions about how or what they can apply for.



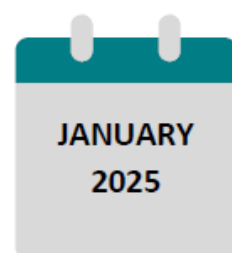
Deadline for applications to CIF 25/26. The completed application including any supporting information must be received by the Highways Liaison Team by this date.



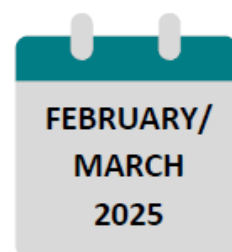
Feasibility reports will be carried out by the Highways Liaison Officers. This will include checking quotes, landownership, scope of works and other items. They will also speak to other council services if required.



CIF Panel meets to shortlist all the applications and score each project against the criteria on the matrix. Scoring matrix is used to score each application out of 16. Projects with highest scores added to shortlist for Delegated Decision (Annex B)



Delegated decision papers are prepared and submitted as part of the Council's internal governance. Details of the scheduled Delegated Decision are circulated to all PTCC and are published in Councillors' News. The list of projects to be offered CIF will be included in these papers as Annex B.



Delegated Decision taken by Cabinet Member. The decision is made to confirm the spend of the CIF amount from the MKCC budget.

Parishes will be notified of their CIF offer via email and will be asked to accept in writing before end March.

## **AGENDA ITEM FC 048/24 – GOVERNANCE DOCUMENT REVIEW**

Due to the exceptional circumstances of Council having to cancel the Annual Meeting in May, the governance documents were not reviewed. I have started doing an entire governance review and will present policies to Council. For this agenda, the documents that have been reviewed are attached to this agenda for Council consideration, and my proposed amendments are in red:

- Standing Orders – most recommended amendments are correcting grammar and making the document gender neutral as Council use the standard NALC template.
- Risk Register – Council should have a Register and I cannot find one so I have drafted a Register for adoption. The auditors should have picked this up.
- Code of Conduct
- Complaints Procedure – several changes suggested.
- Communications Policy – few changes suggested.
- Vexation Policy – name change and gender neutrality suggested.
- Financial Regulations – NALC have issued a new version so I will review these and present to Council at a future meeting for consideration.

Clerk

## **AGENDA ITEM FC 049/24 – CORRESPONDENCE RECEIVED**

Emails received:

- MKCC. Emergency planning briefs. (Emailed:Members)
- The Parks Trust. Monthly newsletters. (Emailed:Members)
- SLCC. Details of training courses. (Emailed:Members)
- MKCC. Councillor newsletters. (Emailed:Members)
- MKCAN. E-newsletters. (Emailed:Members)
- Milton Keynes Community Foundation newsletter. (Emailed:Members)
- MKCC. Details of road closures / road works. (Emailed:Members, website, Facebook)
- MKCC. Pre-election guidance. (Emailed:Members)
- MKCC. Planning agendas. (Emailed:Members)
- RTM Landscapes. Grounds maintenance reports. (Emailed:Members)
- Bucks ALC. Invitation for the Chair to attend a presentation by Matt Barber, Police and Crime Commissioner for Thames Valley followed by social exchange at The Gateway, Aylesbury on September 25<sup>th</sup> from 6.30pm to 8pm. (Emailed:Chair)
- MKCC. Councillor training & induction 2024/25, Save the date 22.7.24, (Emailed:Members)
- BALC. Notification that free HR advice is now available via Worknest. (Emailed:Members)
- Hanslope Parish Council. NDP consultation invite. (Emailed:Members)
- MK Climate Network. Invite to Climate & Socia Networking event 03.08.24 (Emailed:Members)
- MKCC. Details of the Young Persons Sanctuary. (Website, Facebook)
- MKCC. Future of nature survey. (Emailed:Members, website, Facebook)

Clerk

## **AGENDA ITEM FC 050/24 – RESIDENT'S MEETING**

In my experience, one of the best ways to communicate with residents is to hold Resident's Meetings, at least annually. As we want to devise a 3-year plan and have residents input I would like to see a meeting arranged as soon as we can. This will raise the profile of the PC and hopefully might result in more volunteers and co-option candidates also. You usually need something to entice people to attend. I recently held such a meeting for another Council and we held a free defibrillator training course, free

bike/tack marking, and the police were present to speak to residents. It resulted in half of the residents attending, volunteers coming forward, and seriously raised the profile of the Council. We had display boards with PC projects/proposed projects detailed, councillors and the staff available to talk to, free tea/coffee/cakes etc. We also handed out awards but I think this is a bit early for us to do this with most of us being new.

I have found someone who will hold defibrillator and first aid training for free. Contacts for other things such as the free bike marking and police / PCSO etc is needed. I have contacted Thames Valley Police concerning the bike marking. Any other ideas? Do you know of anything else locally we could tap into? As we didn't have an Annual Parish Meeting we could also hold an unofficial one at the same time with local organisations having stands and promoting their opportunities e.g. sports clubs, pre schools, local charities etc.

Details of the free workshops:

*What we are offering is two separate things:*

- *One is training on how to use a defibrillator and deal with an individual who maybe experiencing a cardiac arrest. This is a c.2 hour course run in the evenings for up to 50 people by our provider Community Heartbeat Trust*
- *Second training is a 1 day first aid training course, organised during the working week*

*Both courses are designed with adults in mind. All we ask is that you provide a venue. Both courses would be available to you, providing dates for the training could be arranged prior to 23 August.*

*Please let me know if this is of interest and if so, dates which would suit you.*



We could do something on other things too such as Neighbourhood Watch, hand out resident questionnaires etc.

Venue to be determined. I find that Saturday mornings are usually best for people.

#### **RECOMMENDATION:**

That Council approve and arrange a Resident's Meeting with the ideas stated above, plus any other ideas received. Council to take advantage of the free workshop offered by EWR Alliance, either alongside the Residents meeting or as a separate community event. Date and venue to be decided upon.

Clerk

### **AGENDA ITEM FC 052/24 – TRAINING**

A Member has requested that Council pay for their CiLCA training retrospectively. It should be noted that Council refused this at their meeting held on 08.05.24 but it is not 100% that this meeting was lawful so it is difficult to confirm whether the 6 month rule applies.

Council need to consider all options before making a decision. I advise that Council only have a £1k training budget at present and this will take £350 minimum. Will the new Clerk need training? Do others need training? etc. My recommendation is to draft training plans for all Members and Officers before a decision is made.

Members being CiLCA qualified may be useful if there is no Clerk in post again but I would recommend that rather Council trying to solve the issue of turnover, they address the cause to help ensure Council do not continue to have such issues. Why are Clerks, Members, other Officers leaving so much? Is bullying/harassment training needed? Is staff management/retention training needed? Is there a plan in place in case this happens again? Would locums be a better option? Other?

If Members cover the Clerk role is there a conflict of interest? Will they be independent? NALC state "In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles". Should Council be relying upon an unpaid Clerk? We may get a fantastic Clerk who stays with the Council for many years so is this a good use of money? etc. Council have already agreed specific Code of Conduct training which will cost several hundreds also. That will leave hardly/no budget for the rest of the year. Council can review the budget and increase the training budget but I feel training plans and the 3-year plan are needed before the budget can be reviewed so we know what direction Council want to take.

In the interest of fairness, if Council approve the training then it should be open to all Members. If all 11 wish to carry out the training then a budget of £3,900 needs to be allowed for.

As this payment is retrospective, Council need to consider any VAT implications.

I have been trying to get a 'New Chairman' training course for our new Chairman as I consider this very important but each time I try to book a course they are fully booked already. Please also bear this in mind when making a decision. Costs are usually under £100 for such a course.

Clerk

## **AGENDA ITEM FC 053/24 – COMMUNITY CENTRES**

I had a Teams meeting with MKCC to get an update on Monkston Community Centre (MCC) and Monkston Park Community Centre (MPCC) following Council's possible interest in taking over a community centre to be able to hold community events and for the Council to have an office.

Unfortunately, we are too late. MKCC advised that due to turmoil within the Parish Council, and Council informing them last year that we were not interested in taking over either of the community centres, MKCC have now offered the lease of MPCC to a Church, and a management company are successfully running MCC (not the pavilion or sports ground). The sports ground alone costs circa £20k p.a. to maintain.

MPCC went to best and final bid, which the Church won.

The lease for MCC ends on 31.10.24 so there may be a possibility of taking it over then. However, we would need to be ready to take over the freehold by 01.11.24. MKCC have done works to the building so there should not be any renovation costs but Council do need to consider the running costs e.g. maintenance, rates, utilities etc.

The MPCC lease will be for 25 years to the Church. There is a mutual breakout clause at 5 years so it might be that the Church do not wish to extend the lease at that time.

The Church plan to hold community events and hire out rooms at MPCC so Council could consider working alongside the Church with regards to community events, and they may hire us an Office. The Church do plan to ask a councillor to be a trustee so I think there is a possibility the Church will work with us. One issue is that there is little parking for events at this facility.

MKCC advised that Kents Hill Pavilion is not in a good state of repair and is likely to be demolished. It may be rebuilt.

The freehold to MPCC is still available but if Council took this on the Church would still have full control over the running of the centre. If we wanted to take the freehold there would be no cost as MKCC would hand it over to us but we would need to pay for a condition survey and any legal fees. S106 money may be available for this. A peppercorn rent may be charged. Homes England own the land/centre but MKCC think they would hand it over.



I would like to see Council have an office as:

- We could then have our post delivered there and save on the PO Box cost.
- We could open for periods during the week for residents to come and meet us / speak to us.
- Officers could be based there and work together as at the moment with home-working the Officers rarely meet each other.
- Council would be more professional and approachable.
- We could store files etc there and save on storage costs.
- If staff leave, there is a desk/files etc within easy access and we all know where everything is.

MKCC are not aware of any other local centres becoming available.

Are there other options? e.g. there are local centres not under the control of MKCC who might be happy for the Council to take over them? Other?

**RECOMMENDATION:**

That Council consider if they wish to take over the freehold for Monkston Park Community Centre, and that we liaise with the Church who have the lease to MPCC to see if they wish to work alongside us with regards to community events, and the possibility of Council having an office at the centre. Council to contact other local centres, not under MKCC control, to see if they would be open to the Council taking over their centre.

Clerk

**AGENDA ITEM FC 054/24 – DATE OF NEXT MEETING(S)**

Council to agree the date of the next meeting(s).

**RECOMMENDATION:**

It is proposed that Council have an Ordinary Council meeting on 15<sup>th</sup> August at 7pm.

Locum Clerk