



## Minutes of an Ordinary Meeting of the Council Monday 8 April 2024 at 7.30pm

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

**Present:** Councillor Colin Smith (Chair); Councillors Taimyr Boungou-Pouaty, Vikas Chandra, Nigel Cox, Jenni Ferrans and Ashish Patel.

**Officer:** Lesley Sung (Locum Clerk):

FC 205/23	<p><b>MINUTES</b>  <b>Resolved Unanimously:</b> That the minutes of the ordinary meeting of the Council held on 11 March 2024, be approved, and signed by the Chair as a correct record.</p>
FC 206/23	<p><b>APOLOGIES FOR ABSENCE</b>          None received.</p>
FC 207/23	<p><b>DECLARATIONS OF INTEREST</b>          None Received.</p>
FC 208/23	<p><b>CLERK'S REPORT</b>          The Clerk reported that due to the lack of time, she had not completed her Clerk's report. The Clerk would endeavour to produce reports at future meetings, although it was noted that the Clerk would be fully occupied this month with supervising the audit preparations and carrying out the Warden's appraisal.</p>
FC 209/23	<p><b>PARISH COUNCILLORS – WARD REPRESENTATION</b>          The Council received representation of Ward requests from the two recently co-opted Councillors, Councillor Ashish Patel and Councillor Taimyr Boungou-Pouaty.</p> <p><b>Resolved Unanimously:</b> That both Councillors Ashish Patel and Taimyr Boungou-Pouaty represents the Ward of Monkston.</p>
FC 210/23	<p><b>FITNESS CLASS PROVISION WORKING GROUP</b>          The Council considered approval of the Fitness Class Working Group's recommended Terms of Reference.</p> <p><b>Resolved Unanimously:</b> That the Terms of Reference of the Fitness Class Working Group be approved as follows:</p> <ol style="list-style-type: none"> <li>1. To set the aims and objectives for the provision of fitness sessions</li> <li>2. To consider if fitness sessions are the best way to meeting those aims and objectives.</li> <li>3. To consider alternative or additional services / provision, that meets the set aims and objectives.</li> </ol>
FC 211/23	<p><b>COMMUNITY ASSET TRANSFER – MONKSTON PARK COMMUNITY CENTRE</b>          The Council received the details of the status of Monkston Park Community Centre and considered the next steps in respect of a potential application to transfer ownership of the Community Centre to the Parish Council. Should the Parish</p>

	<p>Council wish to proceed with its application, Milton Keynes City Council would need a definitive commitment by 10 May 2024.</p> <p>The general agreement was that this was a good opportunity for the Parish Council but that the Council had few resources available to manage a community facility.</p> <p><b>Resolved Unanimously:</b></p> <ol style="list-style-type: none"> <li>1. That the Council requests an extension to the deadline to express any kind of commitment to the transfer of Monkston Park Community Centre into the Parish Council's ownership.</li> <li>2. That the Council explores the potential for further funding opportunities or additional s.106 monies that may be attached to the Community Centre as part of any transfer.</li> <li>3. That the Clerk investigate whether a 2030 carbon reduction target assessment had already been carried out on the building.</li> <li>4. That a progress report be considered at the next ordinary meeting of the council.</li> </ol>												
FC 212/23	<p><b>COMMUNICATIONS POLICY</b></p> <p><b>Resolved Unanimously:</b> That this item be deferred to the Annual Council Meeting.</p>												
FC 213/23	<p><b>AUTHORISATION OF PAYMENTS</b></p> <p><b>Resolved Unanimously:</b> That the following payments be authorised:</p> <table border="0"> <tr> <td>£1,170.76</td> <td>BMKALC</td> <td>Membership / Access to Advice Services</td> </tr> <tr> <td>£2,970.00</td> <td>MK Play Association</td> <td>Summer Play Sessions</td> </tr> <tr> <td>£1,485.00</td> <td>MK Play Association</td> <td>Easter Play Sessions</td> </tr> <tr> <td>£307.99</td> <td>LNS Services</td> <td>Locum Clerk</td> </tr> </table>	£1,170.76	BMKALC	Membership / Access to Advice Services	£2,970.00	MK Play Association	Summer Play Sessions	£1,485.00	MK Play Association	Easter Play Sessions	£307.99	LNS Services	Locum Clerk
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FC 214/23	<p><b>BANKING ARRANGEMENTS – METRO BANK</b></p> <p><b>Resolved Unanimously:</b></p> <ol style="list-style-type: none"> <li>1. That the signatories for the new Metro banking arrangements be as follows: Full Access: Councillor Nigel Cox and Councillor Jenni Ferrans View and Input: Jessie Wong (Finance Assistant)</li> <li>2. That, if there is no restrictive access to view and input only, then the Council's Finance Assistant be provided with full access to the bank account.</li> </ol>												
FC 215/23	<p><b>APPOINTMENT OF INTERNAL AUDITOR</b></p> <p>The Council received details of two auditors that were available to carry out the Council's internal audit.</p> <p><b>Resolved Unanimously:</b> That the appointment of an internal auditor be delegated to the Clerk, in consultation with the Chair of the Council.</p>												
FC 216/23	<p><b>PAYROLL SERVICES</b></p> <p>The Council considered the payment options available from the Council's contracted payroll services.</p> <p><b>Resolved Unanimously:</b> That the Council continues to pay for its contracted payroll services based on a flat rate for the number of staff employed.</p>												
FC 217/23	<p><b>STAFF CONTRACTED HOURS</b></p>												

	<p>The Council required additional staff hours, due in part to the upcoming internal audit.</p> <p><b>Resolved Unanimously:</b> That any increase in staff hours, over audit period, be delegated to the Clerk in consultation with the Chair.</p>
FC 218/23	<p><b>COUNCILLOR TRAINING</b></p> <p>The Council considered Councillor training needs.</p> <p><b>Resolved Unanimously:</b></p> <ol style="list-style-type: none"> <li>1. That all Councillors undertake Code of Conduct Training and that the training is carried out specifically for the Parish Council.</li> <li>2. That all Councillors undertake Equalities Training.</li> </ol>
FC 219/23	<p><b>FREEDOM OF INFORMATION REQUEST</b></p> <p>The Clerk updated the Council on Freedom of Information requests received by members of the public and the action that needed to be taken within the response deadline.</p> <p><b>Resolved Unanimously:</b> That the update be noted.</p>
FC 220/23	<p><b>BOROUGHWIDE STREET TRADING LICENCE</b></p> <p>The Council was invited to comment on the renewal of a street trading licence for Kents Hill Kebab to sell hot takeaway food during the hours of Monday to Sunday, 16:00 to 23:00. The licence renewal would be subject to existing conditions that ensured the owner located an adequate amount of waste bins outside of the unit for use by customers to ensure disposal of the waste and that all waste material produced in connection with the business was the responsibility of the licence holder.</p> <p><b>Resolved Unanimously:</b> That the Council had no comment to make on the renewal of the street trading licence for Kents Hill Kebabs.</p>
FC 221/23	<p><b>ANNUAL PARISH MEETING</b></p> <p>The Council considered setting a date for the Annual Parish Meeting 2024 which was required to take place in May 2024.</p> <p><b>Resolved Unanimously:</b> That the Annual Parish Meeting is held on Monday 20 May 2024.</p>
FC 222/23	<p><b>MEETING OF THE ANNUAL COUNCIL MEETING AND THE NEXT ORDINARY MEETING OF THE COUNCIL</b></p> <p><b>Resolved Unanimously:</b> That the Annual Council Meeting and the next Ordinary Meeting of the Council be held 13 May 2024, following the Annual Parish Meeting.</p>
FC 223/23	<p><b>EXCLUSION OF THE PUBLIC</b></p> <p><b>Resolved Unanimously:</b> That, pursuant to s1(2) of the Public Bodies (Admission to Members) Act 1990, the press and public be excluded from the meeting for Agenda Item FC 224/23 (Salary Increase – Parish Warden), as the item under discussion contained personal information about a particular individual, of which publication could potentially constitute a data protection breach.</p>
FC 224/23	<p><b>SALARY INCREASE – PARISH WARDEN</b></p>

	<p>The Council considered approval of a salary increase for the Parish Warden</p> <p><b>Resolved Unanimously:</b> That the recommended salary increase be approved and that any further increase be subject to the outcome of an appraisal.</p>
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The meeting ended at 10.15pm

Signed \_\_\_\_\_(Chair)

Date \_\_\_\_\_