



Kents Hill & Monkston Parish Council

9th August 2024

An ORDINARY MEETING of the PARISH COUNCIL will be held on Thursday 15th August 2024 at 7.00pm in Kents Hill Community Centre, 4 Frithwood Crescent, Kents Hill MK7 6HG 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 055/24	APOLOGIES FOR ABSENCE MOTION: Council to consider and approve apologies for absence.
FC 056/24	DECLARATIONS OF INTEREST Members to declare any disclosable personal or pecuniary interests they may have in the business to be transacted.
FC 057/24	<u>APPROVAL OF MINUTES</u> MOTION: Council to approve and sign the minutes of the Full Council meeting held on 18.07.24.
FC 058/24	OPEN MEETING 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 059/24	<u>CO-OPTION OF MEMBERS</u> MOTION: Council to consider and approve allocation of wards to the two new co-optees.
FC 060/24	<u>COUNCILLOR AND CLERK REPORTS</u> MOTION: Council to note the Clerk’s report. MOTION: Council to note the City Councillors report.
FC 061/24	<u>ALLOTMENT SOFTWARE LICENSES</u> MOTION: Council to consider and decide upon increasing the Rialtas allotment software from 1 to 5 licenses at a cost of £249 + VAT p.a., 3-year term.
FC 062/24	<u>FINANCE & ACCOUNTS</u> MOTION: Council to consider and approve <u>invoices for payment</u> . MOTION: Council to note <u>payments made by the Clerk</u> using delegated power outside

	<p>of meeting.</p> <p>MOTION: Council to note <u>income received</u>.</p> <p>MOTION: Council to note <u>direct debit/standing order payments made</u>.</p> <p>MOTION: Council to note <u>internal transfers made</u>.</p> <p>MOTION: Council to note the <u>bank balances</u>.</p> <p>MOTION: Council to approve the <u>Unity Trust Bank banking resolution</u>.</p>
FC 063/24	<p><u>MILTON KEYNES CITY COUNCIL LOCAL PLAN 2050</u></p> <p>MOTION: Council to consider and decide upon a response to the MKCC Local Plan 2050.</p>
FC 064/24	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>MOTION: Council to note the correspondence received.</p>
FC 065/24	<p><u>FITNESS CLASSES</u></p> <p>MOTION: Council to consider and decide upon a recommendation from the Fitness Class Working Group to reinstate the fitness classes, start date, advert, and coach.</p>
FC 066/24	<p><u>PLANNING / PLANNING COMMITTEE</u></p> <p>MOTION: Council to note/decide upon <u>planning matters</u> as per the appendix below.</p> <p>MOTION: Council to consider and decide upon forming a <u>Planning Committee</u>.</p> <p>MOTION: Council to consider and decide upon <u>Terms of Reference</u> for the Planning Committee (subject to Council approving the creation of the Committee).</p>
FC 067/24	<p><u>HEALTH & WELLBEING COMMITTEE</u></p> <p>MOTION: Council to consider and decide upon forming a Health & Wellbeing Committee.</p> <p>MOTION: Council to consider and decide upon <u>Terms of Reference</u> for the Health & Wellbeing Committee (subject to Council approving the creation of the Committee).</p>
FC 06824	<p><u>COMMITTEE MEMBERSHIP / OFFICERS</u></p> <p>MOTION: Council to consider and decide upon HR Committee membership.</p> <p>MOTION: Council to consider and decide upon Planning Committee membership (should Council agree to the formation of the committee).</p> <p>MOTION: Council to consider and decide upon Health & Wellbeing Committee membership (should Council agree to the formation of the committee).</p> <p>MOTION: Council to consider and decide upon appointment of an Allotment Officer.</p>
FC 069/24	<p><u>COMMUNITY CENTRES</u></p> <p>MOTION: Council to consider and decide upon taking on the freehold(s) for Monkston Community Centre and/or Monkston Park Community Centre.</p>
FC 070/24	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by s100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information.</p> <p>RECOMMENDATION: The meeting be closed to the press and public for the following two agenda items under Standing Order 3d.</p>
FC 071/24	<p><u>FINANCE ASSISTANT CONTRACT</u></p> <p>MOTION: Council to ratify the decision of extending the Finance Assistant's contract until 31st August 2024.</p> <p>MOTION: Council to consider and decide if they wish to extend the Finance Assistant's contract past 31st August 2024.</p>
FC 072/24	<p><u>CHIEF OFFICER/CLERK/RFO RECRUITMENT</u></p> <p>MOTION: Council to consider and decide upon recruitment of Chief Officer / Clerk / RFO, including terms and conditions of employment.</p>
FC 073/24	<p><u>DATE OF NEXT MEETING</u></p> <p>MOTION: Council to consider and decide upon the date of the next Ordinary Council meeting.</p>

PLEASE CLICK ON ANY HEADING UNDERLINED TO TAKE YOU TO THE RELEVANT SUPPORTING INFORMATION

APPENDIX

AGENDA ITEM FC 067/24 – PLANNING

New Applications

MOTION: Council to consider and decide upon a response to planning application 24/01638/HOU, 19 Perivale, Monkston Park, erection of single storey rear extension.

MOTION: Council to consider and decide upon a response to planning application 24/01625/HOU, 30 Colindale Street, Monkston Park. Conversion of the loft into living space including two dormers to the front roof slope, a box dormer to the rear, rooflight and new second floor windows to the side elevations of the dwelling.

MOTION: Council to consider and decide upon a response to planning application 24/01577/DISCON, Land Off Timbold Drive, Timbold Drive, Kents Hill Park. Approval of details required by condition 12 (levels retaining measures) of permission ref. 22/02289/REM.

MOTION: Council to consider and decide upon a response to planning application 24/01632/HOU, 107 Crowborough Lane, Kents Hill. Erection of single storey rear extension.

Refusals

MOTION: Council to note planning application 24/01231/CLUP, 17 Frithwood Crescent, Kents Hill. Certificate of Lawfulness Proposal. Change of use from Class C3(a) (Dwellinghouse) to C3(b) (Childrens home), has been refused. The development described in the First Schedule hereto in respect of the land specified in the Second Schedule hereto (and where a plan is attached to this Certificate, the area edged in red) is unlawful within the meaning of section 192 of the Town and Country Planning Act 1990 (as amended), for the following reason(s): (1) Due to the insufficient information regarding the carers and their shift patterns in practice, it is not possible to determine whether there would be a material change of use from Class C3 to Class C2, or whether the proposal would result in development for which planning permission would be required. Staff shift patterns in itself suggests that the proposed operation would not create a household, as the adults would not reside at the property. Therefore, a material change in use would occur. A certificate of lawfulness cannot therefore not be issued on this basis.

MOTION: Council to note 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, has been refused for the following reasons: (1) The proposed development, by virtue of its appearance, design and scale, would create an incongruous addition to the roof of the dwelling which would be out of keeping with the character and appearance existing dwelling and the surrounding local area. As such, the proposed development is considered to be contrary to Policy D1, D2 and D3 of Plan:MK and Section 12 of the National Planning Policy Framework 2023. (2) The proposed development would, by virtue of its location, result in insufficient parking provision for the dwelling. The applicant has failed to demonstrate that sufficient off road parking would be provided as required by the MKCC Parking Standards SPD. This would result in displacement of vehicles onto the highway and contribute to adverse congestion and obstruction through nuisance parking and reduced on street parking availability. The proposal is in conflict with policies CT10 and CT2 of Plan:MK 2019.

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Planning Enforcements

MOTION: Council to note response from MKCC Planning Enforcement concerning 24/00242/ENF, 48 Queensbury Lane, Monkston Park. *“Following an investigation I can confirm the location of the conifer planting lies outside the ownership boundary of 48 Queensbury Lane and on a grassy verge between the house boundary and the north redway within the Council’s highways ownership. This has been referred to the Highways team who confirmed they would deal with the planted conifers.*

The replacement roof falls within permitted development, as the permitted development rules allow for roof alterations without the need for planning permission, subject to the following limits and conditions: any alteration to the roof cannot project more than 150 millimetres from the existing roof plane. Alterations cannot be higher than the highest part of the roof. Accordingly, this case has been closed.”

MOTION: Council to note email from MKCC Planning Enforcement concerning 24/00316/ENF, behind 26 Chicksands Avenue, Monkston. The Council (MKCC), in its capacity as the local planning authority, has received a complaint alleging a breach of planning control. The alleged breach is: ‘Removal of trees and bushes enclosing public land at the rear of the property’. The matter has been registered under the above reference number and assigned to Case Officer Lauren Bradwell who will conduct an initial investigation in line with their Local Enforcement Plan.

MOTION: Council to note email from MKCC Planning Enforcement concerning 24/00327/ENF, 39 Badgers Oak, Kents Hill. The Council, in its capacity as the local planning authority, has received a complaint alleging a breach of planning control at the above address. The alleged breach is: ‘Description of alleged breach Storage of commercial waste (non noxious) also affecting the visual amenity of the area’. The matter has been registered under the above reference number and assigned to Case Officer Zehn Sajid who will conduct an initial investigation in line with our Local Enforcement Plan, available at www.milton-keynes.gov.uk/planning. The complainant will receive an update following this investigation.

Approvals

MOTION: Council to note permission has been granted for application 24/01533/DISCON. Dominos Pizza Lasborough Road, Kingston MK10 0AB. Approval of details required by conditions 3 (external materials), 6 (bicycle parking), 7 (EV charging), 9 (hard and soft landscaping), 12 (Landscape and Ecology Management Plan), 14 (surface water drainage), 15 (surface water runoff), 16 (Site Waste Management Plan), 17 (Sustainability Statement addendum) of permission ref. 23/01503/FUL.

MOTION: Council to note permission has been granted for application 24/01400/NMA. Land Off Timbold Drive Timbold Drive Kents Hill Park. 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 EMAP51 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 C3) and local shop (Use Class A1-A4)).

MOTION: Council to note permission has been granted for application 2024/01244/HOU. 23 Sweetlands Corner, Kents Hill. Erection of a single-storey rear extension and a first floor side extension over the existing garage.

MOTION: Council to note permission has been granted for application 23/01927/FUL, Land At The Kingston Centre, Winchester Circle, Kingston. Erection of a drive-thru coffee shop or restaurant (Use Class E) including Hot Food Takeaway (Sui Generis) with associated access, parking and landscaping.

MOTION: Council to note permission has been granted for application 2024/1388/ADV, 1 Whitehall Avenue Kingston, Milton Keynes. Advertisement Consent for 2no. internally illuminated fascia signs on North and West elevations and 1no. internally illuminated single sided totem sign to vehicle entrance.

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MOTION: Council to note permission has been granted for application 2024/01384/ADV, 35A Winchester Circle, Kingston. Advertisement consent for the installation of 2 x fascia and 1 x projection sign.

SUPPORTING INFORMATION

AGENDA ITEM FC 057/24 – APPROVAL OF MINUTES & RESOLUTIONS

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

Locum Clerk

AGENDA ITEM FC 059/24 – CO-OPTION OF MEMBERS

Council co-opted two councillors last meeting who need to be allocated a ward.

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.

Locum Clerk

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AGENDA ITEM FC 060/24 – CLERK’S REPORT

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 have asked the Finance Assistant to take on. She is happy to do this. We need a license to enable her to access the allotment software so this has been added to the agenda for Council approval.

Two water butt repairs have been carried out, and the removal of a wasps nest. I used delegated power for the works as I considered them urgent.

Pay claim 2024/25 update

NALC have given an update with regards to the 2024-25 pay claim:

“The GMB union accepted the National Employers offer of a pay increase of £1,290 (pro rata for part-time employees) on all Spinal Column Points up to SCP 43, which equates to an increase of 5.77% at the lowest end. However, Unite the Union has rejected the offer, saying “*Following this overwhelmingly result that saw an 85 per cent rejection of the pay offer, Unite is now actively considering its next steps. This is likely to include balloting for industrial action.*” The other “big three” union, Unison, is yet to announce its stance. The negotiations typically go on until autumn or even beyond, but when concluded, the award is backdated to 1 April.”

Clerk Recruitment

We had a good response to the Clerk job advert. First interviews were held on 7th August. It is hoped that the second interviews can be carried out before the meeting so this has been added as an agenda item.

Emails

There is still 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.

I have given access to the Finance Assistant who will also be helping with updates to the website.

Banking

Councillors and myself spent an enormous amount of time again this month trying to access the bank accounts. I am pleased to report that the Unity Trust bank accounts are now active. 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.

Due to the errors and inefficiencies of Metro Bank, I submitted a complaint and requested compensation. I am pleased to report that they offered £200.

I also managed to get access to the Metro bank account and paid most of the outstanding invoices and payroll. Unfortunately, Metro Bank refused some of the payments for which they cannot give an answer as to why.

I am working on getting access to the Cambridge banks.

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.

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.

Locum Clerk

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AGENDA ITEM FC 060/24 – CITY COUNCILLORS REPORT

“First a request to the Parish Council. A few years ago residents and the Parish Council wanted to move the dog bin at the back of Waverley Croft to the redway because the land its on is boggy throughout the winter. The Parish got no response from MKCC about permission at all. Residents raised it with us again recently and Jenni pursued it. It turns out that the spot we suggested - see item enclosed - is MKDP's land. They are willing to consider it provided there are no services underneath - and we can see no sign that there might be. Could we request that the Parish Council budget the money for its contractor to install a post if MKDP permit it and make a formal request to MKDP?

Labour won all three MK seats in the General Election, with Cllr Emily Darlington elected as MP for our constituency - MK Central. Emily has now resigned as a councillor and a Council by-election will be held on 12 September.

The City Councillors attended the roundabouts exhibition and around 30 residents attended. Most supported the Council's proposals for a hamburger roundabout on the V11/H7 junction and full signals on the H8/V11 junction. A few suggestions were sent back such as giving a left turn filter lane in the two worst spots on the H7 and a left/straight on lane on the V11/H8. Officers have gone to look at the technical feasibility and safety of those options. The consultation is open till 14 September and much of the material is on the MKC Council's consultations web page.

The OU feasibility study has concluded that a full scale undergraduate university and total move to CMK is not feasible, but is pursuing the possibility of consolidating its existing function on part of the current site and creating a smaller scale (6k students rather than 15k) undergraduate university in CMK. It would probably need to sell some of its existing sites for redevelopment. Further work has been outlined which will report in stages from November 2024 to 2026.

The Electoral Commission has reported back on the first stage of the city council boundary review, deciding that they recommend 20 wards of 3 councillors each. A consultation is now open asking what binds different estates' residents together, so that they can try to choose appropriate ward groupings. And it's open to people to suggest groupings. Picking groupings of around 11,000 voters is easy. Picking a whole network of wards around that size that covers the borough is proving very challenging! They will take responses from individuals or from parishes, councillors, parties, etc. Closing date for this stage is Sept 9th. They will publish their recommended ward map around 3rd December for a final consultation, and implementation in May 2026.

Casework

After some problems a better service for Eurobins has now been agreed with SUEZ.

Some people on red and blue recycling sacks will be running out now. Order new ones from MKCC as usual.

Given the weather, most of our casework has been on landscaping! MKCC are trying not cutting far more verges, to encourage biodiversity. However, they will cut them if sightlines at junctions are affected so please let us know of any such cases. The Waltham Drive junction with the H8 has now been cut and Pondgate crossover will be cut soon.

We are picking up a few cases where SUEZ's contractors are misreading the map and pruning private landscaping or not pruning public landscaping, so please let us know if you find any and we'll connect them with the officers to discuss action. SUEZ are liable in such cases.

SUEZ tried some new approaches to dealing with brambles and other invasive perennial weeds last year, with some success. It will take a few years for some to have full effect, and to get round to all the sites, but please let us know the location if you find any such plants on public landscaping sites.

We finally made contact with the land owners of Monkston Park shops and got them to clear up the mess between the two blocks of shops. The discussion is continuing about who pays for emptying the chip shop bin.

Travellers appeared on Kents Hill Playing fields last week. They had previously camped on Walnut Tree playing fields, and had exceeded the Police threshold for anti-social behaviour, so the Police gave them till 3pm the following day to move or be forcibly evicted - and they moved around 9am out of our ward."

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AGENDA ITEM FC 061/24 – ALLOTMENT SOFTWARE LICENSES

Council currently pay for 1 license for the Rialtus Allotment software. There is a lot of administration on the allotments, and the software has not been updated since August 2023. I would like the Finance Assistant to take on this project so another license is required. Rialtus only offer 1 or 5 licenses so we cannot just pay for two.

RECOMMENDATION:

That Council approve the purchase of 5 allotment software licenses from Rialtus at a cost of £249 + VAT p.a., 3-year term minimum required.

Quote:



QUOTATION

Prepared for: Kents Hill & Monkston Parish Council

Dated: 5th of August 2024

Rialtus Allotment Management Software 3 Year Term – to increase licence to a Multi 5 user.

3 Year Contract for the Allotment Management Solution

Rialtus Allotment Management Solution with
Mass Emailing for Letters

Annual Support and Maintenance Multi 5 User Licence £249 per annum

All of the above prices are subject to VAT at the standard rate.

Quote is Valid for 90 days.

Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance.

All Orders are subject to our terms and conditions overleaf.

Locum Clerk

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AGENDA ITEM FC 062/24 – FINANCE & ACCOUNTS

Invoices for approval for payment:

Payee	Invoice No	Amount	Description	Power to pay
RTM Landscapes Ltd	4823	£593.13	Allotment maintenance	Smallholdings and Allotments Act 1908 ss 23,26&42
Kents Hill Community Centre	5269	£15.00	Council Meeting room hire	LG Act 1972 s150
Parish Online	0OMG042-D007	£378.00	Mapping software annual fee	LG Act 1972 s111
LGRC	1936	£5,068.98	Locum services – Jul 24	LG Act 1972 s112
Marcus Young Environmental Services Ltd	4374	£1,571.40	Bin emptying Jul 24	PHA 1875 s164 OSA 1906 ss9&10
S Haywood	Expenses	£53.09	Bank transfer to new account for ICO DD to stop it bouncing & incurring charges. Lever arch files, file dividers.	LG Act 1972 s111

Payments made outside of meeting by the Clerk using delegated power:

Payee	Invoice No	Amount	Description	Power to pay
Axatax Pest Control Ltd	184957	£72.00	Wasp nest removal	PHA 1875 s164 OSA 1906 ss9&10
Prestige Plumbing & Gas	325	£150.00	Repair to 2 allotment water tanks	Smallholdings and Allotments Act 1908 ss 23,26&42

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.

Income received:

Source	Bank account	Amount	Description
APRIL 2024			
MKCC	Current	£86,547.50	1 st half of precept
J Hill	Current	£54.69	
JULY 2024			
S Haywood	Current	£35.00	Transfer to stop ICO DD bouncing & incurring bank charges

Direct debit / standing order payments made:

Payee	Payment type	Amount	Description	Power to pay
APRIL 2024				
Anglian Water	DD	£32.47 £68.16	Allotments water	Smallholdings & Allotments Act 1908 ss23,26&42
MAY 2024				
Metro Bank	SO	£20.00	Online banking monthly fee	LG Act 1972 s111
JUNE 2024				
Anglian Water	DD	£38.44 £74.69	Allotments water	Smallholdings & Allotments Act 1908 ss23,26&42
Metro Bank	SO	£20.00	Online banking monthly fee	LG Act 1972 s111
JULY 2024				
Metro Bank	SO	£20.00	Online banking monthly fee	LG Act 1972 s111
ICO	DD	£35.00	Annual fee * Bank refunded due to their error	LG Act 1972 s112

Internal transfers:

From	To	Amount	Date
Metro current account	Unity current account	£152,432.44	31.07.24

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Bank balances:

- 1) Allotments account. £1,449.82 as at 31.07.24
- 2) Community Card account. £500 as at 31.07.24
- 3) Instant access deposit account. £19,042.44 as at 31.07.24
- 4) Current account £152,432.44 as at 31.07.24
- 5) Cambridge Building Society. £21,086.02 as at 31.03.24
- 6) Cambridge & Counties Savings. £88,705.66 as at 31.03.24.

AGENDA ITEM FC 062/24 – FINANCE & ACCOUNTS – BANK RESOLUTION

Council to approve the Unity Bank resolution:

Your resolution

- *I/We confirm this resolution has been recorded in accordance with the rules of the organisation.*
- *The people named in this form will be authorised individuals on all accounts.*
- *I/We are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.*
- *We acknowledge that Unity's [Terms and Conditions](#) may vary from time to time and we agree to be bound by them.*
- *I/We will provide Unity with instructions and changes in line with the mandate.*
- *Unity should rely on this Mandate until we send future amends.*
- *I/We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's rules, our Trust Deeds or our registration documents if requested. We will inform Unity of any changes.*
- *I/We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.*
- *Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.*

Your telephone and Internet Banking declaration

- *I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.*
- *I/We agree to use the Internet Banking Service in accordance with the [Terms and Conditions](#).*
- *The individuals named on this form will be our authorised Telephone Banking and Internet Banking service users.*
- *The Trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.*
- *Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.*

Your declaration

- *I/We acknowledge your right to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.*
- *I/We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.*
- *I/We confirm that we have read the [Terms and Conditions](#) and [Privacy Statement](#) and acknowledge that we will be bound by them.*

Locum Clerk

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AGENDA ITEM FC 063/24 – MKCC LOCAL PLAN 2050

MKCC have sent a lot of emails concerning the Local Plan consultation, all of which have been circulated to Council.

Email from MKCC:

“MKCC has published its draft Local Plan – the MK City Plan 2050.

In a delegated decision made on 25 June, MKCC leader, Cllr Pete Marland approved the draft document for a 12 week consultation period over the rest of the summer. A couple of weeks earlier, MKCC’s Planning Cabinet Advisory Group had received a presentation from officers on the proposed major housing site allocations and employment land strategy.

Needless to say, both documents make for interesting reading for every community, town and parish council in MKCC’s area, as much for what is not said as well as what has been proposed.

For more ONH insight into the MK City Plan and how we can help you make comments see

<https://www.oneillhomer.co.uk/mkcc-draft-city-plan>

MKCC’s Planning Cabinet Advisory Group on 11 June received [a presentation from officers on the proposed major housing site allocations and employment land strategy](#).

The headlines are:

- Allocating an additional 24,000 to 34,000 homes to reach a total urban and rural population of 410,000 by 2050
- 16,500 of these new homes will be at key locations within the city boundary
- The remaining homes will be delivered at a small number of large strategic countryside locations east and south east of the city
- No expectation of housing growth anywhere else in rural MK unless brought forward through neighbourhood plans to meet very local needs
- An economic development strategy retaining 275 Ha of existing land allocations across the city with 300,000 sq.m. of additional floorspace in Central MK, including a new residential university
- Policies for Central MK and Bletchley to allow for much taller buildings than at present
- Support, but no specific proposals, for estate regeneration and renewal
- The delivery of a mass rapid transit system with high density development around its transport hubs”.

Clerk

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AGENDA ITEM FC 064/24 – 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 and meeting details. (Emailed:Members)
- RTM Landscapes. Grounds maintenance reports. (Emailed:Members)
- MKCC. Parish Forum meeting minutes 13.06.24. (Emailed:All)
- MKCC. Details of July planning and highways drop-in sessions. (Emailed:All)
- MKCC. Local Nature Recovery Survey. (Emailed:Members)
- Newport Town Council. Invite for the Chairman to attend Newport Pagnell’s first Cultural and Literary Festival. (Emailed:Chairman)
- Notification that Shurgard Self-Storage will operate our LoknStore Self Storage facility from August with no changes to the terms. (Emailed:Members)
- ONH Summer newsletter, details of the new National Planning Policy Framework. (Emailed:Members)

Serving the communities of Monkston, Monkston Park, Kents Hill, Kents Hill Park, Brinklow & Kingston

- MKCC. Invite to MK climate social and networking event, 03.08.24 (Emailed:Members, website, Facebook)
- iCaSH Sexual Health Outreach Service. Details of the service they provide. (Emailed:Members, website, Facebook)
- Thames Valley Police. Information concerning protests. (Emailed:Members, website, Facebook)

Locum Clerk

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AGENDA ITEM FC 065/24 – FITNESS CLASSES

Council has been circulated a fully detailed costed report from the Fitness Class Working Group, including further supporting documentation. Council to decide upon reinstating the fitness classes and:

- Approve the appointment of the selected fitness coach proposed
- Approval of Fitness Class start date
- Approval of Fitness Class advertisement

****Project Mandate****

****Project Name:**** Reinstatement of Fitness Classes

****Customer:**** Residents of the Parish Council

****Project Coordinator:**** Working group

****Project Sponsor:**** Parish Council (KMPC)

****Author:**** Taimyr BP/Audrey S.]

****Responsible Authority:**** Parish Council (KMPC)

Background and Objectives:

Following a successful initial period and a subsequent misunderstanding among councillors, the Parish Council is committed to reinstating the fitness classes for residents. These classes aim to enhance physical and mental well-being, foster community spirit, and provide inclusive fitness opportunities.

Project Scope and Interfaces:

The project will restart the fitness classes previously offered to residents, ensuring they can access physical activities that promote health and community engagement. The classes will be held at Monkston Primary School and will be open to all residents, with a focus on inclusivity and accessibility.

****Interfaces/Stakeholders:****

- ****Monkston Primary School:****
 - Head Teacher: Hannah Williams
 - Business Manager: Emily Winship
- ****Fitness Coach:**** [REDACTED]
- ****Parish Council and Residents****
- ****Collaborative Group:****
 - Resident 1: Conny Constanze Baal, Monkston
 - Resident 2: Lisa Trounce, Kents Hill

Constraints and Restrictions:

- **Pilot Duration:** 4 months with potential extension based on feedback and success.
- **Capacity:** Maximum of 30 participants per class, with a waiting list if necessary.
- **Resources:** The Parish Council might consider purchasing additional equipment such as steps if needed.

Outline Business Case:

The fitness classes align with the Parish Council's objectives to support resident well-being, encourage community interaction, and provide affordable fitness options. Benefits include improved physical and mental health, enhanced self-esteem, reduced anxiety and depression, and a stronger sense of community.

Benefits Expected:

- Increased physical activity among residents.
- Enhanced mental health and self-esteem.
- Reduced risk of lifestyle diseases.
- Strengthened community ties.
- Increased visibility and engagement of the Parish Council.

Project Tolerances:

- KHMPC Budget 2024-2025 Fitness class: £8,000.
- **Costings:**
 - Venue rental at Monkston Primary School: £33.50 per hour on weekdays, additional hour at £22.
 - Marketing campaign: £905 for A5 leaflets distribution (to be confirmed).
 - Incentives: £109.8 water bottles for the first 10 subscribers.
 - **Payment:**
 - £45 per hour (£65 per full session, including setup and closedown time).
- **Schedule:**
 - Launch date: Mid-September 2024.
 - Session timing: Mondays from 6:00 pm to 7:00 pm for 60 minutes.
 - A 4-month trial period allows multiple class sessions for resident participation and feedback.
 - Enables the fitness coach to adjust the classes accordingly.
 - Covers various weather conditions and seasonal participation fluctuations.

Customer(s), User(s), and Other Interested Parties:

- **Primary Users:** Residents of the Parish Council and those living within 3 miles.
- **Resident Verification and Fitness Class Registration Form:** Required for participation.

Working group:

- **Project Coordinator:** Taimyr Bounou Pouaty, Audrey Saoudi

Resident Representatives:

- Conny Constanze Baal, Monkston
- Lisa Trounce, Kents Hill

- These residents will work closely with the councillors to execute and refine the project, ensuring it meets the community's needs and expectations.

Fitness Coach Selection:

- 7 coaches were contacted, 4 expressed interest, and 2 interviewed.
- ****Selected Coach:**** [REDACTED], chosen by the Working Group.
- ****Qualifications:**** Level 3 Diploma in Gym Instructing and Personal Training, First Aid At
- ****Insurance Cover and CV:**** Provided by [REDACTED]

Additional Activities:

- ****Boot Camp:**** A community event can be considered once every 2 months at Monkston football pitch.

Associated Documents or Products:

- [REDACTED] Level 3 Diploma in Gym Instructing and Personal Training.
- [REDACTED] First Aid At Work certification.
- [REDACTED] insurance cover and CV.



Kents Hill & Monkston Parish Council

All correspondence for this position must be addressed to:

taimyr.boungou-pouaty@kentshill-monkston-pc.org.uk

audrey.saoudi@kentshill-monkston-pc.org.uk

Job Title: Fitness Coach

****Location:**** Monkston Primary School, Parish Council Area

****Reports To:**** Project Coordinator/ Clerk

****Payment:**** £45 per hour (£65 per full session, including setup and closedown time)

****Employment Type:**** Part-time (Mondays 6:00 pm -7:00 pm, with potential for additional hours) **### Job**

Summary:

We are seeking an enthusiastic and experienced Fitness Coach to lead community fitness classes as part of the Parish Council's initiative to promote health and well-being among residents. The ideal candidate will have a passion for fitness, a commitment to inclusivity, and the ability to motivate and engage participants of all fitness levels.

Key Responsibilities:

- ****Class Instruction:****
 - Lead weekly fitness classes every Monday from 6:00 pm - 7:00 pm.
 - Design and implement a variety of fitness routines that cater to all skill levels, ensuring a fun and safe environment.
 - Provide modifications and variations to accommodate different fitness levels and any physical

limitations of participants.

- **Participant Engagement:**

- Foster a welcoming and inclusive atmosphere that encourages community participation.
- Motivate and inspire participants to achieve their fitness goals.

- Offer personalised tips and feedback to help participants improve their fitness and well-being.

- **Safety and Compliance:**

- Ensure all exercises are performed with proper form to prevent injuries.
- Maintain up-to-date knowledge of fitness trends and safety protocols.
- Handle any first-aid emergencies in accordance with certification standards.

- **Administrative Duties:**

- Maintain attendance records and monitor class sizes.
- Collect participant feedback to help assess the program's effectiveness and identify areas for improvement.
- Report attendance to the Parish Council after each session.
- Collaborate with the Parish Council and other stakeholders to ensure the successful execution of the fitness program.

- **Data Processing and UK GDPR Compliance:**

- As a data processor, handle residents' personal data responsibly and in compliance with UK GDPR regulations.
- Ensure the confidentiality and security of personal data, including attendance records and contact information.
- Report any data breaches or concerns regarding data protection to the Project Coordinator immediately.

- **Setup and Closedown:**

- Allocate 15 minutes before and after each class for setup and closedown activities.
- Ensure the fitness area is prepared and safe for use before the class starts and properly closed afterwards.

- **Registration and Health Screening:**

- Ensure that all attendees complete registration forms and health questionnaires before participation.
- Maintain accurate records of all completed forms. ###

Qualifications:

- **Certification:**

- Valid fitness instructor certification (e.g., Level 2 or Level 3 Fitness Instructor Certification).
- First Aid and CPR certification.

- **Insurance:**

- Provide proof of liability insurance coverage.

- **Backup Personnel:**

- Ensure the availability of a backup person to cover classes if necessary.

- **Experience:**

- Proven experience in leading group fitness classes.
- Experience working with diverse groups and individuals of all fitness levels.

- ****Skills:****

- Strong interpersonal and communication skills.
- Ability to motivate and inspire others.
- Knowledge of current fitness trends and best practices.
- Understanding of UK GDPR requirements and data protection best practices.

Preferred Attributes:

- ****Passion for Community Health:****

- A genuine interest in promoting health and well-being within the community.
- Commitment to creating an inclusive and supportive fitness environment.

- ****Flexibility:****

- Ability to adapt fitness routines to meet the needs of participants.
- Willingness to adjust class schedules and formats based on community feedback. ###

Payment:

- ****Rate:**** £45 per hour.
- ****Full Session Payment:**** £65 per session, including 15 minutes for setup and 15 minutes for closedown in addition to the 60-minute class.

Service Level Agreement (SLA):

A Service Level Agreement (SLA) will be put in place to define the expectations and responsibilities of the Fitness Coach, including class scheduling, participant safety, data protection, and reporting requirements.

Application Process:

Interested candidates should submit their resume, a cover letter, and copies of relevant certifications and insurance documents to [Insert Contact Information]. Applications will be reviewed on a rolling basis until the position is filled.

****The Parish Council is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.****

Cllr Boungou-Pouaty & Cllr Saudi

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AGENDA ITEM FC 066/24 – PLANNING COMMITTEE

Due to the volume of planning matters that Council receive, it is recommended that a Planning Committee is formed. This would also enable Council to deal with any urgent planning matters that cannot wait until the next Full Council meeting. It will also help to reduce the Full Council agenda which is often very long.

Proposed Terms of Reference for the Committee should Council approve the formation of such:

Kents Hill & Monkston Parish Council Planning Committee - Terms of Reference

1. Scope of work

The Planning Committee's purpose is to consider all matters pertaining to planning and represent Kents Hill & Monkston Parish Council in planning matters referred to the Council by the local and other planning authorities.

The Committee will engage with the community and raise the profile of the Planning Committee work carried out by the Council. Opportunities may be made available to the public to share skills and contribute to the Committee.

2. Delegated Powers

The Planning Committee will have full delegated powers and responsibilities for the following:

- To consider and respond to all planning applications and appeals received, including those which are of relevance in immediately bordering parishes.
- The Committee members may canvas opinion for and against planning applications and consult with other relevant bodies to assist with fair determination of applications.
- Onsite meetings may be arranged by the Committee. Where a site visit is requested the member of the Planning Committee should ensure that they are accompanied by another member of the Committee. The Committee member shall then present their findings to the Committee.
- Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
- Ask the Clerk to request an extension of time from Milton Keynes City Council in order to adequately respond to an application.
- To attend planning meetings of Milton Keynes City Council, and to make representations where needed on behalf of the Council.
- The Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during a meeting.
- To carry out consultation on requests for street trading licenses.
- To carry out matters pertaining to the Licensing Act 2003, or any subsequent Act that may come into force.
- To delegate decisions to be taken by the Clerk in conjunction with the Planning Committee Chair and one other Planning Committee member when it is apparent that time constraints have been imposed, or when a decision is required from the Council prior to the next Planning Committee meeting.

The Planning Committee have a responsibility to consider and discuss the following with any recommendations being presented to Full Council for approval:

- Local Neighbourhood Plan (if in place).
- Planning policy.
- Matters pertaining to traffic management and road safety.
- Appoint appropriate Working Groups to facilitate the work of the Committee.
- Any other planning related matter.

All powers are to be exercised in accordance with Councils policies and procedures, including the Standing Orders.

3. Membership

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee.

The committee should consist of 6 members to ensure a quorum and a range of skills and experience, preferably within planning.

The Chair and Vice-Chair of the Council are ex-officio members of the committee and have the same rights as any other member of the committee, including voting rights.

4. Quorum

The quorum of the Committee shall be a minimum of 3 voting members.

5. Voting Rights

Only councillors who have been elected to be on the committee will have voting rights.

6. Public participation

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, and any Council noticeboard. All meetings to have a published agenda.

Members of the public can be invited to attend meetings where applicable. No more than two members of the public shall be permitted and they shall not have any voting rights.

The Committee will take reasonable steps to inform an applicant and their neighbours about the Planning Committee meeting at which their application will be considered, in order to give them an opportunity to attend the meeting to address their comments to the Committee.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted. The Committee have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the Council's Standing Orders.

7. Meetings

Meetings are to be held monthly, or as and when required depending on planning work and deadlines. Where possible, a schedule of meetings and planning topics to be scheduled and circulated to Members and the public via the Council's website.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

All committee meeting minutes are to be presented to the next Full Council meeting for ratification.

8. Political Proportionality

The committee will be politically proportional. Each electoral ward shall be represented by at least one member.

9. Planning Responses

The Clerk will ensure the communication of the Committee's decision outcomes on planning matters to Milton Keynes City Council within the timeframe stated on the applications or appeal notices.

Adopted at the Full Council meeting held on 17.08.24
Date of next review: May 2024 Annual Meeting

Locum Clerk

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AGENDA ITEM FC 067/24 – HEALTH & WELLBEING COMMITTEE

Speaking to Members and residents there appears to be a demand for more health & wellbeing initiatives within the community such as fitness classes and mental health projects. It is recommended that a Health & Wellbeing Committee is look at all these areas.

Proposed Terms of Reference for the Committee should Council approve the formation of such:

Kents Hill & Monkston Parish Council Health & Wellbeing Committee - Terms of Reference

1. Scope of work

The Health & Wellbeing Committee's purpose is to explore health & wellbeing initiatives for residents, Officers, and Members, including working in harmony with existing local and national support providers.

The Committee will engage with the community and raise the profile of the Committees work carried out by the Council. Opportunities may be made available to the public to share skills and contribute to the Committee.

2. Delegated Powers

The Health & Wellbeing Committee will have full delegated powers and responsibilities for the following:

- To explore any local health & wellbeing initiatives for residents of all ages, Officers, and Members. Draft and present fully detailed costed proposals to Full Council for approval.
- Liaise with local medical practices and other health & wellbeing professionals.
- Identify areas where the Parish Council can support social prescribing.
- Develop proposals to improve the community's health & wellbeing and encourage self help by individuals.
- To liaise with educational establishments and youth organisations in the interest of the young people of the parish to explore health & wellbeing initiatives.
- Explore funding opportunities, including applying for grant funding working alongside the Clerk.
- To represent and support community issues on behalf of the community with any Council partners.
- To liaise with community groups and volunteers to enhance our community resilience.
- To draft community health & wellbeing consultation proposals to be submitted to Full Council for approval.
- Onsite meetings may be arranged by the Committee. The Committee member(s) shall then present their findings to the Committee.
- To prepare an annual budget for any health & wellbeing initiatives and to submit it to the Clerk by the end of October each year.
- Any other health & wellbeing related matters requested by Full Council for the committee to explore.

The Health & Wellbeing Committee have a responsibility to consider and discuss the following, with any recommendations being presented to Full Council for approval:

- Health & Wellbeing policies, including drafting risk assessments.
- Health & Wellbeing events, including drafting risk assessments and appropriate health & safety measures required.
- Health & Wellbeing initiatives, including fitness classes, sports & leisure facilities, and mental health.
- Draft and regularly review a health & wellbeing strategy to be included within the Council's 3-year plan.
- Appoint appropriate Working Groups to facilitate the work of the Committee. Working Group Terms of Reference to be drafted and presented to Full Council for approval before the group is formed.

All powers are to be exercised in accordance with Councils policies and procedures, including the Standing Orders.

Committee will be expected to work alongside other Council committees where areas may overlap, for example, health & wellbeing initiatives for Officers to be discussed with the HR Committee.

3. Membership

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee.

The committee should consist of 5 members to ensure a quorum and a range of skills and experience, preferably within health & wellbeing.

The Chair and Vice-Chair of the Council are ex-officio members of the committee and have the same rights as any other member of the committee, including voting rights.

4. Quorum

The quorum of the Committee shall be a minimum of 3 voting members.

5. Voting Rights

Only councillors who have been elected to be on the committee will have voting rights.

6. Public participation

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, and any Council noticeboard. All meetings to have a published agenda.

Members of the public can be invited to attend meetings where applicable. No more than two members of the public shall be permitted and they shall not have any voting rights.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted. The Committee have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the Council's Standing Orders.

7. Meetings

Meetings are to be held bi-monthly, or as and when required depending on work and deadlines. Where possible, a schedule of meetings and planning topics to be scheduled and circulated to Members and the public via the Councils website.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

All committee meeting minutes are to be presented to the next Full Council meeting for ratification. For any recommendations, Committee shall submit a motion, with fully costed detailed supporting information, to the Clerk to add to a Full Council meeting agenda for Council approval.

8. Political Proportionality

The committee will be politically proportional. Each electoral ward shall be represented by at least one member.

Adopted at the Full Council meeting held on 17.08.24
Date of next review: May 2024 Annual Meeting

Locum Clerk

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AGENDA ITEM FC 068/24 – COMMITTEE MEMBERSHIP / OFFICERS

Council to appoint Members to the HR Committee – 3 to 5 members, preferably with HR experience. At least one member from each ward.

Council to appoint Members to the Planning Committee – 6 members, preferably with planning experience. At least one member from each ward. This is subject to Council approving the formation of the committee.

Council to appoint an Allotment Officer.

RECOMMENDATION:

That Council appoint the Clerk as the Allotment Officer.

Locum Clerk

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AGENDA ITEM FC 069/24 – COMMUNITY CENTRES

MKCC were asked if we were to take on the freehold for the Monkston Community Centre or the Monkston Park Community Centre what the lease income would be. The freeholds for both are available. Their response:

“Both freeholds are up for discussion for transfer to you. Monkston Pavilion and Sports Ground only has income from hirers which we can get from the management committee (although we have done so in the past) and Monkston Park Community Centre will have a lease in place as from 1st November but I cannot tell you the level of income that this will generate at this stage. It is likely to be a nominal amount as the leaseholder will be responsible for the majority of repairs and maintenance of the building.”

MKCC were asked if Monkston Community Centre was available for us to take over but it is currently being run extremely well by a management committee so their response is:

“Following a meeting with the trustees of the charitable organisation that operate/manage Monkston Pavilion & Sports Ground. As I had indicated to you, the trustees report that they are now in a good position with all operational aspects of the site. They have worked really hard over the last 8/12 months to bring this facility back from the brink. Much time and effort has been put in to ensure that the facility stayed open and operates effectively. In my opinion the work of the management committee has been exemplary and a real success story. It is acknowledged that there is still work to be done and the trustees would like to continue their work along with the management committee for at least another 12/18 months. May I therefore suggest that if the parish council are still interested in the freehold of the facility that we revisit (as previously suggested) at the back end of 2025. In the meantime the management committee would very much welcome the use/hire of the facility by the parish council for community events and for any meetings they wish to hold on site.”

RECOMMENDATION:

Council to consider and decide upon whether they wish to have the freehold for the community centre(s), whether they diary to revisit possibly taking over Monkston Community Centre at the end of 2025, or explore other options/facilities.

Clerk

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AGENDA ITEM FC 071/24 – FINANCE ASSISTANT CONTRACT

The Locum Clerk used delegate power to extend the Finance Assistant’s contract until 31st August 2024. Councillor agreement was obtained via email.

Council to consider and decide whether to extend the contract further than 31st August 2024.

Locum Clerk

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AGENDA ITEM FC 072/24 – CHIEF OFFICER/CLERK/RFO RECRUITMENT

Following interviews for the role, Council to consider and decide if they wish to offer the role to a candidate, and to consider the terms and conditions such as salary, pension, green book, contract etc.

Locum Clerk

AGENDA ITEM FC 073/24 – DATE OF NEXT MEETING

Council to agree the date of the next meeting.

RECOMMENDATION:

It is proposed that Council have an Ordinary Council meeting in September, end of w/c 23rd at 7pm.

Locum Clerk

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