



**Minutes of an Ordinary Meeting of the Parish Council held on  
Thursday 18<sup>th</sup> July 2024 at 7.00pm at  
Kents Hill Secondary School, Classroom, Kents Hill Park, Kents Hill MK7 6BZ**

**Members present:** Cllr Patel (Chair), Cllr Boungou-Pouaty, Cllr Chandra, Cllr Saoudi

**In attendance:** 3 members of the public

**Clerk/Minutes:** Samantha Haywood, Locum Clerk

Minute ref	Item	Vote / Action
<b>FC 040/24</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Cllr Viegna - personal. IT WAS RESOLVED that the apology be accepted.  Non-Councillors – MKCC Ward Councillor Ferrans.	Agreed unanimously
<b>FC 041/24</b>	<b>DECLARATIONS OF INTEREST</b>	
	Cllr Chandra – FC/052/24 Training – wished Council to be aware that this item concerns all Councillors so he did not feel it necessary to declare an interest.	
<b>FC 042/24</b>	<b>APPROVAL OF MINUTES</b>	
	IT WAS RESOLVED that Council approve the minutes of the Full Council meeting held on 13.06.24 as a true and accurate record, and that they be signed by the Chairman with one amendment: FC 018/24. 'IT WAS RESOLVED that Laurent Viegna represent the Monkston Park Ward' to read "IT WAS RESOLVED that Laurent Viegna be co-opted as a Member and represent the Monkston Park Ward'  IT WAS RESOLVED that Council approve the minutes of the Extraordinary Full Council meeting held on 25.06.24 as a true and accurate record, and that they be signed by the Chairman.	Proposed:TBP Seconded:VC Agreed unanimously Clerk
<b>FC 043/24</b>	<b>OPEN MEETING</b>	
<b>i.</b>	<b>Co-options</b>	
	Co-option applicants Michaela Hippey and Kai Chiu Wong spoke in support of their applications and why they wish to become a councillor.	
<b>ii.</b>	<b>Communications</b>	
	A resident spoke regarding: * Why has Council had so many resignations? * The Clerks email address is not on the website. * They were happy to advise on the local Facebook groups that Council could join in order to improve communications.	Clerk

	<p>* Asked for an update on the care home proposal.  * Was happy to advise on cheap mobile phone deals.  The Clerk to arrange a call with the resident to discuss further.</p>	Clerk
<b>FC 044/24</b>	<b>CO-OPTION OF MEMBERS</b>	
	<p>MKCC had apologised that due to their workload and internal miscommunication they had not advised that the Notice of Vacancies deadline would be 22.07.24.  IT WAS RESOLVED that Michaela Hippey and Kai Chiu Wong be co-opted as Members but it was made very clear that this is strictly subject to MKCC confirming that co-option can take place for the advertised vacancies, and subject to no further candidates coming forward that would amount to more than the number of vacancies available as if that happens an interview/voting process would take place with all applicants.</p>	<p>Proposed:TBP  Seconded:AS  Agreed unanimously  Clerk</p>
<b>FC 045/24</b>	<b>COUNCILLOR AND CLERK REPORTS</b>	
	<p>IT WAS RESOLVED that Council note the Clerk's report.  IT WAS RESOLVED that Council note the Chairman's report.    IT WAS RESOLVED that all Members submit a monthly report should they wish to, or if they are working on a project(s).    PMN: A report received from MKCC Ward Councillor Ferrans to be circulated to all, and placed on the website.</p>	<p>Proposed:TBP  Seconded:AS  Agreed unanimously  Proposed:TBP  Seconded:AS  3 for. 1 against    Clerk</p>
<b>FC 046/24</b>	<b>CLERK'S RECRUITMENT</b>	
	<p>The Clerk advised that the Clerk recruitment process had resulted in some good candidates and that three were being proposed for interview. Proposed interview questions for the first and the second interview had been circulated to Council. The Chair and Vice-Chair to advise the Clerk of their availability for the first interviews.</p>	AP / TBP

FC 047/24		FINANCE & ACCOUNTS			
IT WAS RESOLVED that the following invoices be approved for payment:					Proposed:AS Seconded:TBP Agreed unanimously Clerk
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 & 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	
T 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	
Bucks Pension Fund	N/A	£634.58	Pensions May & Jun 24	LG Act 1972 s112	
<p><i>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 checked and signed by two Councillors.</i></p>					
FC 048/24		COMMUNITY INFRASTRUCTURE FUND (CIF)			
IT WAS RESOLVED that Council make three applications for CIF, in order of priority (1) CCTV (2) £10k for play area improvements as already agreed by Council, and (3) new larger litter bins.					Proposed:AS Seconded:VC Agreed unanimously Clerk

FC 049/24	GOVERNANCE DOCUMENT REVIEW	
	<p>IT WAS RESOLVED that Council approve the review / adoption of the following documents as per the agenda pack, plus some further updates stated herewith:</p> <ul style="list-style-type: none"> <li>• Risk Register: <ul style="list-style-type: none"> <li>➢ 3 - Loss of key staff. Include non-availability of key staff. Control action: Business Continuity policy provisions should be drafted so we know where to access information, keys, I.T. devices etc.</li> <li>➢ Add provision for regular risk assessments.</li> </ul> </li> <li>• Code of Conduct: <ul style="list-style-type: none"> <li>➢ Page 2: State 'Councillor' means a member of Kents Hill &amp; Monkston Parish Council (including a co-opted member of the Parish Council).</li> <li>➢ Page 4: Change 'Clerk has statutory responsibility for the implementation of the Code of Conduct' to the 'Monitoring Officer' as the Clerk does not have the statutory responsibility.</li> <li>➢ Page 7: '...consulted the Clerk' prior to its release. Change to 'Clerk/Monitoring Officer'.</li> <li>➢ Page 9: '... should raise this with your Clerk' change to include it should not just be the Clerk but a councillor should also be able to raise with the Chair and Monitoring Officer.</li> <li>➢ Page 10: '... seek advice from your Clerk' and '... register with the Clerk', change to 'Clerk or Monitoring Officer'.</li> <li>➢ Page 12: Para 5 from Model Code of Conduct deleted in our current Code. Para 5 states: Remove reference to cabinet members. Include 'Committee members may sometimes exercise executive functions, such as those relating to HR or Data Protection.'</li> <li>➢ Page 13: Para 10 from Model Code of Conduct has been deleted. Add back 'Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.</li> </ul> </li> <li>• Complaints Policy.</li> <li>• Communications Policy.</li> <li>• Vexation Policy: <ul style="list-style-type: none"> <li>➢ Para 4.8: '... immediate safety and welfare of staff ....' – add 'or councillors'.</li> </ul> </li> <li>• Standing Orders: <ul style="list-style-type: none"> <li>➢ State that 'Councillor' means a member of Kents Hill &amp; Monkston Parish Council (including a co-opted member of the Parish Council).</li> <li>➢ Revert the statutory requirements that cannot be suspended back to bold – as per in NALCs template.</li> <li>➢ 6 – remove as not needed as it repeats provisions.</li> <li>➢ 16.b.ix: 'act as the Council's Data Protection Officer'. The Proper Officer is the 'Controller' not the 'Data Protection Officer'. The Model Standing Orders state: 'liaise, as appropriate with the Council's Data Protection Officer'. Since we do not have a Data Protection, refer to MKCC's Data Protection Officer or</li> </ul> </li> </ul>	<p>Proposed:AS  Seconded:TBP  Agreed unanimously  Clerk</p>

	<p>other appropriate person.</p> <ul style="list-style-type: none"> <li>➤ 21b: The wording for our Council is different from the one in Model Standing Orders. Change to the one in the Model Standing Orders, and in bold.</li> <li>➤ 22a: Since Parish Councils are by law not required to appoint a Data Protection Officer but it may be advisable to do so, include wording to say who may be referred to if we need a Data Protection Officer (e.g. BALCs recommended service provider).</li> <li>➤ 24.b: numbering is missing. The choice of wording also depends on whether we have a common seal. Once verified, amend accordingly.</li> <li>➤ 25b: it is not practicable to copy city councillors into all communications, therefore remove any reference to this.</li> </ul> <p>IT WAS RESOLVED that Council note that NALC have released new Financial Regulations. These will be presented to Council at a future meeting for review/adoption.</p> <p>IT WAS RESOLVED that Council note that membership of committees will be presented to Council once more Councillors are in post.</p>	<p>Proposed:AS Seconded:TBP Agreed unanimously Clerk</p>
<b>FC 050/24</b>	<b>CORRESPONDENCE RECEIVED</b>	
	IT WAS RESOLVED that Council note the correspondence received.	<p>Proposed:VC Seconded:TBP Agreed unanimously</p>
<b>FC 051/24</b>	<b>RESIDENTS MEETING</b>	
	<p>IT WAS RESOLVED that a residents meeting be arranged for 3 months' time, including:</p> <ul style="list-style-type: none"> <li>• To be advertised as widely as possible via all advertising means possible to reach all residents.</li> <li>• Refreshments to be provided.</li> <li>• Attendance incentive(s) to be arranged such as children's play session, CPR training, defibrillator training, bike marking etc.</li> </ul>	<p>Proposed:AP Seconded:AS Agreed unanimously Clerk / All</p>
<b>FC 052/24</b>	<b>PLANNING</b>	
<b>i.</b>	<b>New applications</b>	
	<p>IT WAS RESOLVED that Council respond to MKCC for planning application 24/01415/FUL, 1 Whitehall Avenue, Kingston, installation of new external enclosure for motor generator housing within existing external compound with the observation that the generator should pose no noise or vibration issues to any nearby residents.</p> <p>IT WAS RESOLVED that Council respond to MKCC with no observations on 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.</p> <p>IT WAS RESOLVED that Council respond to MKCC with no observations on planning application 24/01245/HOU, 1 Goldhawk Road, Monkston Park. Erection of a -floor roof extension to provide an additional storey including second alterations to the roof, rear rooflights, timber cladding and addition of solar panels to front roof</p>	<p>Proposed:AS Seconded:VC Agreed unanimously Clerk</p> <p>Proposed:AP Seconded:VC Agreed unanimously Clerk</p> <p>Proposed:AP Seconded:VC Agreed unanimously Clerk</p>

	<p>slope.</p> <p>IT WAS RESOLVED that Council respond to MKCC with no observations on planning application 24/01384/ADV, 35a Winchester Circle, Kingston. Advertisement consent for the installation of 2 x fascia and 1 x projection sign.</p> <p>IT WAS RESOLVED that Council respond to MKCC with no observations on planning application 24/01388/ADV, 1 Whitehall Avenue, Kingston. Advertisement consent for 2 no. internally illuminated fascia signs on north and west elevations and 1n o. internally illuminated single-sided totem sign to vehicle entrance.</p> <p>IT WAS RESOLVED that Council respond to MKCC with no observations on 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).</p> <p>IT WAS RESOLVED that Council respond to MKCC with no observations on planning application 24/01359/HOU, 8 Limbaud Close, Walton Park (Walton PC 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.</p> <p>IT WAS RESOLVED that Council respond to MKCC with no observations on planning application 24/01407/HOU, 45 Groombridge, Kents Hill. Erection of a single-storey rear extension (retrospective).</p>	<p>Proposed:AP Seconded:VC Agreed unanimously Clerk</p> <p>Proposed:AP Seconded:VC Agreed unanimously Clerk</p> <p>Proposed:AP Seconded:VC Agreed unanimously Clerk</p> <p>Proposed:AP Seconded:VC Agreed unanimously Clerk</p> <p>Proposed:AP Seconded:VC Agreed unanimously Clerk</p>
<b>ii.</b>	<b>Withdrawals</b>	
	<p>IT WAS RESOLVED that Council 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.</p>	<p>Proposed:AP Seconded:VC Agreed unanimously</p>
<b>iii.</b>	<b>Prior Notifications</b>	
	<p>IT WAS RESOLVED that Council 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.</p>	<p>Proposed:AP Seconded:VC Agreed unanimously</p>
<b>iv.</b>	<b>Planning Enforcements</b>	
	<p>IT WAS RESOLVED that Council note response from MKCC Planning Enforcement concerning 22/00221/ENF, 46 Blanchland Circle,</p>	<p>Proposed:AP Seconded:VC Agreed unanimously</p>

	<p>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."</p> <p>IT WAS RESOLVED that Council 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."</p>	<p>Proposed:AP Seconded:VC Agreed unanimously</p>
<b>v.</b>	<b>Permissions</b>	
	<p>IT WAS RESOLVED that Council 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.</p>	<p>Proposed:AP Seconded:VC Agreed unanimously</p>
<b>iv.</b>	<b>Swift Bricks</b>	
	<p>IT WAS RESOLVED that Council recommend to MKCC that they request swift bricks in any developments.</p>	<p>Proposed:AP Seconded:AS 3 for, 2 against (Chairman used casting vote in favour) Clerk</p>
<b>FC 053/24</b>	<b>TRAINING</b>	
	<p>IT WAS RESOLVED that Council approve paying for Member(s) to carry out CiLCA training.</p> <p>IT WAS RESOLVED that Council approve the Chair attending a Chairmans training course as soon as one becomes available.</p>	<p>Proposed:TBP Seconded:AS Agreed unanimously Proposed:TBP Seconded:AS Agreed unanimously Clerk</p>
<b>FC 054/24</b>	<b>COMMUNITY CENTRES</b>	
	<p>A discussion took place concerning the Monkston Park Community Centre no longer being available, and Council to consider taking on Monkston Community Centre instead.</p> <p>IT WAS RESOLVED that the Monkston Community Centre trustees be approached to see if they are open to handing the centre over to the Parish Council or not.</p>	<p>Proposed:TBP Seconded:AS Agreed unanimously Clerk</p>
<b>FC 055/24</b>	<b>DATE OF NEXT MEETINGS</b>	
	<p>IT WAS RESOLVED that the date of the next Full Council meeting be 15<sup>th</sup> August 2024 at 7pm.</p>	<p>Proposed:AS Seconded:AP Agreed unanimously Clerk / All</p>

The meeting closed at 8.40 pm.

Signed: ..... Date.....  
Chair

*MKCC – Milton Keynes City Council*  
*BALC – Buckinghamshire Association of Local Councils*  
*RFO – Responsible Finance Officer*  
*PC – Parish Council*

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