



Kents Hill & Monkston Parish Council

15th October 2024

An ORDINARY MEETING of the PARISH COUNCIL will be held on Tuesday 22nd October 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 0118/24	APOLOGIES FOR ABSENCE MOTION: Council to consider and approve apologies for absence.
FC 0119/24	DECLARATIONS OF INTEREST Members to declare any disclosable personal or pecuniary interests they may have in the business to be transacted.
FC 0120/24	APPROVAL OF MINUTES MOTION: Council to approve and sign the <u>minutes</u> of the Full Council meeting held on 26.09.24. MOTION: Council to approve and sign the <u>minutes</u> of the Full Council meeting held on 03.10.24.
FC 0121/24	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 Chair of the meeting. The Chair will invite members of the public to speak.
FC 0122/24	COUNCILLOR AND CLERK REPORTS MOTION: Council to note the <u>Clerk’s report</u> . MOTION: Council to note <u>Member reports</u> .
FC 0123/24	FINANCE & ACCOUNTS MOTION: Council to consider and approve <u>invoices for payment</u> . MOTION: Council to note the <u>payments made by the Clerk</u> outside of meeting using delegated power.

	<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>
FC 0124/24	<p>CORRESPONDENCE RECEIVED</p> <p>MOTION: Council to note the <u>correspondence received</u>.</p>
FC 0125/24	<p>TRAINING</p> <p>MOTION: Council to note that Cllr Hippey has been booked onto the NALC Mastering Emergency Planning course being held on 23.10.24 at a cost of £52.04 including VAT by the Clerk using delegated power.</p>
FC 0126/24	<p>CO-OPTION OF MEMBERS</p> <p>MOTION: Council to note that MKCC have confirmed that no requests for election for Mrs Saoudi's vacancy were received so the position can now be filled by co-option.</p> <p>MOTION: Council to consider and decide upon <u>Member co-option application(s)</u> received, and if co-option(s) agreed, to allocate wards.</p>
FC 0127/24	<p>BIN WORKING GROUP TERMS OF REFERENCE</p> <p>MOTION: Council to consider and decide upon approval of the Bin Working Group <u>Terms of Reference</u>.</p>
FC 0128/24	<p>NEW WEBSITE</p> <p>MOTION: Council to consider the draft specification for a <u>new website</u>, and to consider and decide upon next steps, including whether to create a Website Working Group or not.</p>
FC 0129/24	<p>ALLOTMENT SOFTWARE</p> <p>SPECIAL MOTION: Council to consider and decide upon approving the purchase of Scribe <u>allotment software</u> at a cost of £33 + VAT pm plus a one-off set up fee of £262 + VAT, which is by way of special motion due to overturning a previous Council decision made within the last 6 months. And if agreed, to consider if Council wish to have the option of the existing data imported at a cost of £199 + VAT.</p>
FC 130/24	<p>EXCLUSION OF PRESS AND PUBLIC</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 131/24	<p>ADMINISTRATION & FINANCE OFFICER CONTRACT</p> <p>MOTION: That Council consider and decide upon whether to extend the Administration & Finance Officers temporary contract beyond 31.10.24.</p>
FC 132/24	<p>CLERK RECRUITMENT</p> <p>MOTION: Council to receive an update report, and to consider and decide upon any further actions required.</p>
FC 133/24	<p>DATE OF NEXT MEETING</p> <p>MOTION: Council to consider and decide upon the <u>date of the next Ordinary Council meeting</u>.</p>

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

Members of the press and public welcome.

APPENDIX

AGENDA ITEM FC 123/24 – FINANCE & ACCOUNTS

Invoices for approval for payment:

Payee	Invoice No	Amount	Description	Power to pay
Kents Hill Community Centre	5279	£30.00	Room hire – Council meetings	LG Act 1972 s112
Hippey Accounting Services Ltd	INV-21772	£40.42	Monthly payroll services	LG Act 1972 s112
Milton Keynes Citizen Advice Bureau	KHMPC/01/2425/Q2	£1,181.25	CAB contribution Q2 Jul – Sept 24	S137
Monkston Primary School	DI104100714	£623.00	Fitness classes hall hire Sept to Dec 24	LG Act 1972 s145
NALC	10592080279	£52.04	Mastering Emergency Planning training course MH	LG Act 1972 s111
S Haywood	Expenses	£16.99	Allotment padlock	Smallholdings & Allotments Act 1908 s23, 26 & 42
RTM Landscapes Ltd	4949	£593.13	Allotment maintenance Sept 24	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.

Invoices paid out of meeting by Clerk using delegated power:

Payee	Invoice No	Amount	Description	Power to pay
Shurguard UK	2405801398/281	£123.86	Storage unit rent 07.10.24 – 06.11.24	LG Act 1972 s133
Milton Keynes Play Association	INV-13548	£1,485.00	Open access play sessions	
Officers	N/A	£1,414.87	Salaries Sep 24	LG Act 1972 s112
Buckinghamshire Pension Fund	N/A	£304.52	Pension liabilities Aug 24	LG Act 1972 s112
Buckinghamshire Pension Fund	N/A	£304.52	Pension liabilities Sept 24	LG Act 1972 s112

Income received September 2024:

Source	Bank account	Amount	Description
Milton Keynes City Council	Current	£86,547.50	Second half of precept
Metro Bank	Instant Access	£7.28	Interest

Direct debit / standing order payments made September 2024:

Payee	Payment type	Amount	Description	Power to pay
Unity Trust Bank	SO	£12.20	Service charge	LG Act 1972 s111
Unity Trust Bank	SO	£0.02	Debit interest	LG Act 1972 s111
Anglian Water (Wave)	DD	£454.52 £137.43	Allotment water	Smallholdings & Allotments Act 1908 s23, 26 & 42

Internal transfers 1st September – 10th October 2024:

From	To	Amount	Date
Unity current account	Unity instant access account	£205,000	10.10.24
Instant Access account	Allotment account	£1,000	27.09.24

Bank balances:

- 1) Allotments account. £2,057.87
- 2) Instant access deposit account. £205,000.00
- 3) Current account £19,907.04
- 4) Metro Community account £5,533.76
- 5) Cambridge Building Society. £21,086.02
- 6) Cambridge & Counties Savings. £88,705.66

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SUPPORTING INFORMATION

AGENDA ITEM FC 120/24 – APPROVAL OF MINUTES

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

Clerk

AGENDA ITEM FC 122/24 – CLERK'S REPORT

Facebook

Having discovered that we have two Facebook pages, I am trying to find the Administrator of the second page so that we can close it down.

Allotment Padlock

A new padlock has been purchased and installed to replace the broken lock at Monkston allotments.

Residents Meeting

I am prioritising getting the venue and confirmation of activities as we cannot advertise the event until we have the details.

- Venue - I am struggling once again to get a venue. Monkston Community Centre is no longer available. The library do not have a room large enough. More venues are being contacted.
- Bike marking/Police - I have contacted Thames Valley Police regarding free bike marking and the police/PCSO to have a presence. They are asking for information that has already been supplied to them, and it is a slow difficult process to contact them.

Metro Bank

I have chased the £200 compensation payment as I don't want to close the accounts until we have received this.

Mobile Phones

I have contacted EE for their local government contract but they are not responding. I am liaising with Cllr Hippey and investigating options.

Maintenance

All issues reported such as an unsafe tree and overgrown bushes have been reported to MKCC as they are their responsibility.

Budgets

I am working on reviewing the 2024/25 budget to present to Council, and will also work on the 2025/26 budget. These will hopefully be added to the next agenda for Council consideration. I am also updating Rialtas with the current budget figures as they had not been entered.

Other

A lot of other work carried out, in addition to the day-to-day Clerk duties, has been added to the agenda separately for decision.

Clerk

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AGENDA ITEM FC 122/24 – MEMBER REPORTS

Cllr Hippey Report:

I've been trying to acquaint myself with the role of Parish Councillor this month and get up to speed with what's been going on prior to my joining.

Getting up to speed

I've read through the council meeting minutes that have been filed over the past 18 months to get myself up to speed and have been keeping up with emails coming in.

Clerk Interviews

I attended the second interviews for the 3 candidates for the Clerk position.
Responded to request for information regarding pensions as asked at the last meeting.

Monkston Community Centre

I've been helping to rally new trustees for the Community Centre to enable the Centre to keep running. I've carried out a lot of research on how the Centre operates, its constitution and the issues faced by the current management. We've organised a meeting on 15th October where we hope the new trustees will be voted in. We continue to look for further members.

Allotments

Had contact with a few of the plot holders by email since being set up as allotment officer and spoken to a small number about how the Monkston site is running and coping with the recent bad weather. I'm keen to get involved in getting information up to date in regard to the allotments and have been looking into general information on how allotments run in a community.

I've requested a new padlock be purchased to replace the broken one on the Monkston site.

Local landscaping issues

Having noticed some significant issues with the landscaping this year in 2 development areas of Monkston Park, we made contact with the housing association BPHA, who are responsible for these areas, to try and get them resolved. After a number of unsatisfactory responses we lodged a formal complaint and followed it up – this ended up being resolved by BPHA establishing that this was their responsibility and they finally organised for all of the areas of concern, namely Plaistow Crescent flats, Collindale Street & Finsbury Chase.

Sewage spills

Reported a number of sewage leaks during the recent flooding within Monkston Park to Anglian Water and The Parks Trust. These were fenced off the next day and are now being dealt with by specialist cleaning crews.

MK 2050 Local Plan

Read the 2050 Plan document, met up with Council Chairman, Councillor Patel and posted responses.

Bin Working Group

Looked into examples of street cleansing frameworks and actions plans used by other authorities to familiarise myself with statutory responsibilities in relation to bin provisions and litter collecting. I've emailed Cllr Boungou-Pouaty and the Parish Warden to try and organise our first working group meeting to discuss the Terms of Reference. I am awaiting responses.

I would like to look into organising "walk arounds" of the parish on a Saturday morning over the next few weeks to take a look at any issues that might need bringing the attention of the Parish Council, I would like to invite member of the public to join me if they have any questions or concerns they would like me to bring to discussion in relation to our open spaces. If any other councillors would like to join me I will create a plan of the areas I plan to cover.

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AGENDA ITEM FC 124/24 – CORRESPONDENCE RECEIVED

Emails received:

- MKCC. Emergency planning briefs, and flooding notices. (Emailed:Members)
- The Parks Trust. Monthly newsletters. (Emailed:Members)
- SLCC. Details of training courses. (Emailed:Members)
- MKCC. Councillor newsletters. (Emailed:Members)
- NALC. E-newsletters, including events newsletters. (Emailed:Members)
- Police & Crime Commissioner monthly updates. (Emailed:Members)
- MKCAN. E-newsletters. (Emailed:Members)
- BALC. E-newsletters and training details. (Emailed:Members)
- Milton Keynes Community Foundation newsletter. (Emailed:Members)
- MKCC. Details of road closures / road works. (Emailed:Members, website, Facebook)
- MKCC. Planning agendas. (Emailed:Members)
- RTM Landscapes. Grounds maintenance reports. (Emailed:Members)
- Action for Youth enewsletters (Emailed:Members)
- MKPA. Summer attendance play reports (Emailed:Members)
- MKCC. Social rented housing allocation consultation. (Emailed:Members)
- NALC. New website going live 07.10.24. (Emailed:Members)
- MKCC. Flood & Water Management slides (website)

Clerk

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AGENDA ITEM FC 127/24 – CO-OPTION OF MEMBER(S)

Council currently has 3 vacant seats in the Monkston & Kingston ward, 2 in the Kents Hill & Brinklow ward, and 0 seats in the Monkston Park ward. 5 vacancies in total. Adverts for co-option candidates have been placed on the website, Facebook, noticeboards, and via word of mouth. One new application has been received. Any other applications received will be forwarded to Members before the meeting.

Clerk

Kents Hill and Monkston Parish Council
Co-option Policy

Councillor Co-option Application Form

If, after a vacancy has been advertised, the main authority (Milton Keynes Council) advises that a by-election has not been requested, the Parish Council chooses someone to fill a vacancy through the co-option process. The appointment lasts until the next time the Council has elections.

Parish councillors are not employees, they are elected/co-opted representatives who volunteer their time for free to work on behalf of their communities. You do not have to be a member of any political party. Good parish councillors are concerned with local community matters (refer to our website for main duties and responsibilities of a parish councillor).

Please indicate which part of Kents Hill & Monkston Parish Council you are prepared to represent? Monkston Kents Hill Monkston Park

Please give your personal details. This information is held under the GDPR and the Data Protection Act 2018 and will not be shared outside the Parish Council without your permission.

Your full legal name	Daniel Hippey
Your "common name" if different	Dan Hippey

Qualifications – please indicate yes or no to each

1. Are you a British subject, or a citizen of the Commonwealth or the European Union? Yes
2. On the "relevant date" (i.e. the day on which you propose yourself for co-option) were you 18 years of age or over? Yes
3. On the "relevant day", were you a local government elector for the council area for which you want to stand; or
Have you during the whole of the 12 months preceding that day, occupied as owner or tenant any land or other premises in the council area; or
Have you, during that same period, had your principal or only place of work in the council; or
During that 12 month period, have you resided in the council area? Yes
4. Are you subject of a bankruptcy restriction order or interim order? No
5. Have you lived in the council area or within three miles of it for the whole of the 12 months preceding the "relevant day"? Yes
6. Have you, within five years before the day of the co-option, been convicted in the United Kingdom of any offences and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine? No
7. Do you work for the council you want to become a councillor for? No

My family and I have lived in Monkston Park since it was built in 2005, our kids have both attended the local schools and we run a local accountancy business.

I previously worked as a Detective with the Metropolitan Police, initially working with Transport for London. Later with the Directorate of Professional Standards as an Investigating Officer for police complaints and misconduct. I then held a role with the National Digital Exploitation Service, working in Counter Terrorism and Serious Organised Crime (further details are restricted in the public space).

On leaving the police service, I worked as Investigations Coordinator for the Insurance Fraud Bureau, during Covid I left the IFB to continue working for our own accountancy & advisory business.

Along side my employment, I also work with a Social Housing provider reviewing complaints made by tenants. Ensuring that the provider is complying with the Housing Ombudsman's Code and their own internal complaints policy. Currently I hold the position of Chair of this panel, this also involves reporting findings and recommend learning lessons to the Board.

I have a keen interest in the local environment, protection of the vulnerable including the social and economic issues that may affect people. Along with substantial experience in law enforcement from a criminal and civil perspective. Having also advised on national infrastructure projects, I've extensive experience in the implementation of matters affecting the communications, energy and financial systems.


I also volunteer at All Saints Church in MK Village undertaking periodic grass cutting and I'm also a volunteer with the Guide Dogs for the Blind Association as a breeding stock holder.

I believe my extensive work experience and local knowledge will assist the Parish Council to become more effective and work closer with residents, stakeholders and other interested parties.

I confirm that the information listed above, to the best of my knowledge, is true and correct.

Name: Daniel Hippey

Date: 16/09/2024

Signed: 

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AGENDA ITEM FC 0127/24 – BIN WORKING GROUP TERMS OF REFERENCE

The Clerk drafted a Terms of Reference for the Bin Working Group and presented to Council last meeting. Council resolved that the Bin Working Group members be sourced and for them to review the Terms of Reference and present them back to Council for approval.

Clerk

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AGENDA ITEM FC 0128/24 – NEW WEBSITE

Council agreed a budget for a new website. A spec has been drafted and circulated to Council. Council to decide if they wish to approve the spec and Officers start to obtain quotes, or whether Council wish to form a Website Working Group to undertake further work.

Clerk

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AGENDA ITEM FC 0129/24 – ALLOTMENT SOFTWARE

Council currently use Rialtas allotment software with 1 user license. There is a lot of administration on the allotments, and the software has not been updated since August 2023. Rialtas only offer 1 or 5 licenses so we cannot just pay for two. Two licenses are needed – one for the Clerk and one for another person to help administer/cover Clerk absence etc. At the August Full Council meeting, Council resolved to increase the Rialtas allotment software from 1 to 5 licenses at a cost of £249 + VAT, minimum 3-year term. The Rialtas software currently costs £192 + VAT p.a., minimum 3-year term, which is in addition to the £249. As the original license motion is within the last 6 months, this is a special motion requested by the Chair, Cllr Hippey and Cllr Wong. The Rialtas allotment software contract ends 31.03.25 but as we need to enter over a years' worth of updates now is a good time to change to a different software if Council wish to.

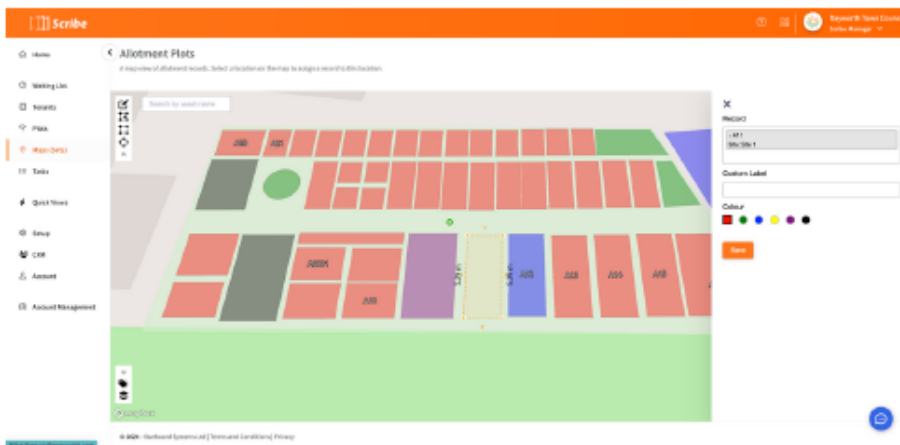
Scribe offer a good allotment software package which is modern, easy to use, has good training and support, and has a lot of great facilities such as a map of the plots.

There is a monthly fee, plus a one-off set-up fee payable in the first year only and then acts as an evergreen agreement with the Council that all future training for new/additional users are provided at no extra cost, which includes training for any new Clerks/RFOs. This is a benefit with the Council having a new Clerk shortly, and an Allotment Officer keen to use the software also.



SCRIBE ALLOTMENTS

STREAMLINE YOUR ALLOTMENT MANAGEMENT. BUILT FOR PARISH, TOWN,
DISTRICT, COUNTY, BOROUGH COUNCILS AND ALLOTMENT SOCIETIES



Scribe Allotments transforms allotment management, addressing common challenges such as data mismanagement, inefficient manual processes, and poor tracking of invoices and payments.

- **Plot Management:** Easily list plots, and their sizes, and add photos & notes.
- **Waiting List:** Manage and streamline your waiting list process.
- **Tenancy Agreements:** Attach, track and manage tenancy agreements.
- **Invoicing and Payments:** Sync seamlessly with our accounting package.
- **Tenancy Renewals:** Manage renewals for any time period.
- **Mapping:** Visualise your allotments with mapping features.
- **Auto-Calculate Fees:** Calc fixed fees or variable rates based on plot size.
- **Discounts:** Easily add and apply discounts.
- **Additional Features:** Manage additional rates, such as sheds or water.
- **Emails and Templates:** Send customised emails for all communications.
- **Plot Inspections and Notices:** Manage inspections and send notices with just a few clicks.
- **Accounts Integration:** Ensure accurate financial records by integrating with Scribe Accounts and in the future Xero and Sage.

ADDITIONAL FEATURES

All Scribe products are fully integrated and come with additional features:

- **Unlimited Users with Role-Based Access Controls:** Increase access and collaboration whilst not compromising data integrity.
- **Attaching Files to Any Record:** Easily attach and retrieve documents related to records for full audit trail.
- **Advanced Searching & Filtering:** Easily find and view pertinent records using quick search and advanced filtering capabilities.
- **Emailing & Email Templates:** Ensure streamlined and consistent communication to suppliers and customers.
- **Centralised Contact & Data Collection Audit Trail:** Maintain a consolidated CRM database of suppliers and customers.
- **Compliance & Security:** Guard sensitive information with GDPR compliance, data encryption, backups, and two-factor authentication.

Quote received for software covering all 3 allotment sites:

Name	Price	Quantity	Subtotal
Monthly Subscription			
Allotments subscription fee per month	£33	Billed Monthly	£33
Initial Payment			
Initial Payment - Allotments	£262	1	£262
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (initial payment, excl VAT)			£262
Monthly Total Thereafter (excl VAT)			£33

*Based on Premium

There is an additional charge if we want the export of data loaded from Rialtas into Scribe of £199 + VAT. There are 109 entries and as we want to do a complete audit/update of the data I believe that it would be better for us to input the data.

RECOMMENDATION: That Council approve the purchase of Scribe allotment software to be used with immediate effect at a cost of £33pm, plus a one-off set up fee of £262, both plus VAT.

If agreed, Council to decide whether to have the data imported or not.

Clerk

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AGENDA ITEM FC 0133/24 – DATE OF NEXT MEETING

Council to agree the date of the next meeting.

RECOMMENDATION: That the next Full Council meeting be held on Thursday 21st November 2024 at 7pm.

Clerk

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