



**Minutes of an Ordinary Meeting of the Parish Council held on
Thursday 3rd October 2024 at 7.00pm at**

Kents Hill Community Centre, 4 Frithwood Crescent, Kents Hill MK7 6HG

Members present: Cllr Chandra (Chair), Cllr Hippey, Cllr Veignal, Cllr Wong

In attendance: 1 member of the public

Clerk/Minutes: Samantha Haywood, Locum Clerk

Minute ref	Item	Vote / Action
	IT WAS RESOLVED that Cllr Chandra chair the meeting in the absence of the Chair and Vice-Chair.	Proposed:LV Seconded:AW Agreed unanimously
FC 100/24	APOLOGIES FOR ABSENCE	
	Cllr Patel. Cllr Boungou-Pouaty – personal. IT WAS RESOLVED that the apologies be accepted.	Proposed:VC Seconded:MH Agreed unanimously
FC 101/24	DECLARATIONS OF INTEREST	
	Cllr Chandra and Cllr Hippey declared an interest in Finance due to payments to them. Cllr Hippey declared an interest in Co-option due to being the spouse of the co-option applicant.	
FC 102/24	APPROVAL OF MINUTES	
	IT WAS RESOLVED that Council approve the minutes of the Full Council meeting held on 15.08.24 as a true and accurate record, and that they be signed by the Chair.	Proposed:LV Seconded:AW Agreed unanimously Clerk
FC 103/24	OPEN MEETING	
	No member of the public wished to speak.	
FC 104/24	CO-OPTION OF MEMBER(S) / RESIGNATION	
i.	Resignation of Member	
	IT WAS RESOLVED that Council note the resignation of Cllr Saudi.	Proposed:AP Seconded:TBP Agreed unanimously
ii.	Co-option	
	IT WAS RESOLVED that the item be deferred due to being inquorate for this item with a Member declaring an interest.	Proposed:VC Seconded:LV Agreed unanimously Clerk
FC 105/24	COUNCILLOR AND CLERK REPORTS	
	IT WAS RESOLVED that Council note the Clerk's report.	Proposed:VC Seconded:LV Agreed unanimously

	IT WAS RESOLVED that Council note the MKCC Ward Councillor Ferrans report, and to feedback on the proposed hamburger roundabout reported on that it would be much better and cheaper for the white lines to be improved.	Proposed:VC Seconded:LV Agreed unanimously Clerk																																			
FC 106/24	FINANCE & ACCOUNTS																																				
i.	Invoices for payment																																				
	IT WAS RESOLVED that the following invoices be approved for payment:	Proposed:LV Seconded:VC Agreed unanimously Clerk																																			
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ii.	Payments made by the Clerk using delegated power																																				
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iii.	Income received													
	IT WAS RESOLVED that Council note the income received:	Proposed:LV Seconded:VC Agreed unanimously												
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iv.	Direct debit / standing order payments													
	IT WAS RESOLVED that Council note the direct debit / standing order payments made:	Proposed:LV Seconded:MH Agreed unanimously												
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iv.	Internal transfers													
	IT WAS RESOLVED that Council note the internal transfers made:	Proposed:LV Seconded:MH Agreed unanimously												
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v.	Bank balances													
	IT WAS RESOLVED that Council note the bank balances: 1) Allotments account. £1,312.39 2) Community Card account. £500 3) Instant access deposit account. £18,041.94 4) Current account £138,371.76 5) Metro account £10,182.80 6) Cambridge Building Society. £21,086.02 7) Cambridge & Counties Savings. £88,705.66	Proposed:LV Seconded:MH Agreed unanimously												
vi.	External Auditors Report and Certificate													
	IT WAS RESOLVED that Council note Section 3 of the 2023/24 AGAR External Auditors Report and Certificate.	Proposed:LV Seconded:VC Agreed unanimously												
FC 107/24	BANK SIGNATORIES													
	IT WAS RESOLVED that Council approve all existing Members to be bank signatories on all bank accounts held by the Council.	Proposed:VC Seconded:LV Agreed unanimously Clerk												
FC 108/24	GOVERNANCE DOCUMENT REVIEW													
i.	Safeguarding Policy													
	The Clerk had drafted a Safeguarding Children and Vulnerable Adults policy, as included within the agenda pack. IT WAS RESOLVED that Council approve the Safeguarding Children and Vulnerable Adults policy.	Proposed:VC Seconded:LV Agreed unanimously Clerk												

ii.	Health & Safety Policy	
	The Clerk had drafted a Health & Safety policy, as included within the agenda pack. IT WAS RESOLVED that Council approve the Health & Safety policy.	Proposed:VC Seconded:LV Agreed unanimously Clerk
FC 109/24 CORRESPONDENCE RECEIVED		
	IT WAS RESOLVED that Council note the correspondence received: Emails received: <ul style="list-style-type: none"> • 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) • NALC enewsletters, 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. 03.10.24 meeting cancelled (Emailed:Members) • RTM Landscapes. Grounds maintenance reports. (Emailed:Members) • Age UK. Details of Friendship Club 28.08.24. (Emailed:Members, website, Facebook) • RTM Landscapes. Chemical Application Report Trigger confirmation (Emailed:Members) • Age UK Milton Keynes. Upcoming events. (website, Facebook) • MKCAN inaugural AGM and workshop 22.09.24 (Emailed:Members) • Community Action: MK AGM 2024, 03.10.24 (Emailed:Members) • MKCC. Parish forum meeting 12.09.24 (Emailed:Members) • Newport Pagnell Town Council. Invite from May to `Day's Musical Night`, 03.10.24 (Emailed:Members) • MKCC. Notification that they are making significant change their planning systems / Planning Register so it will be subject to a period of scheduled downtime, anticipated to start on 13.09.24 to 30.09.24 (Emailed:Members) • MKCC. Draft Housing Allocation Scheme consultation. Deadline for response 02.12.24. (Emailed:Members) 	Proposed:LV Seconded:AW Agreed unanimously
FC 110/24 RESIDENTS MEETING		
	IT WAS RESOLVED that Council approve the following for the residents meeting: <ul style="list-style-type: none"> • Meeting to be held on 16.11.24, 10am to 12 noon. • Venue to be Monkston Community Centre (if available). • A CPR and/or defibrillator awareness session to be booked with South Central Ambulance Service at a cost of a £100 donation. 	Proposed:LV Seconded:AW Agreed unanimously Clerk / All Clerk

	<ul style="list-style-type: none"> • The police to be contacted to see if they will offer free bike marking. • The Chair of the Neighbourhood Watch group be asked to have a stand. PCSO to be invited. • A leaflet advertising the event to be printed and delivered to every household at a cost of up to £350. The draft leaflet circulated to all Members was approved for print. • A budget of up to £100 for refreshments (tea, coffee, juice, cakes etc) to be provided. Local organisations to be contacted to see if they wish to provide the refreshments as a way of fundraising. • All local groups/organisations/religious groups etc to be invited to attend and have a stand if they wish to promote their services. • A list of events / activities available in the parish to be displayed. • A contingency budget of £500. 	<p>Clerk</p> <p>VC / Clerk</p> <p>Clerk</p> <p>MH</p> <p>Clerk / All</p> <p>Clerk</p>
FC 111/24	PLANNING / PLANNING COMMITTEE	
i.	New applications	
	<p>IT WAS RESOLVED that Council respond to planning application 24/01939/HOU. 149 Blanchland Circle, Monkston, demolition of the existing conservatory and erection of single storey rear extension with rooflights, with no comment.</p> <p>IT WAS RESOLVED that Council respond to planning application 24/01822/HOU. 9 Easby Grove, Monkston, conversion of existing garage into living accommodation and erection of a shed dormer above, installation of a new ground floor side window, with no comment.</p>	<p>Proposed:VC Seconded:AW Agreed unanimously Clerk</p> <p>Proposed:VC Seconded:AW Agreed unanimously Clerk</p>
ii.	Notifications	
	<p>IT WAS RESOLVED that Council note the planning notifications:</p> <ul style="list-style-type: none"> • Application 24/02037/DISCON. Former Dominos Pizza, Lasborough Road, Kingston. Approval of details required by conditions 6 (bicycle parking), 9 (hard and soft landscaping), 12 (Landscape Ecology Management Plan) and 16 (site waste management plan) of permission ref. 23/01503/FUL. • Application no: 24/01921/CLUP. 13 Aylesford Grove Monkston. Certificate of Lawfulness for the erection of a single storey rear extension with rooflights. 	<p>Proposed:VC Seconded:AW Agreed unanimously</p>
iii.	Planning Enforcements	
	<p>IT WAS RESOLVED that Council note application 24/00369/ENF, 39A Ealing Chase, Monkston. MKCC, in its capacity as the local planning authority, has received a complaint alleging a breach of planning control. The alleged breach is: 'Description of alleged breach Extension to the side of the house used as a separate address (not registered on GIS/Google)'. The matter has been registered under the above reference number and assigned to Case Officer Pavan Hira who will conduct an initial investigation in line with our Local Enforcement Plan. The complainant will receive an update following this investigation.</p>	<p>Proposed:VC Seconded:AW Agreed unanimously</p>

iv.	Appeals	
	IT WAS RESOLVED that Council note application 24/01231/CLUP. 17 Frithwood Crescent, Kents Hill. Description of development Change of use from Class C3(a) (Dwellinghouse) to C3(b) (Children's home) Appeal ref APP/Y0435/X/24/3351075. An appeal has been lodged with the Planning Inspectorate. The decision of the City Council to refuse permission.	Proposed:VC Seconded:AW Agreed unanimously
v.	Permissions	
	IT WAS RESOLVED that Council note permission has been granted for applications: 24/01407/HOU. 45 Groombridge, Kents Hill. Erection of a single storey rear extension (retrospective). 24/01415/FUL. Installation of new external enclosure for motor generator housing within existing external compound. 1 Whitehall Avenue, Kingston. 24/01638/HOU, 19 Perivale, Monkston Park. Erection of single storey rear extension.	Proposed:VC Seconded:AW Agreed unanimously
vi.	Refusals	
	IT WAS RESOLVED that Council note refusal of application 24/01533/DISCON. Dominos Pizza, Lasborough Road, Kingston. Proposal: 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 MKCC, under their powers provided by the above legislation, Refuse the details submitted pursuant of conditions 6 (Bicycle Parking), 9 (Hard and Soft Landscaping), 12 (LEMP) and 16 (Site Waste Management). The reason(s) for refusing consent are: (1) Condition 12 - Landscape and Ecology Management Plan (LEMP). Split decision.	Proposed:VC Seconded:AW Agreed unanimously
FC 112/24	BIN WORKING GROUP	
	We have received complaints regarding bins overflowing. The bin emptying contractor has confirmed that the bins are regularly emptied but they have insufficient capacity. There are also many bins that need replacement or repair. As agreed by Council, CIF funding has been applied for to replace the bins and a response is awaited. A review needs to be undertaken as to the condition of the bins, location of the bins, capacity of the bins, appropriateness of the number of bins etc. The Clerk suggested a working group is formed and had circulated a draft Terms of Reference. IT WAS RESOLVED that Council form a Bin Working Group consisting of Cllr Hippey, Cllr Boungou-Pouaty, and any resident that wishes to be involved. The Parish Warden to be liaised with also. The group to be advertised to residents and once the group is formed, the Terms of Reference to be looked at and presented back to Council for approval	Proposed:VC Seconded:LV Agreed unanimously MH / TBP

	before any work is carried out.	
FC 113/24	COUNCILLOR TRAINING	
	IT WAS RESOLVED that Council note that the Chair, Cllr Wong, Cllr Hippey, and Cllr Viegna have been booked onto the BALC Councillors Essentials Parts 1 to 3 training course being held on 15 th , 22 nd & 29 th January 2025 at a cost of £90 each by the Clerk using delegated power.	Proposed:VC Seconded:LV Agreed unanimously AP / AW / MH / LV
FC 114/24	MOBILE PHONES	
	<p>Council currently has 2 mobile phones, one for the Parish Warden and one for the Clerk. The contract is in the name of a previous Clerk, not the Parish Council, which is not appropriate. The ex-Clerk currently receives the invoices and pays them. We then reimburse the person. New phones/contracts have been investigated and presented to Council for consideration.</p> <p>IT WAS RESOLVED that further investigation is undertaken, particularly to the EE Public Sector contract. The Clerk to have delegated power to decide upon new phone contracts, working in liaison with Cllr Hippey, and the recommended contracts to be emailed to all councillors.</p>	Proposed:VC Seconded:LV Agreed unanimously Clerk / MH
FC 115/24	EXCLUSION OF PRESS AND PUBLIC	
	IT WAS RESOLVED that pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by s100 of the Local Government Act 1972, that the press and public be excluded from the meeting for the following agenda item under Standing Order 3d on the grounds that their consideration would involve the disclosure of exempt information. Any recordings of the meeting ceased.	Proposed:VC Seconded:MH Agreed unanimously
FC 116/24	CHIEF OFFICER/CLERK/RFO RECRUITMENT	
i.	Chief Officer/Clerk/RFO recruitment	
	<p>Second interviews had been carried out. An extensive discussion took place.</p> <p>IT WAS RESOLVED that:</p> <ul style="list-style-type: none"> • The highest scoring candidate be offered the position. • Starting salary to be £37,336 p.a. • NALC contract to be used as a template with the green book references removed, and a short time working clause to be added. • Local government pension scheme. • 6 month probationary period. 3 month notice period. • RFO role to be included. • Annual leave – as per NALC contract. 	Proposed:VC Seconded:LV Agreed unanimously Clerk
ii.	Clerk Handover	
	IT WAS RESOLVED that Council approve a handover from the Locum Clerk to the new Clerk as 3 days plus 10 additional hours if needed, and a meeting room to be booked for the 3-day handover.	Proposed:VC Seconded:LV Agreed unanimously Clerk

FC 117/24	DATE OF NEXT MEETING	
	IT WAS RESOLVED that the date of the next meeting be 22.10.24.	Proposed:VC Seconded:LV Agreed unanimously Clerk
<p>The meeting closed at 8.58 pm.</p> <p>Signed: <div style="display: flex; justify-content: space-around; width: 100%;"> Chair Date </div> </p> <p><i>MKCC – Milton Keynes City Council</i> <i>BALC – Buckinghamshire Association of Local Councils</i> <i>RFO – Responsible Finance Officer</i> <i>PC – Parish Council</i></p>		

