



**Minutes of an Ordinary Meeting of the Parish Council held on
Thursday 15th August 2024 at 7.00pm at**

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

Members present: Cllr Patel (Chair), Cllr Boungou-Pouaty, Cllr Chandra, Cllr Hippey, Cllr Viegnal, Cllr Wong

In attendance: 8 members of the public

Clerk/Minutes: Samantha Haywood, Locum Clerk

Minute ref	Item	Vote / Action
FC 055/24	APOLOGIES FOR ABSENCE	
	None received.	
FC 056/24	DECLARATIONS OF INTEREST	
	<i>Cllr Chandra joined the meeting.</i>	
	None received.	
FC 057/24	APPROVAL OF MINUTES	
	IT WAS RESOLVED that Council approve the minutes of the Full Council meeting held on 18.07.24 as a true and accurate record, and that they be signed by the Chair.	Proposed:AP Seconded:TBP Agreed unanimously Clerk
FC 058/24	OPEN MEETING	
i.	Community Centres	
	<p>Janette Murphy, MKCC Leisure and Community Officer, reported that some time ago and, as part of the Leisure Asset Transfer programme, they were in dialogue with the Parish Council for the transfer of Monkston Park Community Centre. At the time, the management committee were struggling both financially and with resources and were not quorate. The facility became a priority for transfer. The Parish Council decided not to proceed with the transfer. A new management committee was found and new trustees appointed. Since this time, they have gone from strength to strength. They have restructured, invested and streamlined processes. Thus, out of respect for them, and the great work they have done and are doing (all being volunteers) they agreed not to revisit transfer in the immediate future. It is possible that the management committee may be open to handing the facility over to the Parish Council mid 2025 and Janette was happy to start talks with them concerning this but did warn that due to workload this may not start until early 2025.</p> <p>Monkston Community Centre is also no longer available as a contract has been signed for a Church to take over the facilities. The freehold is available for both community centres.</p>	

	<p>Q – Would we oversee or overtake the community centre? A – Both. MKCC would not be involved once the Parish Council took on the facility.</p> <p>Q – Is the sports ground a recreational ground? A – No, it is a sports field, and of good standard. There is a demand for sports pitches in the area. It costs circa £17k p.a. to maintain but grants are available.</p> <p>Q – Is it structural sound? A – Yes but it would be sold as seen so a structural condition survey is recommended.</p> <p>Q – Could the centre be extended for an office? A – MKCC would not do this as they do not have the funding. There may be s106 monies. It might be possible for the Parish Council to rent office space within the centre.</p> <p>Q – Is the freehold transferred with the lease? A – The Parish Council can have the freehold but we would only be the landlord so probably not the best option.</p> <p>Q – Could we have a portable office? A – Not sure whether space would allow as there are trees. It would need planning permission. There is a small office which could be used, with the door blocked off. MKHA have a new building which used s106 funds. Could the Parish Council share with Broughton? There are lots of offices.</p>	
ii.	Communications	
	<p>A resident advised that they could not read the notices in the noticeboard due to having vision problems and asked the Council to consider ways in which information could be made more accessible. The resident also reported that the noticeboards are often a mess. The Clerk confirmed that a noticeboard audit is on her to do list.</p>	Clerk
iii.	Fitness Classes	
	<p>Two residents thanked the Parish Council for considering reinstating the fitness classes and spoke in support.</p>	
FC 059/24	CO-OPTION OF MEMBERS / WARDS	
	<p>The new Councillors were welcomed by the Chair. IT WAS RESOLVED that Cllr Hippey be allocated to the Monkston Park ward and Cllr Wong be allocated to the Kentshill ward.</p>	<p>Proposed:AP Seconded:TBP Agreed unanimously Clerk</p>
FC 060/24	COUNCILLOR AND CLERK REPORTS	
	<p>IT WAS RESOLVED that Council note the Clerk's report. IT WAS RESOLVED that Council note the MKCC Ward Councillor Ferrans report.</p>	<p>Proposed:AP Seconded:TBP Agreed unanimously Clerk</p>

FC 061/24	ALLOTMENT SOFTWARE LICENSES																																					
	IT WAS RESOLVED that Council approve increasing the Rialtas allotment software from 1 to 5 licenses at a cost of £249 + VAT, 3-year term.				Proposed:MH Seconded:AP Agreed unanimously Clerk																																	
FC 062/24	FINANCE & ACCOUNTS																																					
i.	Invoices for payment																																					
	IT WAS RESOLVED that the following invoices be approved for payment:				Proposed:TBP Seconded:AP Agreed unanimously Clerk																																	
	<table border="1"> <thead> <tr> <th>Payee</th> <th>Invoice No</th> <th>Amount</th> <th>Description</th> <th>Power to pay</th> </tr> </thead> <tbody> <tr> <td>RTM Landscapes Ltd</td> <td>4823</td> <td>£593.13</td> <td>Allotment maintenance</td> <td>Smallholdings & Allotments Act 1908 ss 23,26&42</td> </tr> <tr> <td>Kents Hill Community Centre</td> <td>5269</td> <td>£15.00</td> <td>Council Meeting room hire</td> <td>LG Act 1972 s150</td> </tr> <tr> <td>Parish Online</td> <td>00MG042-D007</td> <td>£378.00</td> <td>Mapping software annual fee</td> <td>LG Act 1972 s111</td> </tr> <tr> <td>LGRC</td> <td>1936</td> <td>£5,068.98</td> <td>Locum services – Jul 24</td> <td>LG Act 1972 s112</td> </tr> <tr> <td>Marcus Young Environmental Services Ltd</td> <td>4374</td> <td>£1,571.40</td> <td>Bin emptying Jul 24</td> <td>PHA 1875 s164. OSA 1906 ss9&10</td> </tr> <tr> <td>S Haywood</td> <td>Expenses</td> <td>£53.09</td> <td>Bank transfer to new account for ICO DD to stop it bouncing & incurring charges. Lever arch files, file dividers.</td> <td>LG Act 1972 s111</td> </tr> </tbody> </table>	Payee	Invoice No	Amount	Description	Power to pay	RTM Landscapes Ltd	4823	£593.13	Allotment maintenance	Smallholdings & Allotments Act 1908 ss 23,26&42	Kents Hill Community Centre	5269	£15.00	Council Meeting room hire	LG Act 1972 s150	Parish Online	00MG042-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		
Payee	Invoice No	Amount	Description	Power to pay																																		
RTM Landscapes Ltd	4823	£593.13	Allotment maintenance	Smallholdings & Allotments Act 1908 ss 23,26&42																																		
Kents Hill Community Centre	5269	£15.00	Council Meeting room hire	LG Act 1972 s150																																		
Parish Online	00MG042-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																																		
	<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. Payments are made by the Clerk and two Councillors log in and approve the payments.</i>																																					
ii.	Payments made by the Clerk using delegated power																																					
	IT WAS RESOLVED that Council note the payments made by the Clerk outside of meeting using delegated power:				Proposed:TBP Seconded:MH Agreed unanimously																																	
	<table border="1"> <thead> <tr> <th>Payee</th> <th>Invoice No</th> <th>Amount</th> <th>Description</th> <th>Power to pay</th> </tr> </thead> <tbody> <tr> <td>Axatax Pest Control Ltd</td> <td>184957</td> <td>£72.00</td> <td>Wasp nest removal</td> <td>PHA 1875 s164. OSA 1906 ss9&10</td> </tr> <tr> <td>Prestige Plumbing & Gas</td> <td>325</td> <td>£150.00</td> <td>Repair to 2 allotment water tanks</td> <td>Smallholdings & Allotments Act 1908 ss 23,26&42</td> </tr> </tbody> </table>	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 & Allotments Act 1908 ss 23,26&42																						
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 & Allotments Act 1908 ss 23,26&42																																		
iii.	Income received																																					
	IT WAS RESOLVED that Council note the income received:				Proposed:TBP Seconded:MH Agreed unanimously																																	

	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	
iv.	Direct debit / standing order payments				
	IT WAS RESOLVED that Council note the direct debit / standing order payments made:				Proposed:TBP Seconded:MH Agreed unanimously
	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
iv.	Internal transfers				
	IT WAS RESOLVED that Council note the internal transfers made:				Proposed:TBP Seconded:MH Agreed unanimously
	From	To	Amount	Date	
	Metro current account	Unity current account	£152,432.44	31.07.24	
v.	Bank balances				
	IT WAS RESOLVED that Council note the bank balances:				Proposed:TBP Seconded:MH Agreed unanimously
	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.	
vi.	Unity Trust Bank banking resolution	
	<p>IT WAS RESOLVED that Council approve the Unity Trust Bank banking resolution:</p> <p><i>Your resolution</i></p> <ul style="list-style-type: none"> • 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. • 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 & Conditions may vary from time to time and we agree to be bound by them. • We will provide Unity with instructions and changes in line with the mandate. • Unity should rely on this Mandate until we send future amends. • 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. • 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. <p><i>Your telephone and Internet Banking declaration</i></p> <ul style="list-style-type: none"> • 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. • We agree to use the Internet Banking Service in accordance with the Terms & 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. <p><i>Your declaration</i></p> <ul style="list-style-type: none"> • We acknowledge your right to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information. • 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. • We confirm that we have read the Terms & Conditions and Privacy Statement and acknowledge that we will be bound by them. 	<p>Proposed:TBP Seconded:MH Agreed unanimously</p>

FC 063/24	MILTON KEYNES CITY COUNCIL LOCAL PLAN 2050	
	IT WAS RESOLVED that the Chair and Cllr Hippey draft a response to the MKCC Local Plan 2050 for Council consideration.	Proposed:AP Seconded:MH Agreed unanimously AP / MH
FC 064/24	CORRESPONDENCE RECEIVED	
	<p>IT WAS RESOLVED that Council note the correspondence received:</p> <p>Emails received:</p> <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) • 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) • 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) 	Proposed:AP Seconded:AW Agreed unanimously
FC 065/24	FITNESS CLASSES	
	<p>The Fitness Class Working Group presented a detailed costed proposal to Council for consideration.</p> <p>IT WAS RESOLVED that Council approve:</p> <ul style="list-style-type: none"> • The reinstatement of the fitness classes on a 4-month trial period. • An SLA to be drafted by Cllr Boungou-Pouaty, Cllr Chandra, and the Clerk. • Estelle Wilkinson to be contracted as the fitness instructor at a cost of £45 ph (£65 ph per full session including setup and closedown time). 	Proposed:TBP Seconded:LV Agreed unanimously Clerk / TBP / LV Clerk / TBP / VC

	<ul style="list-style-type: none"> • Venue to be Monkston Primary School at a cost of £33.50 ph (additional hours £22). • Classes to start mid-September. Monday evenings 6-7pm. <p>The Clerk had drafted three leaflet designs for Council consideration. IT WAS RESOLVED that Council approve a leaflet to be delivered to every household in the parish. The Clerk to be given delegated power to obtain printing and delivery costs for an A5 full colour leaflet, and to liaise with the Chair and Cllr Boungou-Pouaty as to which company to place the order with to ensure best value.</p>	Proposed:TBP Seconded:LV Agreed unanimously Clerk
FC 066/24	PLANNING / PLANNING COMMITTEE	
i.	New applications	
	<p>IT WAS RESOLVED that Council respond to planning application 24/01638/HOU, 19 Perivale, Monkston Park, erection of single storey rear extension, with no comment.</p> <p>IT WAS RESOLVED that Council respond 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, with no comment.</p> <p>IT WAS RESOLVED that Council respond 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, with no comment.</p> <p>IT WAS RESOLVED that Council respond to planning application 24/01632/HOU, 107 Crowborough Lane, Kents Hill, erection of single storey rear extension, with no comment.</p>	<p>Proposed:TBP Seconded:AW Agreed unanimously Clerk</p> <p>Proposed:TBP Seconded:AW Agreed unanimously Clerk</p> <p>Proposed:TBP Seconded:AW Agreed unanimously Clerk</p> <p>Proposed:TBP Seconded:AW Agreed unanimously Clerk</p>
ii.	Refusals	
	<p>IT WAS RESOLVED that Council note the planning refusals:</p> <p>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.</p>	Proposed:TBP Seconded:MH Agreed unanimously

	<p>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.</p>	
iii.	Planning Committee Terms of Reference	
	See Committee minute below.	
FC 067/24	HEALTH & WELLBEING COMMITTEE	
i.	Heath & Wellbeing Committee	
	<p>The Clerk reported that following 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 and therefore recommended that a Health & Wellbeing Committee was formed to look at all these areas. IT WAS RESOLVED that Council do not form a Health & Wellbeing Committee and that working groups be used instead.</p>	<p>Proposed:TBP Seconded:LV Agreed unanimously</p>
ii.	Health & Wellbeing Committee Terms of Reference	
	Item not discussed / relevant due to decision above.	
FC 068/24	COMMITTEE MEMBERSHIP / OFFICERS	
i.	HR Committee Membership	
	IT WAS RESOLVED that Council do not allocate membership to the HR Committee and that working groups be used instead until more Members are in post.	<p>Proposed:TBP Seconded:LV Agreed unanimously</p>
ii.	Planning Committee Membership	
	IT WAS RESOLVED that Council do not have a Planning Committee.	<p>Proposed:TBP Seconded:LV Agreed unanimously</p>
iii.	Health & Wellbeing Committee Membership	
	IT WAS RESOLVED that Council do not form a Health & Wellbeing Committee.	<p>Proposed:TBP Seconded:LV Agreed unanimously</p>
iv.	Allotment Officer	
	IT WAS RESOLVED that Cllr Hippey be the Allotment Officer.	<p>Proposed:TBP Seconded:VC</p>

		Agreed unanimously MH / Clerk
FC 069/24	COMMUNITY CENTRES	
	<p><i>MH declared an interest due to being the Monkston Community Centre accountant.</i></p> <p>IT WAS RESOLVED that the Parish Council take over the freehold for the Monkston Community Centre and the Monkston Park Community Centre but a business plan to be in place first, and liaison with MKCC and the centre committees.</p>	<p>Proposed:TBP Seconded:AP Agreed unanimously Clerk</p>
FC 070/24	EXCLUSION OF PRESS AND PUBLIC	
	<p>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 two agenda items under Standing Order 3d on the grounds that their consideration would involve the disclosure of exempt information. The Chair asked that anyone recording the meeting ceased to do so for the following two agenda items.</p>	<p>Proposed:VC Seconded:TBP Agreed unanimously</p>
FC 071/24	FINANCE ASSISTANT CONTRACT	
	<p>IT WAS RESOLVED that Council ratify the decision of extending the Finance Assistant's contract until 31.08.24.</p> <p>IT WAS RESOLVED that the Finance Assistant's contract be extended until 31.10.24 and the title to be changed to Finance & Administration Assistant.</p>	<p>Proposed:AP Seconded:TBP Agreed unanimously</p> <p>Proposed:AP Seconded:TBP Agreed unanimously</p>
FC 072/24	CHIEF OFFICER/CLERK/RFO RECRUITMENT	
	<p>The Clerk gave an update on the recruitment process. IT WAS RESOLVED that:</p> <ul style="list-style-type: none"> • 3 candidates be invited back for second interview. • All councillors to be in the interview panel and to advise their availability to the Clerk. Candidate availability also to be obtained and then the Clerk to arrange the interviews. • The Clerk to not be part of the interview scoring process as a Member advised that it would be illegal as the Clerk would be part of the decision process and a Clerk cannot make decisions. • The employment contract to not refer to the Green Book. • Cllr Hippey to investigate further a standard pension scheme such as NEST as opposed to a local government pension scheme which is very expensive. Employer contribution for NEST is 3% minimum as opposed to 21-23% for the local government scheme. It was reported and noted that if a candidate is currently within a local government pension scheme then it is likely we would need to continue that. In order to be fair to all staff further consideration is needed. 	<p>Proposed:TBP Seconded:VC 5 for, 1 against</p> <p>All Clerk</p> <p>Clerk</p> <p>MH</p>
FC 073/24	DATE OF NEXT MEETING	
	<p>IT WAS RESOLVED that the date of the next meeting be 26.09.24.</p>	<p>Proposed:VC Seconded:MH Agreed unanimously Clerk</p>

The meeting closed at 9.16 pm.

Signed: Date.....
Chair

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