



Minutes of an Ordinary Meeting of the Parish Council held on

Tuesday 22nd October 2024 at 7.06pm at

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

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

In attendance: 0 members of the public

Clerk/Minutes: Samantha Haywood, Locum Clerk

Minute ref	Item	Vote / Action
FC 118/24	APOLOGIES FOR ABSENCE	
	Cllr Boungou-Pouaty and Cllr Chandra – business. IT WAS RESOLVED that the apologies be accepted.	Proposed:AP Seconded:LV Agreed unanimously
FC 119/24	DECLARATIONS OF INTEREST	
	Cllr Hippey declared an interest in Finance due to a payment to her company. Cllr Hippey declared an interest in Co-option due to being the spouse of the co-option applicant. Cllr Veignal declared an interest in the fitness classes due to being a participant.	
FC 120/24	APPROVAL OF MINUTES	
	IT WAS RESOLVED that Council approve the minutes of the Full Council meeting held on 26.09.24 as a true and accurate record, and that they be signed by the Chair. IT WAS RESOLVED that Council approve the minutes of the Full Council meeting held on 03.10.24 as a true and accurate record, and that they be signed by the Chair.	Proposed:LV Seconded:MH Agreed unanimously Clerk
FC 121/24	OPEN MEETING	
	No members of the public present.	
FC 122/24	COUNCILLOR AND CLERK REPORTS	
	IT WAS RESOLVED that Council note the Clerk's report. IT WAS RESOLVED that Council note the Member report.	Proposed:LV Seconded:AP Agreed unanimously

FC 123/24 FINANCE & ACCOUNTS

i.	Invoices for payment					
IT WAS RESOLVED that the following invoices be approved for payment:						Proposed:AP Seconded:AW Agreed unanimously Clerk
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's Advice Bureau		KHMP/01/2425/Q2	£1,181.25	CAB contribution Q2 Jul – Sept 24	LG Act 1972 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 & Allotments Act 1908 s23, 26 & 42	
<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. Payments are made by the Clerk, and two Councillors log in and approve the payments.</i></p>						
ii.	Payments made by the Clerk using delegated power					
IT WAS RESOLVED that Council note the payments made by the Clerk outside of the meeting using delegated power:						Proposed:AP Seconded:MH Agreed unanimously
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	PHAAA 1890 s44. OSA 1906 ss 9 & 10. LG (Misc. Prov.) Act 1976 s19.	
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	

iii.	Income received																					
	IT WAS RESOLVED that Council note the income received:	Proposed:AP Seconded:MH Agreed unanimously																				
	<table border="1"> <thead> <tr> <th>Source</th> <th>Bank account</th> <th>Amount</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Milton Keynes City Council</td> <td>Current</td> <td>£86,547.50</td> <td>Second half of precept</td> </tr> <tr> <td>Metro Bank</td> <td>Instant Access</td> <td>£7.28</td> <td>Interest</td> </tr> </tbody> </table>	Source	Bank account	Amount	Description	Milton Keynes City Council	Current	£86,547.50	Second half of precept	Metro Bank	Instant Access	£7.28	Interest									
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iv.	Direct debit / standing order payments																					
	IT WAS RESOLVED that Council note the direct debit / standing order payments made:	Proposed:AP Seconded:MH Agreed unanimously																				
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v.	Internal transfers																					
	IT WAS RESOLVED that Council note the internal transfers made:	Proposed:AP Seconded:MH Agreed unanimously																				
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vi.	Bank balances																					
	IT WAS RESOLVED that Council note the 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	Proposed:AP Seconded:MH Agreed unanimously																				
FC 124/24	CORRESPONDENCE RECEIVED																					
	IT WAS RESOLVED that Council note the correspondence received: Emails received: <ul style="list-style-type: none"> • 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. 	Proposed:AP Seconded:LV Agreed unanimously																				

	<p>(Emailed:Members)</p> <ul style="list-style-type: none"> • 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) 	
FC 125/24	TRAINING	
	<p><i>Cllr Hippey declared an interest due to being the delegate.</i></p> <p>IT WAS RESOLVED that Council 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>	<p>Proposed:AP Seconded:LV Agreed unanimously MH</p>
FC 126/24	CO-OPTION OF MEMBERS	
i.	Vacancy	
	<p>IT WAS RESOLVED that Council note that MKCC have confirmed that no requests for election for Mrs Saudi's vacancy were received so the vacancy can now be filled by co-option.</p>	<p>Proposed:LV Seconded:AW Agreed unanimously</p>
ii.	Member Co-option	
	<p>IT WAS RESOLVED that the item be deferred due to being inquorate, taking into account declarations of interest, and an Extraordinary meeting be arranged to consider this agenda item.</p>	<p>Proposed:LV Seconded:AW Agreed unanimously Clerk</p>
FC 127/24	BIN WORKING GROUP TERMS OF REFERENCE	
	<p>The Bin Working Group had revised the draft Terms of Reference and circulated to Council.</p> <p>IT WAS RESOLVED that Council approve the revised Bin Working Group Terms of Reference.</p>	<p>Proposed:AP Seconded:AW Agreed unanimously Clerk</p>
FC 128/24	NEW WEBSITE	
	<p>The Clerk had drafted a website specification and circulated to Council. It was suggested that a Communication Strategy Working Group be formed instead, which would include the new website, and all other aspects of communication. A discussion took place which included:</p> <p>* The out-of-date security certificate is a concern but it would be better to spend the time and money on a new site which would address the problem. * A new website is priority due to the security certificate and the current site being inadequate. * The work involved for the Communications Strategy Working Group</p>	

	<p>proposed is extensive. A working group is best formed to work on one issue and then be disbanded. The proposed communications strategy group would be looking at many areas, and would be ongoing, therefore would be better as a committee.</p> <p>* All communications such as leaflets, social media posts, website text etc need to go via the Clerk to ensure they are appropriate and legal.</p> <p>* New branding, particularly the logo, needs to be looked at and modernised.</p> <p>IT WAS RESOLVED that Council form a Website Working Group to produce a fully detailed costed proposal for a new website to present to Council for approval. Members of the Working Group to be the Chair, Cllr Chandra, Cllr Wong, and Cllr Boungou-Pouaty. The Clerk to draft a Terms of Reference and present to the next Council meeting for consideration and approval before the working group starts work on the project. Consideration of a Communications Strategy Committee to be added to the next agenda for Council consideration.</p>	<p>Proposed:AP Seconded:MH Agreed unanimously AP / AW / TBP / VC Clerk</p> <p>Clerk</p>
FC 129/24 ALLOTMENT SOFTWARE		
	<p>Council currently uses Rialtas allotment software with 1 user licence. 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 licences so we cannot just pay for two. Two licences 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 licences 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 licence 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 it was suggested that this is a good time to change to a different software. Two further quotes had been obtained and presented to Council for consideration.</p> <p>IT WAS RESOLVED that Council approve using Scribe Allotment software with immediate effect, at a cost of £33pm and a one-off set up fee of £262 + VAT. It was agreed to a 3-year term which provides a 10% discount on the monthly fee.</p>	<p>Proposed:AP Seconded:LV Agreed unanimously Clerk</p>
FC 130/24 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 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.</p>	<p>Proposed:AP Seconded:LV Agreed unanimously</p>
FC 131/24 ADMINISTRATION & FINANCE ASSISTANT CONTRACT		
	<p>IT WAS RESOLVED that Council approve extending the Administration & Finance Assistant's contract until 30.11.24.</p>	<p>Proposed:MH Seconded:LV Agreed unanimously Clerk</p>

