



Kents Hill & Monkston Parish Council

13th December 2024

An ORDINARY MEETING of the PARISH COUNCIL will be held on Thursday 19th December 2024 at 7.00pm at Monkston Community Centre, St. Bartholomews, Monkston, MK10 9FJ 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.

Ryan Fuller
Chief Officer/Clerk/RFO

AGENDA

ITEM NO.	ITEM
FC 154/24	APOLOGIES FOR ABSENCE To receive and approve apologies for absence.
FC 155/24	DECLARATIONS OF INTEREST Members to declare any disclosable personal or pecuniary interests they may have and the nature of those interests relating to any agenda item.
FC 156/24	APPROVAL OF MINUTES To confirm as a correct record the minutes of the Full Council meeting held on Thursday 28 th November 2024.
FC 157/24	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 158/24	COUNCILLOR AND CLERK REPORTS <ol style="list-style-type: none">To receive a report from the Clerk.To receive reports from Members.
FC 159/24	FINANCE AND ACCOUNTS <ol style="list-style-type: none">To consider and approve invoices for payment.To note income received.

	<ol style="list-style-type: none"> 3. To note direct debit/standing order payments made. 4. To note internal transfers made. 5. To note the bank balances.
FC 160/24	<p>BUDGET PREPARATION To receive and consider an initial outline 2025/26 budget and Medium-Term Financial Plan and to consider the level of reserves.</p>
FC 161/24	<p>GRANT APPLICATIONS To consider grant applications from local community groups and organisations.</p>
FC 162/24	<p>GOVERNANCE REVIEW To consider the adoption of new Financial Regulations.</p>
FC 163/24	<p>CORRESPONDENCE RECEIVED To note the correspondence received.</p>
FC 164/24	<p>ALLOTMENTS</p> <ol style="list-style-type: none"> 1. To consider options to address invoicing arrangements for allotment rents. 2. To consider a proposed freeze in allotment rents for 2025/26. 3. To receive quotes for tree maintenance at Monkston Park allotments and decide upon a course of action. 4. To consider options for undertaking improvement works to the allotment sites.
FC 165/24	<p>CO-OPTION OF MEMBER(S)</p> <ol style="list-style-type: none"> 1. To consider and decide upon applications for co-option. 2. To consider and decide upon printing and distributing a leaflet to advertise current vacancies on the Council and recruit applicants for co-option.
FC 166/24	<p>PLANNING To note/decide upon planning matters as per the appendix below.</p>
FC 167/24	<p>EXCLUSION OF PRESS AND PUBLIC 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. RECOMMENDATION: The meeting be closed to the press and public for the following two agenda items under Standing Order 3d.</p>
FC 168/24	<p>COMMUNITY CENTRES ASSET TRANSFERS To consider and decide upon matters associated with the transfer of the freeholds of both Monkston Park Community Centre and Monkston Community Centre.</p>
FC 169/24	<p>LOCAL GOVERNMENT PAY AGREEMENT 2024/25 To note the National Joint Council for Local Government Services pay agreement for 2024/25 and to consider how this applies to the Parish Council's employees.</p>
FC 170/24	<p>DATE OF THE NEXT MEETING & SCHEDULE OF FUTURE MEETINGS To confirm the date of the next Ordinary Council meeting and to consider a proposed schedule of meetings for the remainder of the municipal year.</p>

Members of the press and public are welcome.

APPENDIX

AGENDA ITEM FC 159/24 – FINANCE AND ACCOUNTS

Invoices for approval for payment:

Payee	Invoice No	Amount	Description	Power to pay
Kee IT Services Ltd	9938	£296.64	MS 365 licence renewal	LG Act 1972 s111
LGRC Associates Ltd	2039	£2,574.70	Locum services Oct/Nov 24	LG Act 1972 s112
Viking Office UK Ltd	5096876	£20.89	Stationery	LG Act 1972 s111
Shurguard UK	2405802816	£138.46	Storage unit rent 07.12.24 – 06.01.25	LG Act 1972 s133
Estelle Coaching	0020241202	£260.00	Fitness class coaching – Nov - Dec 24	LG Act 1972 s145
Marcus Young Environmental Services Ltd	4307	£1,272.00	Bin emptying – Feb 24	PHA 1875 s164. OSA 1906 ss 9 & 10
Marcus Young Environmental Services Ltd	4435	£1,526.04	Bin emptying – Nov 24	PHA 1875 s164. OSA 1906 ss 9 & 10
RTM Landscapes Ltd	5049	£593.13	Monthly allotment maintenance – Nov 24	Smallholdings and Allotments Act 1908 ss 23, 26 & 42
R Fuller	11.12.24	£82.35	Reimbursement for mileage	LG Act 1972 s111
C Schraibman	25.11.24	£142.65	Reimbursement for mobile telephone payments	LG Act 1972 s111
SLCC	QL206302-1	£144.00	FILCA qualification fee	LG Act 1972 s111
SLCC	QL206303-1	£144.00	ILCA qualification fee	LG Act 1972 s111
SLCC	ORD509897-1	£221.44	Legal reference books	LG Act 1972 s111
SLCC	MEM252278-1	£318.00	SLCC membership	LG Act 1972 s143

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.

Income received November 2024:

Source	Bank account	Amount	Description
Metro Bank	Business Instant Access Account	£2.11	Credit interest

Direct debit / standing order payments made November 2024:

Payee	Payment type	Amount	Description	Power to pay
Unity Trust Bank	SO	£6.75	Service charge	LG Act 1972 s111
Unity Trust Bank	SO	£0.02	Debit interest	LG Act 1972 s111
Royal Mail	DD	£353.40	PO Box	LG Act 1972 s111
EE	DD	£42.12	Mobile phone contracts	LG Act 1972 s111

Internal transfers 22 November – 12 December 2024:

From	To	Amount	Date
Metro Allotment account	Metro Instant Access account	£1000.00	25.11.24
Metro Allotment account	Metro Instant Access account	£500.00	25.11.24
Metro Allotment account	Metro Instant Access account	£455.11	25.11.24
Metro Instant Access account	Unity Current account	£714.27	25.11.24
Metro Instant Access account	Unity Current account	£2.11	09.12.24

Bank balances:

- 1) Allotment account. £2,000.00
- 2) Instant access deposit account. £205,000.00
- 3) Current account. £9,918.80
- 4) Cambridge Building Society. £21,693.34
- 5) Cambridge & Counties Savings. £88,705.66

AGENDA ITEM FC 167/24 – PLANNING

New Planning Applications

1. **Application Reference:** PLN/2024/2575

Proposal: Certificate of Lawfulness for the proposed single storey rear extension with roof lights and the conversion of the garage into living accommodation, including associated alterations at **1 Pershore Croft, Monkston, Milton Keynes, MK10 9DQ.**

2. **Application Reference:** PLN/2024/2645

Proposal: Approval of details required by condition 10 (LEAP fencing) of permission ref. 22/02289/REM at **Land Off Timbold Drive, Timbold Drive, Kents Hill Park, Milton Keynes.**

3. **Application Reference:** PLN/2024/2646

Proposal: Approval of details required by condition 14 (Landscape Management Plan) of permission ref. 20/01176/OUT at **Land Off Timbold Drive, Timbold Drive, Kents Hill Park, Milton Keynes.**

Approved Planning Applications

1. **Application Reference:** 23/02889/FUL

Proposal: Proposed extension to side of existing building, external alterations including remodeling of existing service yard and provision of new yard with associated bell mouth at **Alpla Ltd, Lasborough Road, Kingston, Milton Keynes, MK10 0AB.**

Notice of Appeals

1. APPEAL BY Dozie Akudinobi
AGAINST REFUSAL FOR
Change of use from Class C3(a) (Dwellinghouse) to C3(b) (Childrens home) at
17 Frithwood Crescent, Kents Hill, Milton Keynes, MK7 6HQ.
Appeal Start Date: 10 December 2024

SUPPORTING INFORMATION

AGENDA ITEM FC 156/24 – APPROVAL OF MINUTES

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

Clerk

AGENDA ITEM FC 158/24 – CLERK’S REPORT

Over the last couple of weeks since the last Council meeting, I have primarily been focused on issues relating to the budget, allotments, community centres, and governance, all of which feature elsewhere on the agenda for this meeting.

Some Members have asked me to provide insight into the duties of the Clerk and the responsibilities of the Parish Council. I will bring a fuller report to a future meeting but for now, I would highlight that at this stage in the year, setting a budget and determining a precept requirement is the primary focus given the necessity to do so by the end of January 2025. Attention then moves to matters such as the end of year financial closedown and preparation of accounts, internal audit, Annual Parish Meeting, the annual review of policies, risk assessments, asset register, insurance, and governance documents, the Annual Meeting of the Parish Council, preparation and submission of the Annual Governance and Accountability Return (AGAR), publication requirements related to AGAR, the exercise of public rights, and the external audit – all of which have to take place within certain time periods of the Council year.

Banking

I wrote last month that banking arrangements continued to be problematic, and I will repeat those comments again this month. We only have two signatories on the Council’s Unity Trust accounts and therefore rely on both Members to log in and authorise payments. With one Member not logging in for over a month, payments have been unable to be made, and the Council has incurred late payment and interest charges and is being chased for payment by multiple suppliers. We have now added another Member to the account, and I hope to have these issues resolved by the time of the meeting. Not only have we been unable to pay any of the outstanding invoices because of this issue, but I have also been unable to progress any of the actions from the last meeting that required orders to be placed or payments to be made.

Social Media

I have received no response from a former Clerk who we were advised has the login details for the Council’s Facebook page. The other duplicate page that has been being used more recently is controlled via a staff member’s personal account and ownership cannot be changed. This is not ideal as the Council has no ownership or control of its own social media presence. I will therefore bring suggestions back to a future Council meeting.

Governance

I need to remind Members that they should not be placing orders, giving instructions, or incurring any expenditure on behalf of the Council. Doing so is a breach of both Standing Orders and Financial Regulations. Individual Members cannot have authority delegated to them, and working groups are not decision-making groups. If a Member incurs unauthorised expenditure on behalf of the Council, then they may become personally liable for that expenditure.

Clerk

AGENDA ITEM FC 158/24 – MEMBER REPORTS

Councillors Return of Work – Michaela Hippey (November / December 2024)

Parish Council Residents Meeting

I assisted our new Clerk, Ryan in setting up for the meeting and arranging refreshments. I attended the event on Saturday 16/11/24, this proved to be an excellent opportunity for meeting with residents and local groups.

Monkston Community Centre

Met with trustees to discuss their progress with the centre. I am pleased to see big improvements being made already with implementation of an online booking system and better reach on social media.

Continued work on collating information and putting together a business plan to consider the best options for the acquisition and management of the centre for presentation to council.

Allotments

After attending the training for Scribe Allotments software I have been working on getting the records up to date and input into the new system along with reconciling payments received over the past 2 years.

Following the residents meeting I attended the allotments to visit a couple of residents / plot holders with some issues around the sites. Also assessed Monkston and Kents Hill sites in regard to surface water drainage issues to establish where work may be needed.

Attended the allotments with the Parish Clerk and Warden to take a look around all three sites and get an idea of work may need to be done and a general review of the condition of each site.

Had a meeting with Parish Clerk to devise a plan for getting the administration for the allotments, including billing up to date. Also discussed proposal for improvement works in regard to our maintenance of the sites and work that is required.

Bin Working Group

Some further work done on the report of the state of the bins and reading reports from waste contractor to establish where our capacity needs to be improved.

Hoping to complete the work of this group in the next month.

Local Issues

- Responding to an enquiry from a local resident regarding overgrown planting near allotments by visiting resident and raising a request to the Clerk for review.
- Reported Overgrown Brambles hanging over Redway between Goldhawk & Ladbrooke Grove, Monkston Park to MKC – ref: MKCC 665392496.

- Reported Roundabout Roadsign Damaged on Oakgrove Roundabout on junction of H7 Chaffron Way & V10 Brickhill Street – ref: FS665124475.
- 01/12/24 Litter Collection at Monkston Park

Training

Attended training on Scribe Allotments software on 20/11/24

Attended NALC Online Event on Empowering the Young Councillors of Tomorrow on 13/12/24

Other

Attended Parish Council Budget Meeting session on Saturday 07/12/24

Read & responded to Local Policing Budget survey

AGENDA ITEM FC 160/24 – BUDGET PREPARATION

An informal budget strategy/briefing session took place on Saturday 7 December where Members present considered budget priorities.

Members are now asked to consider the following first draft initial budget (Table 1) and Medium-Term Financial Plan (Table 2) and provide comments and feedback to shape the final version that will be presented to the January 2025 meeting of Full Council for approval.

Members are also advised to consider the Council’s reserves position as detailed in Table 3 and explicitly consider the suggested transfers between Earmarked and General reserves and the overall use of reserves in setting the budget and the precept.

The Council is required to notify MKCC of its precept requirement by the end of January 2025.

Members are reminded that details of individual staff salaries should not be discussed in public session.

Table 1 – Draft Budget

Heading	Actual 2023/24	Budget 2024/25	Estimated Year End Position 31.03.25	Budget 2025/26
EXPENDITURE				
Staff Costs				
Salaries	35,965.05	86,475.00	42,500.00	92,000.00
NI	14,514.05	-	-	-
Pensions	13,943.15	-	-	-
WFH Allowance	291.00	-	-	-
Contract Staff	-	965.00	21,215.00	-
	64,713.25	87,440.00	63,715.00	92,000.00
Administration				
Insurance	706.84	756.00	756.00	808.00
Bank Charges	240.00	100.00	130.00	200.00
HR Consultants	50.00	-	-	-
Travel Expenses	451.35	350.00	600.00	600.00
Payroll Processing	397.84	585.00	570.00	650.00

Recruitment	-	500.00	430.00	500.00
IT Hardware & Software	1,267.15	5,050.00	4,600.00	5,000.00
Office Equipment	-	-	-	3,000.00
Staff H&S	-	-	-	500.00
Website	-	3,000.00	3,000.00	-
Memberships	1,131.47	1,874.00	1,600.00	1,630.00
Audit	760.00	976.00	870.00	900.00
Room Hire	455.65	600.00	600.00	200.00
Newsletter Costs	2,907.00	10,060.00	-	10,500.00
Events	-100.00	-	-	5,000.00
Training	10.00	2,000.00	1,500.00	2,000.00
Legal/Professional Fees	790.00	1,000.00	-	1,000.00
LAT	1,795.00	5,000.00	2,500.00	2,500.00
Office Expenses	2,357.26	3,120.00	3,050.00	-
Stationery/Supplies	-	-	-	700.00
Postage	-	-	-	100.00
PO Box	-	-	-	240.00
Telephone & Internet	-	-	-	925.00
Data Protection	-	-	-	40.00
Storage Unit	-	-	-	500.00
Cllr Expenses	124.64	-	-	-
Chair's Allowance	-	-	400.00	1,200.00
Hospitality	44.50	100.00	-	-
CP Furniture	144.00	-	-	-
CP IT Equipment	643.00	-	-	-
Lone Working Alarm	-	500.00	-	-
	14,175.70	35,571.00	20,606.00	38,693.00
Services				
Bin Emptying	15,139.00	16,251.00	16,251.00	18,000.00
New Bins	-	4,815.00	-	25,000.00
Defibrillators	1,374.65	1,766.00	-	1,750.00
Fitness Classes	8,525.00	8,000.00	4,000.00	8,000.00
Landscaping	6,442.90	5,500.00	-	4,000.00
Street Furniture	-	3,200.00	-	-
Grants - s137	2,745.00	3,425.00	3,425.00	3,500.00
MKCAB	3,003.75	4,005.00	4,725.00	4,825.00
MKPA Play Sessions	6,930.00	7,945.00	7,425.00	7,600.00
Older People Sessions	-	2,700.00	-	-
Young Parents Sessions	-	2,700.00	-	-
Caldecotte Xperience	-	3,200.00	-	-
Other Community Activities	-	2,000.00	1,800.00	-
CCTV Camera Service	-	9,000.00	-	-
Play areas	-	26,225.00	10,000.00	-
	44,160.30	100,732.00	47,626.00	72,675.00
Allotments				
Allotments - MP	1,203.76	-	-	2,010.00
Allotments - KH	653.81	-	-	637.00
Allotments - Monkston	1,934.97	-	-	2,460.00
Other	1,482.82	6,464.00	6,464.00	8,000.00
	5,275.36	6,464.00	6,464.00	13,107.00

Monkston Community Centre				
Repairs and Renewals	-	-	-	50,000.00
Insurance	-	-	-	500.00
Grounds Maintenance	-	-	-	15,000.00
Maintenance Equipment	-	-	-	10,000.00
	-	-	-	75,500.00
TOTAL EXPENDITURE	128,324.61	230,207.00	138,411.00	291,975.00
INCOME				
Bank Interest	3,774.98	3,611.00	4,000.00	4,000.00
s106	-	-	-	10,000.00
Miscellaneous	2,335.00	-	200.00	-
	6,109.98	3,611.00	4,200.00	14,000.00
Allotments				
Allotment Rent - MP	669.53	1,713.00	-	1,713.00
Allotment Rent - KH	458.08	1,084.00	-	1,084.00
Allotment Rent - Monkston	370.73	1,827.00	-	1,827.00
	1,498.34	4,624.00	-	4,624.00
Monkston Community Centre				
Maintenance Grants	-	-	-	7,680.00
Equipment Grant	-	-	-	6,000.00
				13,680.00
TOTAL INCOME	7,608.32	8,235.00	4,200.00	32,304.00
SUMMARY AND PRECEPT:				
Net Expenditure	128,324.61	230,207.00	138,411.00	291,975.00
Net Income	7,608.32	8,235.00	4,200.00	32,304.00
Figure to Balance	120,716.29	221,972.00	134,211.00	259,671.00
Contribution to/(from) Reserves	358.71	(48,877.00)	38,884.00	(80,000.00)
Precept	121,075.00	173,095.00	173,095.00	179,671.00
Tax Base	2621	2663		2707
Band D Charge	46.19	65.00	-	66.37
Increase		40.7%		2.1%

Table 2 – Draft Medium-Term Financial Plan

Heading	Budget 2026/27	Budget 2027/28	Budget 2028/29
EXPENDITURE			
Staff Costs			
Salaries	103,000.00	108,000.00	114,000.00
NI	-	-	-
Pensions	-	-	-
WFH Allowance	-	-	-

Contract Staff	-	-	-
	103,000.00	108,000.00	114,000.00
Administration			
Insurance	865.00	925.00	1,000.00
Bank Charges	210.00	220.00	230.00
HR Consultants	-	-	-
Travel Expenses	600.00	600.00	600.00
Payroll Processing	650.00	650.00	715.00
Recruitment	-	-	-
IT Hardware & Software	3,000.00	3,600.00	3,000.00
Office Equipment	-	-	-
Staff H&S	500.00	500.00	500.00
Website	-	-	-
Memberships	1,670.00	1,700.00	1,735.00
Audit	950.00	1,000.00	1,050.00
Room Hire	-	-	-
Newsletter Costs	10,750.00	11,000.00	11,250.00
Events	5,000.00	5,000.00	5,000.00
Training	2,000.00	2,000.00	2,000.00
Legal/Professional Fees	1,000.00	1,000.00	1,000.00
LAT	-	-	-
Office Expenses	-	-	-
Stationery/Supplies	400.00	425.00	450.00
Postage	100.00	100.00	100.00
PO Box	-	-	-
Telephone & Internet	950.00	980.00	1,010.00
Data Protection	40.00	40.00	40.00
Storage Unit	-	-	-
Cllr Expenses	-	-	-
Chair's Allowance	1,200.00	1,200.00	1,200.00
Hospitality	-	-	-
CP Furniture	-	-	-
CP IT Equipment	-	-	-
Lone Working Alarm	-	-	-
	29,885.00	30,940.00	30,880.00
Services			
Bin Emptying	18,000.00	18,000.00	19,200.00
New Bins	750.00	750.00	750.00
Defibrillators	500.00	-	500.00
Fitness Classes	9,000.00	9,000.00	9,000.00
Landscaping	4,000.00	4,000.00	4,000.00
Street Furniture	-	-	-
Grants - s137	3,500.00	3,500.00	3,500.00
MKCAB	4,925.00	5,025.00	5,125.00
MKPA Play Sessions	7,750.00	7,905.00	8,065.00
Older People Sessions	-	-	-
Young Parents Sessions	-	-	-
Caldecotte Xperience	-	-	-
Other Community Activities	-	-	-
CCTV Camera Service	-	-	-

Play areas	-	-	-
	48,425.00	48,180.00	50,140.00
Allotments			
Allotments - MP	250.00	260.00	270.00
Allotments - KH	130.00	140.00	150.00
Allotments - Monkston	550.00	575.00	600.00
Other	1,000.00	1,000.00	1,000.00
	1,930.00	1,975.00	2,020.00
Monkston Community Centre			
Repairs and Renewals	3,000.00	3,000.00	3,000.00
Insurance	525.00	551.00	578.00
Grounds Maintenance	12,000.00	12,250.00	12,500.00
Maintenance Equipment	-	-	-
	15,525.00	15,801.00	16,078.00
TOTAL EXPENDITURE	198,765.00	204,896.00	213,118.00
INCOME			
Bank Interest	3,800.00	3,800.00	3,800.00
s106	-	-	-
Miscellaneous	-	-	-
	3,800.00	3,800.00	3,800.00
Allotments			
Allotment Rent - MP	1,747.00	1,782.00	1,818.00
Allotment Rent - KH	1,106.00	1,128.00	1,151.00
Allotment Rent - Monkston	1,864.00	1,901.00	1,939.00
	4,717.00	4,811.00	4,908.00
Monkston Community Centre			
Maintenance Grants	5,123.00	2,567.00	2,567.00
Equipment Grant	-	-	-
	5,123.00	2,567.00	2,567.00
TOTAL INCOME	13,640.00	11,178.00	11,275.00
SUMMARY AND PRECEPT:			
Net Expenditure	198,765.00	204,896.00	213,118.00
Net Income	13,640.00	11,178.00	11,275.00
Figure to Balance	185,125.00	193,718.00	201,843.00
Contribution to/(from) Reserves	-	-	-
Precept	185,125.00	193,718.00	201,843.00
Tax Base	2740	2760	2780
Band D Charge	67.56	70.19	72.61
Increase	1.8%	3.9%	3.4%

Table 3 - Reserves

Reserve	Actual 2.12.24	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
EMR New Bins	4,500.00	-	3,000.00	6,000.00	9,000.00
EMR Street Furniture (noticeboards)	3,000.00	-	15,000.00	15,000.00	15,000.00
EMR Play Area Improvements	17,500.00	-	-	-	-
EMR New Website	3,000.00	-	-	-	-
EMR Community Centres	20,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Trading Reserve (6 months NRE)	74,243.00	80,000.00	92,500.00	97,000.00	101,000.00
Additional General Reserves	101,266.00	152,393.00	41,893.00	34,393.00	27,393.00
	223,509.00	262,393.00	182,393.00	182,393.00	182,393.00
Opening Balance	223,509.00	262,393.00	182,393.00	182,393.00	182,393.00
Predicted YE contribution to/(from) reserves	38,884.00	(80,000.00)	-	-	-
Predicted Closing Balance	262,393.00	182,393.00	182,393.00	182,393.00	182,393.00

Members are also reminded that the Council holds an additional £88,705.66 as a three year bond invested with the Cambridge & Counties Bank. The bond matures in 2026, and depending on decisions taken regarding that investment it may affect the reserves position.

RECOMMENDATION: That the Council resolves to:

1. Consider the draft budget and provide comments and feedback to enable a final draft budget to be presented to the January 2025 meeting of Full Council.
2. Consider the draft Medium-Term Financial Plan and provide comments and feedback.
3. Consider the Council's reserves positions in relation to the budget, precept, and Medium-Term Financial Plan and provide comments and feedback to enable recommendations relating to Earmarked and General reserves to be presented to the January 2025 meeting of Full Council as part of the budget setting process.

Clerk

AGENDA ITEM FC 161/24 – GRANT APPLICATIONS

Two applications for grant funding have been received. The application forms are included below, and any supporting documents will be available to Members at the meeting. £3,245 remains in this year's budget for grants.

1. Application from Renew @ Kents Hill for £1,000.

1.	Name: Renew @ Kents Hill
2.	Address: Kents Hill Community Centre, Frithwood Crescent, Kents Hill, MK7 6HQ
3.	Contact Telephone Number: None

4.	Email Address and Website Address: ChristtheKingmk@live.co.uk https://www.renewwellbeing.org.uk/our-centres/east/560-buckinghamshire-milton-keynes
5.	Purpose of the organisation: A Renew Wellbeing Café affiliated to the Charity Renew Wellbeing and supported by Christ The King Church.
6.	Organisation meeting place and frequency of meetings: Every Tuesday morning at Kents Hill Community Centre
7.	Membership numbers: Approx 20
8.	Membership age range and typical age: We are all inclusive of any age, current attendees range from Approx 30 to 89
9.	Number of the organisation's membership living in our Parish: Aprox 15
10.	Number of years your organisation has been in existence _June 2021

PLEASE TELL US ABOUT YOURSELF* (applicant):

1.	Name of applicant: Patsy Young
2.	Role within the organisation: Leader volunteer
3.	Address (if different to above): [REDACTED] [REDACTED]
4.	Contact Telephone Number: : [REDACTED]
5.	Email Address: [REDACTED]

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR PROJECT:

1.	<p>Purpose of the grant: Funds</p> <p>Funds are needed to continue to pay for the hire of the community centre, refreshments, newspaper and activity resources</p>
2.	<p>Details of the project:</p> <p>We provide a Renew Wellbeing café style space where it's ok not to be ok. This provides a safe social space with activities and trained volunteers. We are there for local people to drop in on a Tuesday morning between 9.30 a.m. and 11.30 a.m. to come and have a cup of tea and a chat, to join in with an activity or just sit quietly. We aim to help people improve their mental well being.</p> <p>We have a quiet space where people can go and sit, meditate or pray. We lead a prayer time here during the café session to which all are welcome, of any faith or no faith.</p>
3.	<p>Benefit of the project to the organisation's membership:</p> <p>The project supports people's wellbeing. We hope that those who come along will go away refreshed and renewed.</p>
4.	<p>Benefit of the project to local community: We are a Renew Wellbeing café at the heart of the community, open to any and all, to connect with others and improve their wellbeing, or simply to come along for a chat and a cuppa. Also it is a place to build up friendships.</p>
5.	<p>Proposed total cost of the project and breakdown of costs:</p> <p>£1,000 to cover the hall rent, refreshments and activities for the next six months.</p>
6.	<p>Grant application request: : £1,000 to cover the hall rent, refreshments and activities for the next six months.</p>
7.	<p>Other confirmed contributors to the project funding: We receive donations from attendees</p>
8.	<p>Fund raising activities planned to support this project if applicable (please attach evidence of these if possible). Possible cake sales</p>
9.	<p>Any other information to support your grant application. We are registered as a warm hub</p>

2. Application from Monkston Primary School for £3,000.

1.	Name: Monkston Primary School
2.	Address: Wadhurst Lane, Monkston, Milton Keynes, MK10 9LA
3.	Contact Telephone Number: 01908 671034
4.	Email Address and Website Address:
5.	<p>Purpose of the organisation:</p> <p>Education</p> <p>Building also used by: Parish Council keep fit classes Milton Keynes Athletic Football Club Spotlights Theatre Group New City Church</p>
6.	<p>Organisation meeting place and frequency of meetings:</p> <p>Monkston Primary School, 7.30am to 6pm Monday to Friday during term time</p>
7.	<p>Membership numbers:</p> <p>408 pupils and 55 staff</p>
8.	<p>Membership age range and typical age:</p> <p>4-11 years</p>
9.	<p>Number of the organisation's membership living in our Parish:</p> <p>280</p>
10.	<p>Number of years your organisation has been in existence</p> <p>23 years</p>

PLEASE TELL US ABOUT YOURSELF* (applicant):

1.	Name of applicant: Emily Winship
2.	Role within the organisation: Business Manager

3.	Address (if different to above):
4.	Contact Telephone Number: [REDACTED]
5.	Email Address: [REDACTED]

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR PROJECT:

1.	<p>Purpose of the grant:</p> <p>To purchase and install a retractable electronic awning to external wall of one classroom. All classrooms would benefit from this but due to the expense we are only making an application for one.</p>
2.	<p>Details of the project:</p> <p>One of our classrooms had an electronic retractable awning installed using a Kents Hill & Monkston Parish Council grant many years ago. This classroom is considerably cooler than other classrooms during the summer months. All classrooms within the school have large windows that face the sun during the afternoon, we use fans and blinds to cool them as best we can but the effect is minimal during hot weather</p>
3.	<p>Benefit of the project to the organisation's membership:</p> <p>To help protect children from heat-related illnesses – heat stress, heat exhaustion and heatstroke</p> <p>Our recent Display Energy Certificate recommendation report included 'consider applying reflective coating to windows and/or fit shading devices to reduce unwanted solar gain.' We are planning on installing a reflective coating to lower windows but do not have the funds to install awnings to reduce unwanted solar gain.</p>
4.	<p>Benefit of the project to local community:</p> <p>Provide shade and protection for teachers, parents, community users and visitors too.</p>
5.	<p>Proposed total cost of the project and breakdown of costs:</p>

	5m x 4m with remote operation & wind sensor £5034 Installation cost £600-£1200
6.	Grant application request: £3000
7.	Other confirmed contributors to the project funding: school to match funding
8.	Fund raising activities planned to support this project if applicable (please attach evidence of these if possible).
9.	Any other information to support your grant application.

Clerk

AGENDA ITEM FC 162/24 – GOVERNANCE REVIEW

Earlier this year, NALC published updated Model Financial Regulations which bring together all the essential procedures and financial regulations that councils need to implement to ensure they manage their finances effectively and transparently.

The updated regulations emphasise customisation to fit the varying sizes and activities of councils. Key areas for adaptation include the roles of the Clerk and the Responsible Financial Officer (RFO), the use of committees, and the approval processes for payments and invoices. Adaptions have been made to the new Financial Regulations based upon the Council’s existing Financial Regulations and operating model.

NALC has made significant revisions in procurement and the tendering process to enhance transparency and competitiveness. New thresholds for formal tender processes have been set to encourage fair competition while considering the council’s scale of spending. This includes specific requirements for obtaining multiple quotes or estimates based on the estimated value of contracts.

Reflecting modern governance practices, there is a greater emphasis on electronic payments and approvals. The regulations now provide detailed guidelines on managing electronic transactions, including the authorisation levels required and the security measures to be observed.

There has been a robust enhancement in the sections dealing with risk management and internal controls. Councils must review their risk management policies and internal control systems annually. Additionally, the role of the internal auditor is more clearly defined to ensure independence and effectiveness in evaluating the council’s risk management, control, and governance processes.

Updates include more detailed guidelines on asset management, ensuring that all assets are regularly verified and adequately insured. This section aims to prevent losses and mismanagement of council assets, thereby safeguarding public resources.

The regulations underscore the importance of precise financial planning and budget management. Councils are required to set their budgets and precepts based on thorough financial analysis and forecasts, extending up to three years where possible, to ensure sustainability and accountability.

Councils are advised to review and update their financial regulations in line with this new template to enhance financial management and ensure compliance with statutory obligations.

The draft Financial Regulations are appended separately as appendix A.

RECOMMENDATION: That the Council resolves to approve and adopt the draft Financial Regulations as set out in Appendix A.

Clerk

AGENDA ITEM FC 163/24 – CORRESPONDENCE RECEIVED

Emails received:

- MKCC. Emergency planning briefs. (Emailed: Members)
- MKCC. Family centre Christmas opening hours. (Emailed: Members)
- MKCC. Details of road closures / road works. (Emailed: Members)
- MKCC. Details of hoarding support group. (Emailed: Members)
- MKCC. Councillor newsletters. (Emailed: Members)
- MKCC. Details of litter warden service. (Emailed: Members)
- MKCC. SaferMK community safety update. (Emailed: Members)
- Office of the Police & Crime Commissioner. Budget consultation. (Emailed: Members)
- Office of the Police & Crime Commissioner. November newsletter. (Emailed: Members)
- NALC. E-newsletters, including events newsletters. (Emailed: Members)
- MKCAN. E-newsletters. (Emailed: Members)
- MK Community Foundation. November newsletter. (Emailed: Members)
- Local Government Boundary Commission. Ward boundaries consultation. (Emailed: Members)
- Willen Hospice. Impact report. (Emailed: Members)
- The Parks Trust. December newsletter. (Emailed: Members)

Clerk

AGENDA ITEM FC 164/24 – ALLOTMENTS

1. Allotment Rent Billing Arrangements

In February 2023 the Council resolved to move the start of the allotment year from April to November. This resulted in the allotment billing cycle no longer being in line with the financial year. At the same meeting in February 2023, Council also resolved to increase allotment rents by 10% as of 1 November 2023. The new rent levels were published on the Council's website, and allotment holders were advised of both the new rent levels and the change in date to the allotment year.

However, due to changes in staffing in 2023 no invoices were issued for the 1 November 2023 – 31 October 2024 period. Furthermore, no invoices have been issued for the 1 November 2024 – 31 October 2025 period either. The Council therefore needs to consider and decide upon a way forward to resolve the issue and bring the administration of the allotments up to date.

At the November 2024 meeting the Clerk and Cllr Hippey were asked to investigate the situation and bring back some options/recommendations. Those recommendations are:

- a) Change the allotment billing year back to 1 April - 31 March (beginning on 1 April 2025) to align with the Council's financial year.
- b) Issue invoices to allotment holders for the rent owed for the 1 November 2023 – 31 October 2024 period as per the agreed and published rents.
- c) Issue invoices in the new financial year for the new 1 April 2025 – 31 March 2026 allotment year.

- d) Consider either billing on a pro-rata basis for the interim period of 1 November 2024 – 31 March 2025 that would fall between the two allotment years or grant this as a rent-free period in recognition of the situation whereby upheaval within the Council has caused the delays and changes.

(If recommendations a), b), and c) are accepted then it is likely that allotment holders will receive invoices for two years of rent payments within a short space of time and it could therefore be considered a goodwill gesture to forego the rent owed from the 1 November 2024 – 31 March 2025 period)

- e) Confirm that all rent payments must be paid via electronic payment.
- f) Delegate authority to the Clerk to agree alternative payment schedules at his discretion for allotment holders who may be unable to pay the full amounts owing within the usual timescales provided all payments are brought up to date by 31 March 2026.

(This is suggested in recognition of the fact that allotment holders will, depending on the decisions of Members, potentially be invoiced for at least two years of rent payments within a shorter period of time than usual.)

RECOMMENDATION: That the Council resolves to approve recommendations a), b), c), e), and f) and determines its preference between the two options outlined in recommendation d).

2. 2025/26 Allotment Rent Charges

Fees and charges should be reviewed as part of the annual budget setting process, and this should include the rents charged for allotments. Until such a time as the terms and conditions and tenancy agreements for the allotments can be reviewed and updated, it is necessary to provide 12 months' notice of any proposal to increase allotment rents as per Section 1 of the Allotments Act 1922 (as amended by the 1950 Act). It is therefore suggested that as part of forthcoming communications to allotment holders regarding billing arrangements, the Council confirms that it has no intention of raising rent charges for the 2025/26 financial year but that it is considering the level of rent charges from 2026/27 as part of the current budget setting process.

RECOMMENDATION: That the Council resolves to confirm a rent freeze for allotment holders for the 2025/26 financial year.

3. Trees at Monkston Park Allotments

A neighbouring resident whose garden borders the Monkston Park allotments site has requested that the Council addresses two trees along the site's boundary. The trees are of considerable height and scale, causing issues with overshadowing.

Contractors have been consulted for advice and quotes. The consensus is that the multi-stem tree should be pruned to hedge height and integrated into the existing hedge. Opinions on the larger tree vary, with recommendations either to:

- Reduce its height by 40% and undertake a crown lift, or
- Pollard the tree.

The quotes and details of the proposed works will be tabled at the meeting for discussion.

RECOMMENDATION: That the Council resolves to approve an appropriate quote and method of pruning the two trees.



Image: The trees viewed from Monkston Park allotments.

4. Options for improvements at the allotments

Several options for improvements at the allotment sites have been identified as part of recent site visits by officers and Members. Given the upheaval the Council has faced recently, little attention seems to have been paid to maintaining and improving the infrastructure of the allotments and there are now several issues that require attention. These range from drainage issues to signage, access, pathways, and general maintenance.

Given the ongoing situation with allotment holders not being billed for the current year, coupled with the potential for the Council to recover owed rents, visible investment in the allotment sites could also serve as a gesture of goodwill. Addressing these issues would demonstrate the Council's commitment to maintaining and enhancing the allotments for the benefit of their users.

It is proposed that the Clerk be authorised to seek quotes for a range of potential improvements, to be presented to Members at a future meeting for consideration. Although there is no dedicated budget for such work in the current financial year, funds could be reallocated from other unused budget lines should Members decide to proceed with these improvements before year-end.

RECOMMENDATION: That the Council resolves to authorise the Clerk to seek quotes for options for improvements to the allotment sites for consideration by Members at a future meeting.

Clerk

AGENDA ITEM FC 165/24 – CO-OPTION OF MEMBER(S)

1. The Council currently has three vacant seats in the Monkston & Kingston ward and two in the Kents Hill & Brinklow ward. Five vacancies in total. We have one application for co-option to be considered:

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: 

RECOMMENDATION: That the Council resolves to decide upon the application for co-option.

2. Since the residents' meeting, two co-option application forms have been sent to interested residents but at the time of writing no completed applications have been submitted.

The Council currently has five vacancies, and it is still proving difficult to organise meetings and ensure there are enough Members to operate effectively. It is therefore suggested that a leaflet is printed and delivered to every house in the parish seeking applicants for co-option.

RECOMMENDATION: That the Council resolves to:

1. Approve the creation and distribution of a Councillor recruitment leaflet to every household in the parish, funded from the unused newsletter budget line.
2. Delegate the arrangements to the Clerk, in consultation with the Chair, subject to a maximum budget of £600.

Clerk

AGENDA ITEM FC 166/24 – PLANNING

New Planning Applications

1. **Application Reference:** PLN/2024/2575

Proposal: Certificate of Lawfulness for the proposed single storey rear extension with roof lights and the conversion of the garage into living accommodation, including associated alterations at **1 Pershore Croft, Monkston, Milton Keynes, MK10 9DQ.**

2. **Application Reference:** PLN/2024/2645

Proposal: Approval of details required by condition 10 (LEAP fencing) of permission ref. 22/02289/REM at **Land Off Timbold Drive, Timbold Drive, Kents Hill Park, Milton Keynes.**

3. **Application Reference:** PLN/2024/2646

Proposal: Approval of details required by condition 14 (Landscape Management Plan) of permission ref. 20/01176/OUT at **Land Off Timbold Drive, Timbold Drive, Kents Hill Park, Milton Keynes.**

Approved Planning Applications

1. **Application Reference:** 23/02889/FUL

Proposal: Proposed extension to side of existing building, external alterations including remodeling of existing service yard and provision of new yard with associated bell mouth at **Alpla Ltd, Lasborough Road, Kingston, Milton Keynes, MK10 0AB.**

Notice of Appeals

1. APPEAL BY Dozie Akudinobi
AGAINST REFUSAL FOR
Change of use from Class C3(a) (Dwellinghouse) to C3(b) (Childrens home) at
17 Frithwood Crescent, Kents Hill, Milton Keynes, MK7 6HQ.
Appeal Start Date: 10 December 2024

AGENDA ITEM FC 170/24 – DATE OF THE NEXT MEETING & SCHEDULE OF FUTURE MEETINGS

The Council is asked to confirm the following draft schedule of meetings for the remainder of the municipal year and to consider arrangements for the Annual Parish Meeting:

- Full Council – Tuesday 14 January 2025
- Full Council – Tuesday 11 February 2025
- Full Council – Tuesday 11 March 2025
- Full Council – Tuesday 8 April 2025
- Annual Meeting of the Parish Council – Tuesday 13 May 2025

Annual Parish Meeting

The Annual Parish Meeting is required by law to take place between 1 March and 1 June and cannot commence before 6pm. While this meeting is organised by the Parish Council and typically chaired by the Chair of the Parish Council (if present), it is distinct from a Parish Council meeting.

The Council is asked to consider and set the date, time, and format of the 2025 Annual Parish Meeting.

RECOMMENDATION: That the Council resolves to:

1. Agree that the next Full Council meeting be held on Tuesday 14 January 2024 at 7pm.
2. Agree the draft schedule of meetings for the remainder of the municipal year.
3. Consider the date and format of the 2025 Annual Parish Meeting.

Clerk