



**Minutes of an Ordinary Meeting of the Parish Council held on
Thursday 28th November 2024 at 7pm at
Kents Hill Community Centre, 4 Frithwood Crescent, Kents Hill, MK7 6HG**

Members present: Cllr Patel (Chair), Cllr Boungou-Pouaty, Cllr Hippey, Cllr Veignal

Absent: Cllr Wong

In attendance: 3 members of the public

Clerk/Minutes: Ryan Fuller - Clerk, & Samantha Haywood - Locum Clerk

Minute ref	Item	Vote
FC 134/24	APOLOGIES FOR ABSENCE	
	Cllr Vikas Chandra - business. IT WAS RESOLVED that the apologies be received.	Proposed: MH Seconded: LV Agreed unanimously
FC 135/24	DECLARATIONS OF INTEREST	
	Cllr Patel declared an interest in the Finance item due to his shareholding in Metro Bank. Cllr Veignal declared an interest in the fitness classes due to being a participant.	
FC 136/24	APPROVAL OF MINUTES	
	IT WAS RESOLVED that Council approve the minutes of the Extraordinary Full Council meeting – Fitness Classes, held on 03.10.24 as a true and accurate record, and that they be signed by the Chair. IT WAS RESOLVED that Council approve the minutes of the Extraordinary Full Council meeting – Monkston Community Centre, held on 03.10.24 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 22.10.24 as a true and accurate record, and that they be signed by the Chair.	Proposed: MH Seconded: LV Agreed unanimously
FC 137/24	OPEN MEETING	
i.	Allotments	
	Two allotment holders introduced themselves and advised that they were in attendance to hear the agenda item on allotment matters.	
ii.	Co-option	
	A resident stated that he had recently applied for co-option to the Council but had become aware of emails being sent by a Councillor to	

	<p>other Councillors making allegations and seeking to influence the co-option process. The resident advised that he would be seeking to access full details of the correspondence and would then consider his options, including legal recourse. The resident was concerned that although the Council was actively seeking to recruit new Councillors, the behaviour he had experienced was likely to dissuade others from applying to join and that the Council's reputation was already considered toxic by many in the community.</p> <p>The Chair responded that he was also unhappy with the email correspondence the resident referred to and that he would not tolerate such behaviour going forward.</p> <p>All other Councillors present expressed their sympathy with the resident's comments.</p>	
FC 138/24	COUNCILLOR AND CLERK REPORTS	
	<p>IT WAS RESOLVED that Council note the Locum Clerk's report.</p> <p>IT WAS RESOLVED that Council note the Clerk's report.</p> <p>IT WAS RESOLVED that Council note the reports from Councillors.</p> <p><i>At this stage the Chair proposed to bring forward agenda item FC 144/24 due to the interest in this agenda item by members of the public who were present.</i></p>	<p>Proposed: LV Seconded: TBP Agreed unanimously</p> <p>Agreed unanimously</p>
FC 144/24	ALLOTMENTS	
	<p>Cllr Hippey and the Clerk gave an update on progress made with resolving the backlog of allotment administration, and provided details of site visits they had undertaken with the parish warden to each of the allotment sites.</p> <p>IT WAS RESOLVED that Council approve the Clerk and Cllr Hippey investigating options relating to updating the administration and management of the allotments and report back to the December meeting.</p> <p>IT WAS RESOLVED that Council approve the joining of the National Allotment Society as a cost of £55.00 + VAT plus £1.00 share fee for the first year, with an annual renewal cost of £55.00 + VAT thereafter.</p>	<p>Proposed: MH Seconded: LV Agreed unanimously</p>
FC 139/24	FINANCE & ACCOUNTS	
i.	Invoices for payment	
	<p>A brief discussion took place about payments for bin emptying services.</p> <p>Two Councillors also engaged in a discussion regarding individual staff salaries at which point the Clerk reminded them that staff members have certain rights of privacy regarding disclosure of their personal information in public meetings.</p> <p>IT WAS RESOLVED that the following invoices be approved for payment:</p>	<p>Proposed: MH Seconded: LV Agreed unanimously</p>

Payee	Invoice No	Amount	Description	Power to pay
Kents Hill Community Centre	5291	£20.00	Room hire – Council meeting	LG Act 1972 s112
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Kee IT Services Ltd	9694	£354.00	Annual IT support	LG Act 1972 s111
South Central Ambulance Charity	Email	£100.00	Donation for providing Residents' Meeting CPR & defibrillator training	LG Act 1972 s145
Monkston Community Centre	INV - 1371	£75.00	Residents' meeting venue	LG Act 1972 s145
Monkston Community Centre	INV - 1383	£100.00	Donation for providing refreshments for the residents' meeting	LG Act 1972 s145
LGRC Associates Ltd	2005	£4,333.13	Locum services Sep 24	LG Act 1972 s112
Viking Office UK Ltd	5031356	£265.74	Printer and printer paper	LG Act 1972 s111
Viking Office UK Ltd	5023737	£92.26	Stationery	LG Act 1972 s111
Starboard Systems Ltd t/a Scribe Accounts	INV - 7472	£1,567.20	Scribe Allotments subscription	LG Act 1972 s111
Estelle Coaching	0020241101	£455.00	Fitness class coaching - Sep – Nov 24	LG Act 1972 s145
Marcus Young Environmental Services Ltd	4406	£1,373.76	Bin emptying – Sep 24	PHA 1875 s164. OSA 1906 ss 9 & 10
Marcus Young Environmental Services Ltd	4419	£1,571.40	Bin emptying – Oct 24	PHA 1875 s164. OSA 1906 ss 9 & 10
RTM Landscapes Ltd	4998	£593.13	Monthly allotment maintenance – Oct 24	Smallholdings and Allotments Act 1908 ss 23, 26 & 42
R Fuller	18.11.24	£384.19	Reimbursement for mileage, stationery, and printing for the residents' meeting	LG Act 1972 s111
Hippey Accounting Services Ltd	INV - 21867	£0.37	Non-payment interest	LG Act 1972 s111

	Hippey Accounting Services Ltd	INV - 21868	£52.77	Monthly payroll services	LG Act 1972 s112	
	<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 meeting using delegated power:					Proposed: MH Seconded: LV Agreed unanimously
	Payee	Invoice No	Amount	Description	Power to pay	
	Shurguard UK	2405802121	£138.46	Storage unit rent 07.11.24 – 06.12.24	LG Act 1972 s133	
	Officers	N/A	£1,114.45	Salaries Oct 24	LG Act 1972 s112	
	Officers	N/A	£3,223.26	Salaries Nov 24	LG Act 1972 s112	
	Buckinghamshire Pension Fund	N/A	£304.52	Pension liabilities Oct 24	LG Act 1972 s112	
	Buckinghamshire Pension Fund	N/A	£1,199.50	Pension liabilities Nov 24	LG Act 1972 s112	
	Dor-2-Dor	INV-0008	£417.59	Residents' meeting leaflet printing and delivery	LG Act 1972 s145	
	Hippey Accounting Services Ltd	INV-21819	£40.42	Monthly payroll services	LG Act 1972 s112	
	Hippey Accounting Services Ltd	INV-21863	£40.00	Late payment charge	LG Act 1972 s111	
	S Haywood	1.11.24	£119.99	Clerk's new phone – Handtec	LG Act 1972 s112	
iii.	Income received					
	IT WAS RESOLVED that Council note the income received:					Proposed: MH Seconded: LV Agreed unanimously
	Source	Bank account	Amount	Description		
	OCTOBER 2024					
	Metro Bank	Current	£200.00	Compensation payment		
iv.	Direct debit / standing order payments					
	IT WAS RESOLVED that Council note the direct debit / standing order payments made:					Proposed: MH Seconded: LV Agreed unanimously
	Payee	Payment type	Amount	Description	Power to pay	
	Unity Trust Bank	SO	£5.55	Service charge	LG Act 1972 s111	
	Unity Trust Bank	SO	£0.02	Debit interest	LG Act 1972 s111	

	Anglian Water (Wave)	DD	£56.23 £46.53	Allotment water	Smallholdings and Allotments Act 1908 ss 23, 26 & 42	
iv.	Internal transfers					
	IT WAS RESOLVED that Council note the internal transfers made:					Proposed: MH Seconded: LV Agreed unanimously
	From	To	Amount	Date		
	Current account	Allotment account	£2000.00	21.11.24		
v.	Bank balances					
	IT WAS RESOLVED that Council note the bank balances:					Proposed: MH Seconded: LV Agreed unanimously
	1) Allotment account. £2,000.00 2) Instant access deposit account. £205,000.00 3) Current account £9,211.30 4) Cambridge Building Society. £21,693.34 5) Cambridge & Counties Savings. £88,705.66					
FC 140/24	BUDGET REVIEW					
	IT WAS RESOLVED that Council note the budget update and timeline and that an informal budget session take place on 7 th December.					Proposed: MH Seconded: LV Agreed unanimously
	IT WAS RESOLVED that Council approve the creation of a new budget line in the 2024/25 budget for a Chairman's Allowance, and that £400.00 is vired from the general reserves to resource this budget line for the remainder of the financial year.					
FC 141/24	ACCOUNTS SOFTWARE					
	The Clerk shared a third quote for accounts software in addition to those already circulated, and having considered three options:					
	IT WAS RESOLVED that Council approves the transition from Rialtas to Scribe accounts software and the purchase of a three-year subscription to Scribe at a cost of £45.00 + VAT per month plus a one-off set up fee of £449.00 + VAT, to be billed up-front at a total cost of £2069.00 + VAT.					Proposed: MH Seconded: TBP Agreed unanimously
FC 142/24	GRAPHIC DESIGN TOOLS					
	IT WAS RESOLVED that Council approve an annual subscription to the Canva graphic design platform at a cost of £100.00.					Proposed: MH Seconded: LV Agreed unanimously
FC 143/24	CORRESPONDENCE RECEIVED					
	IT WAS RESOLVED that Council note the correspondence received:					Proposed: MH Seconded: LV Agreed unanimously
	Emails received: <ul style="list-style-type: none"> • MKCC. Emergency planning briefs. (Emailed: Members) • MKCC. Notification of new Cabinet member. (Emailed: Members) • MKCC. Details of road closures / road works. (Emailed: Members) • MKCC. Details of Interfaith Week. (Emailed: Members) • MKCC. Councillor newsletters. (Emailed: Members) • MKPA. Notification of AGM. (Emailed: Members) • East West Rail. New consultation. (Emailed: Members) • MKCDPE. Christmas Lunch event update. (Emailed: Members) 					

	<ul style="list-style-type: none"> • UnityMK. Details of volunteering opportunities and services. (Emailed: Members) • Parish Online. Newsletter. (Emailed: Members) • NALC. E-newsletters, including events newsletters. (Emailed: Members) • MK Melting Pot e-newsletters (Emailed: Members) • MKCAN. E-newsletters. (Emailed: Members) • BALC. E-newsletters and training details. (Emailed: Members) • Open University. Poverty Survey. (Emailed: Members) 	
FC 145/24	WEBSITE WORKING GROUP TERMS OF REFERENCE	
	<p>A discussion ensued on the wider communications work that the Council is considering. Councillors noted that the website is a separate ongoing project.</p> <p>IT WAS RESOLVED that Council approve the Terms of Reference for the Website Working Group.</p>	<p>Proposed: TBP Seconded: MH Agreed unanimously</p>
FC 146/24	DELEGATED POWER	
	<p>A discussion ensued on the difference between the powers required by The Locum Clerk while in post and the powers that were necessary to delegate to the permanent Clerk. The Clerk noted that there was not a current scheme of delegation in place and that this would form part of the governance review but that in the meantime, matters would need to continue to be progressed to ensure the Council can continue to function. The Clerk highlighted that training for Councillors on the role and responsibilities of Councillors, officers, and parish councils would be beneficial.</p> <p>It was proposed and seconded that the recommendation in the report be approved. An amendment was proposed to add a review of the delegations by the end of the financial year. The amendment was duly seconded and carried when put to the vote, upon which:</p> <p>IT WAS RESOLVED that Council approve full delegated powers to the Clerk meaning that the Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty. This delegation is to be reviewed by 31.03.25.</p>	<p>Proposed: LV Seconded: MH 3 for, 1 against</p>
FC 147/24	TRAINING AND RESOURCES	
	<p>IT WAS RESOLVED to note that the Clerk had booked Cllr Hippey on to two NALC training courses at a total cost of £86.74.</p> <p>IT WAS RESOLVED that Council approve and fund the Clerk undertaking the ILCA, FILCA, and CiLCA training.</p> <p>IT WAS RESOLVED that Council approve and fund the Clerk's joining fee and annual subscription to the Society of Local Council Clerks.</p> <p>IT WAS RESOLVED that Council approve the purchase of Arnold-Baker on Local Council Administration (13th Edition), The Law of Allotments, (5th Edition), and The Clerk's Manual 2023 at SLCC member rates.</p>	<p>Proposed: LV Seconded: AP Agreed unanimously</p>

FC 148/24	PLANNING	
	<p>IT WAS RESOLVED that Council respond to MKCC recommending approval of planning application PLN/2024/2118 - the erection of a single-storey rear extension connecting to the conversion and extension of the existing garage into a utility room and office with a W/C. Additional works include the replacement of a side door with a window and the installation of a front rooflight at 91 Blanchland Circle, Monkston, Milton Keynes, MK10 9DR.</p> <p>IT WAS RESOLVED that Council respond to MKCC recommending approval of planning application PLN/2024/2206 - proposed loft conversion, including the addition of a rear dormer and new rooflights at 81 Crowborough Lane, Kents Hill, Milton Keynes, MK7 6JN.</p> <p>IT WAS RESOLVED that Council respond to MKCC recommending approval of planning application PLN/2024/2385 - installation of new 2.4-metre-high galvanised metal palisade fencing and gates to the east and south boundaries, matching the existing fencing, at 1 Whitehall Avenue, Kingston, Milton Keynes, MK10 0AX.</p>	<p>Proposed: AP Seconded: MH Agreed unanimously</p>
FC 149/24	RESIDENTS' MEETING	
	<p>IT WAS RESOLVED to note the feedback from the residents' meeting that had taken place on 16.11.24.</p> <p>The Clerk and the Locum Clerk were thanked for their work on organising the event.</p>	<p>Proposed: MH Seconded: AP Agreed unanimously</p>
FC 150/24	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: MH Seconded: LV Agreed unanimously</p>
FC 151/24	CHIEF OFFICER/CLERK/RFO	
	<p>IT WAS RESOLVED To note that Ryan Fuller had been appointed to the role of Chief Officer/Clerk/RFO.</p>	<p>Proposed: AP Seconded: LV Agreed unanimously</p>
FC 152/24	ADMINISTRATION AND FINANCE OFFICER CONTRACT	
	<p>IT WAS RESOLVED that the Administration and Finance Assistant's contract be extended until 31.03.25.</p>	<p>Proposed: MH Seconded: LV 3 for, 1 against</p>
FC 153/24	DATE OF NEXT MEETING	
	<p>It was confirmed that Councillors preferred to meet on the second Tuesday of every month. The Clerk will produce a schedule of future meetings beginning in January 2025.</p> <p>IT WAS RESOLVED that the date of the next meeting be 19.12.24.</p>	<p>Proposed: AP Seconded: MH Agreed unanimously</p>

The meeting closed at 9pm.

Signed: Date

Chair