



**Minutes of an Ordinary Meeting of the Parish Council held on
Thursday 19th December 2024 at 7.02pm at
Monkston Community Centre, St Bartholomews, Monkston, MK10 9FJ**

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

In attendance: Ward Councillor Duncan Banks and four members of the public

Clerk: Ryan Fuller

Minute ref	Item	Vote
FC 154/24	APOLOGIES FOR ABSENCE	
	<p>Cllr V Chandra - business. Cllr T Boungou-Pouaty – ill health.</p> <p>The apologies were noted.</p>	
FC 155/24	DECLARATIONS OF INTEREST	
	<p>Cllr Hippey declared an interest in agenda item FC 165/24 as the wife of the applicant for co-option.</p> <p>Cllr Veignal declared an interest in the fitness classes due to being a participant.</p>	
FC 156/24	APPROVAL OF MINUTES	
	<p>IT WAS RESOLVED that Council approve the minutes of the Full Council meeting held on Thursday 28th November 2024 as a true and accurate record, and that they be signed by the Chair.</p>	<p>Proposed: LV Seconded: AW Agreed unanimously</p>
FC 157/24	OPEN MEETING	
i.	Community Centre Asset Transfer	
	<p>A member of the public encouraged the Council to ensure that both community centres being considered for transfer to the Council remain at the heart of the community. The member of the public also commented that the new trustees of the Monkston Community Centre are doing an excellent job.</p> <p>The Chair of the trustees of Monkston Community Centre introduced himself and recommended that the Council seeks to continue with the current operating and management arrangements if the freehold is transferred. He highlighted that the centre is the heart of the Monkston community and that working with the community to make a success of the centre would help improve the Council's reputation within the community. The Chair of trustees also added that the new trustees have introduced changes at the centre, that revenue is growing, and that there are plans in place for more community events.</p>	

ii.	MKCC Ward Councillor																																									
	City Councillor Dr Duncan Banks introduced himself as one of the ward councillors for Monkston ward. Echoing the comments of the two previous speakers, Cllr Dr Banks emphasised he was keen to see the Council work with the community.																																									
iii.	Community Events																																									
	A member of the public commented that he had been interested in renting an allotment and, through reviewing the Council's website, had become interested in finding out more about the work of the Council. He was keen to see more local community events.																																									
iv.	Grant Applications																																									
	A representative of Renew @ Kents Hill Community Centre was in attendance in relation to their application for grant funding. He thanked The Council for their previous support and explained that the initiative is based at Kents Hill Community Centre which is entirely self-funding.																																									
FC 158/24	COUNCILLOR AND CLERK REPORTS																																									
	The Clerk updated Members on progress made with adding further signatories to the Council's bank account. IT WAS RESOLVED to note the Clerk's report. IT WAS RESOLVED to note the report from Councillor Hippey.	Proposed: MH Seconded: LV Agreed unanimously																																								
FC 159/24	FINANCE & ACCOUNTS																																									
i.	Invoices for payment																																									
	IT WAS RESOLVED that the following invoices be approved for payment:	Proposed: MH Seconded: LV Agreed unanimously																																								
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	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	QL 206302-1	£144.00	FILCA qualification fee	LG Act 1972 s111	
	SLCC	QL 206303-1	£144.00	ILCA qualification fee	LG Act 1972 s111	
	SLCC	ORD 509897-1	£221.44	Legal reference books	LG Act 1972 s111	
	SLCC	MEM 252278-1	£318.00	SLCC membership	LG Act 1972 s143	
<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.	Income received					
	IT WAS RESOLVED that Council note the income received:					Proposed: MH Seconded: LV Agreed unanimously
	Source	Bank account	Amount	Description		
	NOVEMBER 2024					
	Metro Bank	Current	£2.11	Credit interest		
iii.	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	£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	
iv.	Internal transfers					
	IT WAS RESOLVED that Council note the internal transfers made:					Proposed: MH Seconded: LV Agreed unanimously
	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	
v.	Bank balances				
	IT WAS RESOLVED that Council note the 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				Proposed: MH Seconded: LV Agreed unanimously
FC 160/24	BUDGET PREPARATION				
	Members considered the draft budget, provided comments, and asked questions on individual budget allocations. Members also gave consideration to the draft Medium-Term Financial Plan and reviewed the level of current and proposed reserves and how these would be used to support the overall budget position. Whereupon, IT WAS RESOLVED to note the draft budget, Medium-Term Financial Plan, and reserves position, and that the Clerk will bring a final budget to the January Council meeting for consideration by Members.				Proposed: LV Seconded: AW Agreed unanimously
FC 161/24	GRANT APPLICATIONS				
S.137 LGA 1972	The Clerk explained that applications for grants totalling £4000 had been received which was in excess of the budget of £3245 that was available for the remainder of the financial year. Members wished to support both applications, and discussion therefore took place on how that could be achieved. Members concluded that they would prefer to propose a budget virement at the next meeting in order to increase the budget available and award both grants. IT WAS RESOLVED to support the application from Renew @ Kents Hill Community Centre and provide a grant of £1000. IT WAS RESOLVED that the application from Monkston Primary School be deferred to the next Council meeting to enable a proposal to be considered to vire additional funds to the grants budget.				Proposed: MH Seconded: LV Agreed unanimously
FC 162/24	GOVERNANCE REVIEW				
	IT WAS RESOLVED that Council approve and adopt the draft Financial Regulations.				Proposed: MH Seconded: AP Agreed unanimously
FC 163/24	CORRESPONDENCE RECEIVED				
	IT WAS RESOLVED to note the correspondence received: Emails received:				Proposed: AW Seconded: MH Agreed unanimously

	<ul style="list-style-type: none"> • 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) 	
FC 164/24	ALLOTMENTS	
i.	Rent Billing Arrangements	
	<p>Cllr Hippey introduced the item and detailed the work that she and the Clerk had done to bring forward the recommendations. Members considered options for allotment rent billing arrangements whereupon,</p> <p>IT WAS RESOLVED:</p> <ol style="list-style-type: none"> 1. That Council approves changing the allotment billing year to 1 April – 31 March beginning on 1 April 2025. 2. That Council approves invoices being issued to allotment holders for the rent owed for the billing period 1 November 2023 – 31 October 2024 as per the agreed and published rents. 3. That Council approves issuing invoices in the new financial year for the new 1 April 2025 – 31 March 2026 billing period. 4. That Council approves waiving rent owed for the billing period 1 November 2024 – 31 March 2025 as a goodwill gesture to allotment holders in recognition of the delays and issues with billing. 5. That Council approves that all rent payments must be made via electronic payment. 6. That Council delegates 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. 	<p>Proposed: LV Seconded: AW Agreed unanimously</p>

ii.	Rent Charges	
	<p>Members noted the position regarding current allotment rents and discussed the need to consider rent levels from April 2026 as part of the Council's Medium-Term Financial Plan.</p> <p>IT WAS RESOLVED that Council approves an allotment rent freeze for the 2025/26 financial year.</p>	<p>Proposed: MH Seconded: LV Agreed unanimously</p>
iii.	Trees at Monkston Park Allotments	
	<p>The Clerk updated Members on quotes received for works to trees at Monkston Park allotments. Members considered the quotes and the proposed methods of work whereupon,</p> <p>IT WAS RESOLVED that Council accepts the quote from Browns Tree Solutions Ltd for £350.00 plus VAT.</p>	<p>Proposed: LV Seconded: MH Agreed unanimously</p>
iv.	Improvement Works	
	<p>The Clerk highlighted that there was a range of issues that needed addressing at the different allotment sites and that some investment in the sites was required.</p> <p>IT WAS RESOLVED that Council authorises the Clerk to seek quotes for options for improvements to the allotment sites for consideration at a future meeting.</p>	<p>Proposed: MH Seconded: LV Agreed unanimously</p>
FC 165/24	CO-OPTION OF MEMBER(S)	
i.	Application for Co-option	
	<p>Cllr Hippey's interest was noted, and clarification was received from the Clerk. It was also noted that Cllr Hippey would not participate in the discussion or vote on this item.</p> <p>Mr Dan Hippey was invited to address the meeting and spoke in support of his application for co-option.</p> <p>IT WAS RESOLVED that Dan Hippey be co-opted as a Member of the Council representing Monkston and Kingston ward.</p>	<p>Proposed: AP Seconded: AW 2 for, 1 against, 1 abstention</p>
ii.	Councillor Recruitment	
	<p>IT WAS RESOLVED that Council approved the creation and distribution of a councillor recruitment leaflet to every household in the parish, to be funded from the unused newsletter budget, and that arrangements be delegated to the Clerk, in consultation with the Chair, subject to a maximum budget of £600.00.</p>	<p>Proposed: MH Seconded: LV Agreed unanimously</p>
FC 166/24	PLANNING	
	<p>IT WAS RESOLVED that Council respond to MKCC recommending approval of planning application PLN/2024/2575 – 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.</p>	<p>Proposed: MH Seconded: AP Agreed unanimously</p>

	<p>IT WAS RESOLVED that Council respond to MKCC recommending approval of planning application PLN/2024/2645 – 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.</p> <p>IT WAS RESOLVED that Council respond to MKCC stating that it is unable to support planning application PLN/2024/2646 – 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. Council is unable to support this application due to the lack of clarity and the conflicting information within the application concerning responsibility for maintenance and management.</p>	
FC 167/24	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: LV Seconded: MH Agreed unanimously</p>
FC 168/24	COMMUNITY CENTRES ASSET TRANSFERS	
	<p><i>Cllr Hippey left the meeting at 20:38 and the meeting temporarily adjourned. Cllr Hippey returned to the meeting at 20:39 and the meeting resumed.</i></p> <p>The Clerk and Cllr Hippey introduced this item and a discussion ensued on options concerning the transfer of Monkston Community Centre. Members considered the Clerk’s report and the draft business plan for Monkston Community Centre whereupon,</p> <p>IT WAS RESOLVED that Council wished to work with the existing trustees of Monkston Community Centre in a partnership model to secure the centre as a facility owned by the Parish Council but run by the community. Cllr Hippey to draft a final business plan on this basis for consideration by Members at a future meeting.</p> <p>IT WAS RESOLVED that Council delegates authority to the Clerk, in consultation with the Chair, to seek quotes from solicitors to undertake the legal work associated with the asset transfers, and to select an appropriate quote and appoint and instruct solicitors, provided that the cost is within budget.</p> <p><i>At this point, Members agreed to suspend Standing Orders sufficiently to enable the meeting to continue beyond the two hour limit to conclude the remaining business.</i></p>	<p>Proposed: LV Seconded: MH Agreed unanimously</p>
FC 169/24	LOCAL GOVERNMENT PAY AGREEMENT 2024/25	
	<p>The Clerk informed Members of a staffing matter and confirmed that a report would be brought to a future meeting.</p>	

FC 170/24	DATE OF NEXT MEETING AND SCHEDULE OF FUTURE MEETINGS	
	<p>IT WAS RESOLVED that the schedule of future meetings for the remainder of the municipal year be agreed and that meetings be held at Monkston Community Centre where possible.</p>	
	<p>IT WAS RESOLVED that further consideration be given to the date and format of the Annual Parish Meeting at the next Council meeting.</p>	

The meeting closed at 9.17pm.

Signed: Date:
Chair