



Kents Hill & Monkston Parish Council

6th February 2025

An ORDINARY MEETING of the PARISH COUNCIL will be held on **Tuesday 11th February 2025 at 7pm at Monkston Community Centre, St. Bartholomews, Monkston, MK10 9FJ** and the following business will be transacted. All Councillors are summoned to attend.

Members of the press and public are welcome to attend the meeting. 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.

Ryan Fuller
Chief Officer/Clerk/RFO

AGENDA

ITEM NO.	ITEM
FC 196/24	APOLOGIES FOR ABSENCE To receive apologies for absence.
FC 197/24	DECLARATIONS OF INTEREST To receive declarations of any disclosable pecuniary interests and other interests from Councillors and the nature of those interests relating to any agenda item.
FC 198/24	APPROVAL OF MINUTES To resolve that the minutes of the meeting of the Council held on Tuesday 14 th January 2025 be signed as a correct record.
FC 199/24	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 three 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 200/24	COUNCILLOR AND CLERK REPORTS <ol style="list-style-type: none">To receive a report from the Clerk.To receive reports from Councillors.To receive reports from City Councillors.

FC 201/24	COUNCIL RESOLUTIONS LOG To note the Council resolutions log and actions taken.
FC 202/24	CORRESPONDENCE RECEIVED To note the correspondence received.
FC 203/24	FINANCE AND ACCOUNTS <ul style="list-style-type: none"> a) To consider and approve invoices for payment. b) To note the payments made by the Clerk using delegated power. c) To note income received. d) To note direct debit/standing order payments made. e) To note internal transfers made. f) To note the bank balances.
FC 204/24	APPOINTMENT OF INTERNAL AUDITOR To consider quotes received and to approve the appointment of an internal auditor to undertake the Council's internal audit for the 2024/25 financial year.
FC 205/24	2026/27 ALLOTMENT RENT CHARGES To review current allotment rent charges and to consider whether to apply an increase from 1 April 2026.
FC 206/24	MILTON KEYNES PLAY ASSOCIATION 2025 EVENTS To consider and approve bookings for 2025 open access play sessions.
FC 207/24	CO-OPTION OF MEMBER(S) To consider and decide upon applications for co-option.
FC 208/24	GOVERNANCE REVIEW <ul style="list-style-type: none"> a) To review and adopt updated Standing Orders. b) To consider and approve the scope of a full governance review.
FC 209/24	MKCC 2025 COMMUNITY GOVERNANCE REVIEW To consider a response to Milton Keynes City Council's 2025 Community Governance Review.
FC 210/24	TRAINING <ul style="list-style-type: none"> a) To consider the training requirements of Councillors. b) To note that Cllr D Hippey has been booked onto the BALC Planning Framework training on 24 April by the Clerk, using delegated powers, at a cost of £50.00.
FC 211/24	PLANNING & LICENSING To consider planning and licensing matters.
FC 212/24	ANNUAL PARISH MEETING <ul style="list-style-type: none"> a) To note that Monkston Community Centre has been booked for 29 May 2025 as the venue for the Annual Parish Meeting. b) To consider further arrangements for the Annual Parish Meeting.
FC 213/24	MONKSTON COMMUNITY CENTRE ASSET TRANSFER <ul style="list-style-type: none"> a) To note that in accordance with minute reference FC 168/24, Geoffrey Leaver Solicitors have been appointed to act for the Council in the matter of the transfer of Monkston Community Centre. b) To authorise the Clerk to seek prospective quotes for grounds maintenance and any other potential necessary works associated with Monkston Community Centre and Monkston Green. c) To consider quotes received and to approve the appointment of a contractor to undertake surveys of Monkston Community Centre.

FC 214/24	FITNESS CLASSES a) To receive a report from the Fitness Classes Working Group. b) To confirm that the second fitness class will take place at Monkston Primary School on Wednesday evenings between 6.30pm and 7.30pm from 5 March 2025 to 31 July 2025 during term time only and subject to availability of the venue. c) To approve and sign the updated agreement with the fitness class instructor.
FC 215/24	EXCLUSION OF THE PRESS AND PUBLIC To resolve that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as extended by s100 of the Local Government Act 1972, and by reason of the confidential nature of the business to be discussed, the press and public be excluded from the meeting.
FC 216/24	MONKSTON COMMUNITY CENTRE ASSET TRANSFER a) To consider draft Heads of Terms for the transfer of Monkston Community Centre. b) To consider a draft business plan for Monkston Community Centre.
FC 217/24	STAFFING MATTERS To consider a confidential staffing matter.
FC 218/24	READMITTANCE OF THE PRESS AND PUBLIC To resolve that the confidential business having been concluded, the press and public be readmitted to the meeting.
FC 219/24	DATE OF THE NEXT MEETING To note that the date of the next Ordinary Council meeting is Tuesday 11 th March 2025.

Members of the press and public are welcome.

APPENDIX

AGENDA ITEM FC 203/24 – FINANCE AND ACCOUNTS

Invoices for approval for payment:

Payee	Invoice No	Amount	Description	Power to pay
Starboard Systems Ltd t/a Scribe Accounts	8337	£70.80	Year-end review	LG Act 1972 s111
Estelle Coaching	0020241204	£130.00	Fitness class coaching – Jan 25	LG Act 1972 s137
Marcus Young Environmental Services Ltd	4510	£1,551.96	Bin emptying – Jan 25	Litter Act 1983 ss 5 & 6
R Fuller	05.02.25	£140.05	Reimbursement for mileage & Canva Pro subscription	LG Act 1972 s111
Monkston Primary School	DI104100856	£3,000.00	Grant for electronic awning	LG Act 1972 s137
SLCC	BK219403-1	£36.00	SLCC training	LG Act 1972 s111
SLCC	BK219404-1	£36.00	SLCC training	LG Act 1972 s111
SLCC	BK219405-1	£24.00	SLCC training	LG Act 1972 s111
SLCC	BK219406-1	£36.00	SLCC training	LG Act 1972 s111

SLCC	BK219407-1	£54.00	SLCC training	LG Act 1972 s111
SLCC	BK219409-1	£174.00	SLCC training	LG Act 1972 s111
SLCC	BK219408-1	£36.00	SLCC training	LG Act 1972 s111
SLCC	BK219517-1	£36.00	SLCC training	LG Act 1972 s111
Monkston Primary School	DI104100876	£712.00	Room hire for fitness classes.	LG Act 1972 s137

All invoices are available at the meeting for inspection. A list of invoices and each individual invoice is signed by a Councillor at each meeting. Bank reconciliations and statements are signed by a Councillor.

Invoices paid out of meeting by the Clerk using delegated power:

Payee	Invoice No	Amount	Description	Power to pay
Shurgard UK	2405803579	£138.46	Storage unit rent 07.02.25 – 06.03.25	LG Act 1972 s133
Browns Tree Solutions Ltd	5339	£300.00	Monkston Park allotments tree pruning	Smallholdings and Allotments Act 1908 ss 23, 26 & 42
HMRC		£62.78	PAYE & NI liabilities Dec 24	LG Act 1972 s112
Officers	N/A	£5,430.04	Salaries Jan 25	LG Act 1972 s112
Buckinghamshire Pension Fund	N/A	£2,098.06	Pension liabilities Jan 25	LG Act 1972 s112
Hippey Accounting Services Ltd	INV-21974	£52.77	Monthly payroll services	LG Act 1972 s112
SLCC	QL206491-1	£36.00	SLCC training	LG Act 1972 s111
SLCC	MEM253027-1	£13.75	SLCC membership	LG Act 1972 s143
Geoffrey Leaver Solicitors LLP	038474.0005	£600.00	Payment on account for costs & disbursements associated with the transfer of Monkston Community Centre	LG Act 1972 s111
J. Willey	N/A	£11.80	Allotment deposit refund	Smallholdings and Allotments Act 1908 ss 28
Prestige Plumbing and Gas	372	£125.00	Repair to allotment water trough	Smallholdings and Allotments Act 1908 ss 23, 26 & 42
KEE IT	10102	£30.00	Return delivery of laptop	LG Act 1972 s111
Monkston Community Centre	INV46	£190.00	Room hire for the Annual Parish Meeting	LG Act 1972 s150

Income received January 2025:

Source	Bank account	Amount	Description
HMRC	Current Account	£7,048.50	VAT reclaim
Allotment tenants	Allotment Account	£1,883.90	Allotment rent & deposits

Direct debit / standing order payments made January 2025:

Payee	Payment type	Amount	Description	Power to pay
Unity Trust Bank	SO	£11.40	Service charge	LG Act 1972 s111
Unity Trust Bank	SO	£0.02	Debit interest	LG Act 1972 s111
EE	DD	£40.80	Mobile phone contract	LG Act 1972 s111

Anglian Water (Wave)	DD	£13.69	Allotment water	Smallholdings and Allotments Act 1908 ss 23, 26 & 42
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Internal transfers January 2025:

From	To	Amount	Date
Deposit Account	Current Account	£6,000.00	24.01.25
Allotment Account	Current Account	£2,000.00	24.01.25

Bank balances at 31.01.25:

- 1) Allotment account. £1,796.74
- 2) Instant access deposit account. £175,209.71
- 3) Current account. £1,942.12
- 4) Cambridge Building Society. £22,343.61
- 5) Cambridge & Counties Savings. £88,705.66

AGENDA ITEM FC 211/24 – PLANNING & LICENSING

New Planning Applications

1. **Application Reference:** PLN/2025/0175

Proposal: Erection of a single storey extension to the rear of the property, including associated alterations (part retrospective) at **13 AYLESFORD GROVE, MONKSTON, MILTON KEYNES, MK10 9JE**

Planning Applications Approved by MKCC (For Information Only)

1. **Application Reference:** 24/01625/HOU

Proposal: The conversion of the loft into living space including two dormers to the front roofslope, a box dormer to the rear, rooflight and new second floor windows to the side elevations of the dwelling at **30 Colindale Street, Monkston Park, Milton Keynes, MK10 9PJ**

2. **Application Reference:** PLN/2024/2206

Proposal: Proposed loft conversion with the addition of rear dormer and new roof lights at **81 CROWBOROUGH LANE, KENTS HILL, MILTON KEYNES, MK7 6JN**

3. **Application Reference:** 24/01577/DISCON

Proposal: Approval of details required by condition 12 (levels retaining measures) of permission ref. 22/02289/REM at **Land Off Timbold Drive, Timbold Drive, Kents Hill Park, Milton Keynes**

4. **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**

5. **Application Reference:** 24/01822/HOU

Proposal: Conversion of existing garage into living accommodation and erection of a shed dormer above. Installation of a new ground floor side window at **9 Easby Grove, Monkston, Milton Keynes MK10 9DT**

6. **Application Reference:** PLN/2024/2118

Proposal: The erection of single storey rear extension connecting the conversion and extension of garage into utility room and office with W/C. Replacement of a side door with window and installation of front rooflight at **91 BLANCHLAND CIRCLE, MONKSTON, MILTON KEYNES, MK10 9DR**

7. **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**

Planning Applications Refused by MKCC (For Information Only)

1. **Application Reference:** PLN/2024/2699

Proposal: Non-material amendment seeking to change cycle stores 1 & 2 to pre-fabricated timber clad and southern most swale by apartment block B2, plots 163-171 replaced with drainage crates. (relating to permission ref. 22/02289/REM for the approval of reserved matters (access, layout, scale, appearance and landscaping) pursuant to outline permission ref. 20/01176/OUT for the erection of up to 171 residential dwellings (Use Class C3) and local shop (Use Class A1-A4) at **Land Off Timbold Drive, Timbold Drive, Kents Hill Park, Milton Keynes**

2. **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**

Street Trading Consent – Renewal Application

1. MKCC has received a renewal application from MSJ Ice Cream Services (Reg FJ69 UYA - Fresh Whip) for one ice-cream van to trade boroughwide for the following times:

Monday to Sunday 15:30 to 17:30

Boroughwide consents allow for no more than 20 minutes trading in any 100 metre part of any one Consent Street on any one day.

Please note that Street Trading is prohibited within 250 metres of any school's entrances and/or exits, during main school hours and 30 minutes following a school's normal closing time. Main school hours means the normal opening times for any particular school, whilst the students are being educated including lunch breaks but does not include times when the premises are open for after school activities. The prohibition applies to all school types such as; Infant, Junior, Primary, Secondary, Academy, Special, College and applies to static street traders (i.e. kebab vans) and Boroughwide street traders (i.e. ice cream vans).

SUPPORTING INFORMATION

AGENDA ITEM FC 198/24 – APPROVAL OF MINUTES

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

AGENDA ITEM FC 200/24 a) – CLERK'S REPORT

It has been another very busy month with more to do than time allows. Members are aware of the backlog of work that built up during the 12 months that the Council did not employ a permanent Clerk. The Locum Clerk and I have both explained the amount of work involved in getting everything up to date and compliant and how this must take place alongside the day to day running of the Council. Members have also made decisions on issues such as accepting the transfer of Monkston Community Centre, delivering a new Council website, and the improvement/replacement of various assets that all require a lot of work to bring to fruition. I would therefore encourage Members to think strategically about the Council's focus and to support the efforts being made to deliver the Council's agreed agenda.

Working Groups

These task and finish groups are established for specific tasks and once they have concluded those tasks the groups are supposed to be wound up. I would encourage Members to conclude the work being undertaken by the current working groups before seeking to set up even more. Working groups are not a vehicle for Members to undertake operational or administrative functions of council officers as no delegated powers can be given to a working group.

Website

In accordance with the resolution of the January Council meeting, I provided members of the website working group with several quotes from website providers, along with a detailed comparative analysis table and sought a recommendation from the group. No recommendation has been made so I have therefore circulated the details to all Members of the Council and will, as the resolution allowed, make a delegated decision so that this pressing issue can be progressed. I will update further in my next report.

Fitness Classes

Following the last Council meeting where it was resolved to add an additional weekly fitness class and extend the current trial period until 31 July, two Members wished to call an extraordinary meeting of the Council to discuss the production of a promotional leaflet. I have encouraged the fitness classes working group to consider the extant resolutions of council and to work on delivering recommendations connected to the matters already agreed. Some recommendations have been received, and these are included in the agenda where it has been possible to do so; but some matters either require further clarification or were received too late to include.

Council Assets

I have started the process of updating the Council's asset register as this needs to be done by the end of the financial year. This has thrown up a few anomalies that will require further investigation and it has also highlighted that there are assets on the register that the Council no longer has and assets that the Council has that are not on the register. This is an important matter as it is an audit requirement, so I am working with the Warden and our contractors to try to ascertain where everything is. Associated maps will also be updated and improved.

Monkston Community Centre

Both the Parish Council and Milton Keynes City Council remain committed to completing the transfer by 31 March 2025. Our solicitors are progressing matters on our behalf, and other matters concerning the transfer and subsequent operation of the centre are to be discussed later in this agenda.

Contract Renewals

At the January Council meeting, Members indicated that they wanted to draft the operational specifications for allotment maintenance and payroll contracts to be issued with invitations to quote to renew these services at the end of March 2025. Having subsequently asked Members to provide their drafts no information has been provided. Unfortunately, as a result we have now lost a month, and quotes will have to be received and determined at the March Council meeting to ensure continuity of service delivery when the existing contracts expire.

Allotments

With thanks to Cllr Michaela Hippey, the allotment records are now all entered into the new Scribe software. I have therefore been able to write to all allotment holders setting out the detail of the changes Council recently agreed and to provide them with invoices relating to the missed periods from November 2023. Approximately 50% of invoices have been paid so far and records are being updated as necessary. There has been a very positive response from allotment holders to the contact from the Council, and Cllr Hippey and I continue to work with allotment holders on ideas for improvements and will be able to report back to Council soon. The tree pruning at Monkston Park allotments was completed in January and I have also had one of the water troughs repaired at Kents Hill allotments.

Clerk

AGENDA ITEM FC 200/24 b) – COUNCILLOR REPORTS

Cllr Michaela Hippey – Return of Work (January/February 2025):

Monkston Community Centre

Following the December Parish Council meeting decision, continued work on building out a more detailed business plan.

Allotments

Completed set up of billing periods in allotment software in preparation for the invoices to be raised in January by our clerk.

Again, this was a substantial amount of work which has left little time for much else this month alongside my work commitments.

Local Issues

Noticed that the hard cut back of landscaping by BPHA Housing Association in Monkston Park has been done, this was as promised following our complaints late last year. Reported excess rubbish which was exposed by the cutback to BPHA, this has now been cleared.

Other

Attended part 1 & 2 of Councillor Essentials training.

Cllr Dan Hippey – Activity Report:

Any local issues found and been dealt with as follows:

- Dumped rubbish behind the V10 Brickhill Street bus shelter reported and removed - MKCC680033303
- Roundabout Signage on V10 Brickhill Street with H7 Chaffron Way – signage was damaged in a recent collision. MKCC have stood this back up, but state that it will not receive a permanent repair at this time. FS665124475
- Road surface to H7 Chaffron Way – breaking up & large pothole developed. Pothole repair required an emergency road closure, other works to resolve the surface to be scheduled in due course. FS679538099
- Graffiti at bus shelter 5915 – O/S Costco Kingston – now removed. This is a repeat of tags seen around the area in the last few months. I would ask if the Clerk could engage with the Middleton District LNP Team to raise this ASB issue with them please. This particular tag is appearing very frequently and is likely to belong to one individual.



This month has also been dominated by the ongoing Local Asset Transfer of Monkston Community Centre, with the business plan being drafted. There has also been conversations with the Clerk regarding the future responsibilities of KHMPCC if the transfer takes place.

AGENDA ITEM FC 200/24 c) – CITY COUNCILLOR REPORTS

City Councillors Jenni Ferrans, Duncan Banks, and Ben Adewale:

The revised budget proposals have been published and the Cabinet decided the final version it would recommend last night. (I'll add anything notable tomorrow after tonight's meeting.) Those proposals now go to the full Council on 19 Feb. The cost of children's and adult's social care and homelessness continue to rise, and waste and highways remain the other big spenders. Cost rises have varied from about 5% to about 20%!

The council has implemented some measures to reduce the cost, eg contract renegotiation, and opening a new council children's home in MK. But the proposed Council tax rise is 2.99% for general services and 2% for Social care.

East west rail held their exhibitions. The jury is still very much out as to whether they will close the small stations close to us, or build the bridge to take the V10 at Caldecotte. We'll have to wait until the end of the year to find out.

More locally, the council is proposing to put in double yellow lines around the eastern side of Winchester circle in Kingston to stop the excessive HGV parking there, so watch out for the consultation.

The Brinklow and Monkston roundabout improvements have been delayed and we've still not been briefed about exactly what will be done, but improvements are expected to go ahead from about April. There will be a formal decision ... sometime!

The first residents have moved in to Kents Hill Park and we welcomed them to the area.

The developers still hadn't managed to get the map right of who is responsible for what landscaping there. Many thanks for flagging that up. We got the Parks Trust to complain! They have finally reached agreement with the drainage authorities.

Bin collections seem to be getting a lot better judging by our casework, though one team had to be warned about a variety of misconduct. Now we want to work on getting them to put the bins back in sensible places and not blocking driveways!

We still have a little ward councillors budget left, so if the parish has a project or knows a local organisation that can benefit from a few hundred pounds, or a suggestion that we could take forward, then please let us know very quickly. The effective deadline to us is around 20 Feb. There are rules about what we can spend the money on.

Finally, political teams from all parties are beginning to re-organise along the lines of the new wards, but it will take a few more weeks or months before the new teams become completely clear. Residents and Parish Councils can continue to go to their existing Councillors until May 2026, but we will notify you of our new team split when it becomes clearer.

AGENDA ITEM FC 201/24 – COUNCIL RESOLUTIONS LOG

The resolutions log can be viewed as a supporting document at:

<http://www.kentshill-monkston-pc.org.uk/meetings/>

AGENDA ITEM FC 202/24 – CORRESPONDENCE RECEIVED

Emails received:

- MKCC. Emergency planning briefs. (Emailed: Members)
- MKCC. Councillor newsletters. (Emailed: Members)
- MKCC. Community governance review. (Emailed: Members).
- MKCC. PSA testing. (Emailed: Members).
- MKCC. Road closures. (Emailed: Members).
- MKCC: Thames Valley Police update. (Emailed: Members).
- MKCC: Speedwatch newsletter. (Emailed: Members).
- MKALC: Older Persons Forum on Housing. (Emailed: Members).
- National Highways. A421 roadworks update. (Emailed: Members)
- Lime. Update regarding the addition of Lime scooters. (Emailed: Members).
- Office of the Police & Crime Commissioner. January newsletter. (Emailed: Members)
- NALC. E-newsletters, including events newsletters. (Emailed: Members)
- BMKALC. Training newsletter. (Emailed: Members)
- MKCAN. E-newsletters. (Emailed: Members)
- MK Community Foundation. January newsletter. (Emailed: Members)
- The Parks Trust. February newsletter. (Emailed: Members)

AGENDA ITEM: FC 204/24

Subject: Appointment of Internal Auditor

Meeting date: Full Council - 11 February 2025

Author: Clerk – R Fuller

Purpose: This report outlines quotes received for the provision of internal audit services.

RECOMMENDATIONS: That the Council resolves to:

- 1. Appoint 'Auditor 2' as the Council's internal auditor.**

Background

Under The Accounts and Audit Regulations 2015, the Council is legally required to appoint an independent internal auditor to review and assess its financial management, and internal controls. To ensure compliance with the law and best practice, the Council must formally appoint an internal auditor each financial year. The appointed auditor must be sufficiently experienced and independent of the Council's decision-making process to carry out an objective review of financial procedures and governance.

Six internal auditors were contacted to provide quotes for undertaking the next audit, four of whom have availability and have provided quotes:

- 1. Auditor 1 - £350.00**
- 2. Auditor 2 - £200.00**
- 3. Auditor 3 - £110.00 + £40.00 for additional reporting + £40.00 per hour for additional work.**
- 4. Auditor 4 - £250.00**

Matters for Consideration

- All auditors have the necessary experience and qualifications to undertake the audit, and all are independent of the Council's decision-making process.
- Auditor 2 is the Council's current internal auditor.
- Auditor 3 undertakes in person audits which would necessitate further travel and room hire costs in addition to the fee above. Auditors 1, 2, and 4 conduct remote audits.

Conclusion

It is recommended that the Council appoints 'Auditor 2' for a further year as she is familiar with the Council's recent challenges and the work that is ongoing to stabilise it. There is no requirement to change or to rotate auditors each year. The quote from 'Auditor 2' is also the lowest for a remote audit.

AGENDA ITEM: FC 205/24

Subject: 2026/27 Allotment Rent Charges

Meeting date: Full Council - 11 February 2025

Author: Clerk – R Fuller

Purpose: To outline the legal and regulatory framework that governs the review and setting of allotment rents by parish councils.

RECOMMENDATIONS: That the Council considers whether it wishes to:

- 1. Propose a percentage increase to allotment rent charges from 1 April 2026.**
- 2. Undertake consultation with allotment holders on any proposed increase with a final decision to be taken by the Council in March 2025.**

Background

Parish councils have a duty, and the power, to provide and manage allotments under the Small Holdings and Allotments Act 1908.

Under Section 10 of the Allotments Act 1950, councils have the legal authority to charge rent for the use of allotments. The rent must be reasonable and should not exceed an amount that a tenant may reasonably be expected to pay, considering the facilities and services provided. The council must ensure that any increases are fair and justified in relation to maintenance costs and improvements.

When introducing a rent increase, 12 months' notice of the increase should be given outside of the growing season (which runs from the 6 April to 29 September). This is in line with Section 1 of the Allotments Act 1922 (as amended by the 1950 Act). The only exception to this is where the tenancy agreement has a fair rent revision clause included that provides for a shorter period. As the Council's current tenancy agreements and rules and requirements documents need to be formally reviewed, it is suggested that 12 months' notice is provided of any increase to ensure compliance with all statutory requirements. The increase must take effect at the start of a new tenancy year, which is 1 April for Kents Hill & Monkston Parish Council.

While there is no statutory requirement for a formal consultation, best practice indicates that councils should engage with allotment holders regarding proposed rent changes. It is therefore suggested that the Clerk contacts allotment holders to seek feedback on any proposed rent increase during the period between the February and March Council meetings to enable feedback to be considered and a final decision to be made in March 2025. This would provide the Council with enough time to give 12 months' notice of any agreed rent increase to allotment holders by 31 March 2025.

Rents were last raised in November 2023 (by 10%). This was the first increase since March 2021.

Current rental income does not fully reflect the costs of site maintenance, water supply, and administration. Rental income is approximately £4,250 per year whilst maintenance and water costs total approximately £5,250 per year. If an approximate value is added for staffing and administration, then the overall subsidy the Council provides for the running of its allotments is approximately £6,200 per year. The Council provides 108 allotments and the average annual subsidy per allotment therefore amounts to £57.41.

A comparison of current allotment rent charges with neighbouring parishes shows the following:

Council	Kents Hill & Monkston	Broughton and Milton Keynes
Plot size	A Plot: 0-62 sqm B Plot: 63-125 sqm C Plot: 126-250 sqm	A Plot = 0-60 sqm B Plot = 61-120 sqm C Plot = 121-180 sqm
Rent	A Plot: £29.00 per annum = from £0.47 per sqm B Plot: £58.20 per annum = from £0.47 per sqm C Plot: £87.30 per annum = from £0.35 per sqm	A Plot: £40 per annum = from £0.67 per sqm B Plot: £78 per annum = from £0.65 per sqm C Plot: £117 per annum = from £0.65 per sqm
	Whitehouse Community Council	West Bletchley
	Either 70 or 75 square metres	Unknown
	70 sqm: £100 per annum = £1.43 per sqm 75 sqm: £110 per annum = £1.47 per sqm	£0.22 - £0.26 per sqm
	Bletchley and Fenny Stratford	Great Linford
	Unknown	Average plot size is 137.5 sqm
	£0.35 per sqm	£0.31 per sqm

A rent increase could be justified to help reduce the overall subsidy, although it should be highlighted that most councils do operate their allotment sites on the basis of providing an element of subsidy.

Furthermore, parish councils, as public bodies, must act lawfully, fairly, and rationally in their decision-making. If a council has previously adopted a particular approach, people affected by its decisions may have a legitimate expectation that similar cases will be treated in the same way. Arbitrary departures from past decisions without good reason could be challenged as unreasonable or unfair.

Under the principle (Wednesbury Principle) established in *Associated Provincial Picture Houses Ltd v Wednesbury Corporation [1948]*, decisions must not be so unreasonable that no reasonable authority would make them. A parish council acting inconsistently without justification may be considered irrational.

It could be considered inconsistent for the Council to justify raising allotment rent charges on the basis that it subsidises allotment costs, while at the same time recently approving a significant subsidy for a free fitness class benefiting fewer residents.

If the Council is willing to subsidise a fitness class at approximately £492 per attendee per year for a small group of residents, it suggests a willingness to provide financial subsidy for community activities. Allotments also provide a community and wellbeing benefit, at a much lower per-person subsidy. If the Council was to reduce the allotment subsidy while maintaining the fitness class subsidy, it may raise equity and consistency concerns.

Allotment holders may have a legitimate expectation that council subsidies are applied fairly across different community activities. If allotment holders, who may be part of the same taxpayer base as fitness class attendees, see their costs rise while another group continues to receive a high subsidy, they could reasonably challenge the decision.

Fees and charges levied by a council should be regularly reviewed as part of good financial governance even if no increase is applied. Councillors are therefore asked to review current allotment rent charges.

The effect of possible individual percentage increases is shown in the following table:

Plot Type	Annual Rent (£)	1% Increase (£)	2% Increase (£)	3% Increase (£)	4% Increase (£)
A Plot (0-62 sqm)	29.00	29.29 (0.29)	29.58 (0.58)	29.87 (0.87)	30.16 (1.16)
B Plot (63-125 sqm)	58.20	58.78 (0.58)	59.36 (1.16)	59.95 (1.75)	60.53 (2.33)
C Plot (126-250 sqm)	87.30	88.17 (0.87)	89.05 (1.75)	89.92 (2.62)	90.79 (3.49)
5% Increase (£)	6% Increase (£)	7% Increase (£)	8% Increase (£)	9% Increase (£)	10% Increase (£)
30.45 (1.45)	30.74 (1.74)	31.03 (2.03)	31.32 (2.32)	31.61 (2.61)	31.90 (2.9)
61.11 (2.91)	61.69 (3.49)	62.27 (4.07)	62.86 (4.66)	63.44 (5.24)	64.02 (5.82)
91.66 (4.37)	92.54 (5.24)	93.41 (6.11)	94.28 (6.98)	95.16 (7.86)	96.03 (8.73)

In considering the level of any rent increase, the Council should consider the impact of such increases on tenants, particularly vulnerable groups.

Alternatively, in line with the recent decision on the provision of free fitness classes, the Council may wish to consider reducing allotment rents, providing further discounts, or even abolishing rents altogether.

Conclusion

The Council has the legal authority to set reasonable allotment rents, ensuring that any increases are fair, justified, and compliant with statutory requirements. Given the current level of subsidy provided for the allotments, a rent increase could be justified to reduce the financial burden on the Council. However, best practice suggests that allotment holders should be consulted before any decision is made.

While financial sustainability is an important consideration, the Council must also ensure consistency and fairness in its decision-making. The existing disparity between the subsidy for allotments and the subsidy for the fitness class raises questions about equity. Any decision to increase rents should therefore take into account not just financial viability but also broader principles of fairness and consistency in public spending.

If a rent increase is proposed, the Council is advised to seek feedback from allotment holders before finalising any increase, and to provide 12 months' notice of any change. A final decision should be made at the March 2025 meeting to allow adequate time for implementation.

AGENDA ITEM: FC 206/24

Subject: Milton Keynes Play Association 2025 Events

Meeting date: Full Council - 11 February 2025

Author: Clerk – R Fuller

Purpose: To confirm arrangements for booking Easter and summer MKPA events.

RECOMMENDATIONS: That the Council resolves to:

- 1. Determine arrangements for Easter and summer 2025 Milton Keynes Play Association events.**

Background

The Council has historically funded open-access play events during the Easter and summer holidays, provided by Milton Keynes Play Association. In 2024, the Council supported 15 sessions (six at Easter and nine in summer).

For 2025, maintaining the same provision would require booking 15 events at a cost of £520 per session, totalling £7,800, which aligns with the allocated budget. However, this budget does not include additional funds for indoor venue hire. Previous sessions organised by the Council have taken place at venues such as Kents Hill Pavilion, Monkston Community Centre, and Monkston Park. Milton Keynes Play Association has noted that most of their sessions traditionally take place outdoors.

The available booking periods for 2025 are:

- **Easter:** 7 – 17 April
- **Summer:** 24 July – 29 August

A decision is required on proceeding with the bookings within the allocated budget, with the understanding that sessions will be held outdoors unless alternative funding is identified for indoor venues.

Conclusion

To maintain continuity in the provision of play events for local children, the Council is required to confirm bookings for sessions within the available budget of £7,800. Given the allocated budget, if Council wishes to deliver 15 events, then those events will need to take place outdoors unless additional funding is identified for indoor venues. The Council is asked to decide whether to proceed with the current plan, consider alternative funding options, or adjust the number of sessions accordingly.

AGENDA ITEM: FC 207/24

Subject: Co-Option of Member(s)

Meeting date: Full Council - 11 February 2025

Author: Clerk – R Fuller

Purpose: To present an application for co-option.

RECOMMENDATIONS: That the Council resolves to:

- 1. Approve the application for co-option from Mr Stephen Fisk and confirm that he will represent Monkston & Kingston ward.**

Background

The Council currently has two vacant seats in the Monkston & Kingston ward and two in the Kents Hill & Brinklow ward - four vacancies in total. The Council has received one application for co-option from Mr Stephen Fisk:

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	Stephen Joseph Fisk
Your "common name" if different	N/A
Address	[REDACTED]
Phone no.	[REDACTED]
Email address:	[REDACTED]

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

Please write a short paragraph about yourself and why you want to become a Parish Councillor. Please give details of your area(s) of interest and/or expertise (no more than 300 words)

My family moved to Monkston in December 2022, having previously lived in Wavendon Gate since 2014. I moved here in 2014, my partner already being resident here after attending the OU to complete her PhD. Our children were born here and have attended local nurseries/school since. Hence although not MK natives we have chosen to set down roots here finding MK a good place to live and raise our family and we wish to cultivate that further.

We would like to see a growth in community events in the Monkston area and feel that the best way to see this happen is to become engaged with the local community and aid in organising such events. The obviously place to start with this seemed to me to be the Parish Council.

I have worked as a geoenvironmental engineer in the private sector for over 17 years managing site investigation and drafting technical report focusing on foundation design and contamination. The investigations we undertake are typically conducted to support planning applications and aid in structural design.

Management of such investigations usually involves liaison with multiply parties, planning and coordination to arrange access, and the ability to communicate the findings out our investigations to a range of stakeholders with a wide variety of backgrounds.

As such I have a reasonably broad range of transferable skills from technical writing, logistic management, familiarity with (parts of) the planning process, commercial awareness, and experience on assessing tenders and quotes for value for money.

I would like the opportunity to apply these skills in making our community a better place to live for my family and others.

I confirm that the information listed above, to the best of my knowledge, is true and correct.

Name: Stephen Fisk

Date: 05/02/2025

Conclusion

The Council's co-option policy states: *'If there are more vacancies than applicants, providing there is no lawful reason to refuse (see 1), the Council shall co-opt the candidate(s) automatically.'*

The applicant is eligible for co-option and there is no lawful reason to refuse co-option. The Council is therefore recommended to approve the application for co-option.

AGENDA ITEM FC 208/24 a) – GOVERNANCE REVIEW

The draft Standing Orders can be viewed as a supporting document at:

<http://www.kentshill-monkston-pc.org.uk/meetings/>

AGENDA ITEM: FC 208/24 b)

Subject: Governance Review

Meeting date: Full Council - 11 February 2025

Author: Clerk – R Fuller

Purpose: To propose a method of systematically evaluating the council's policies, procedures, and practices to ensure they comply with legal requirements and meet best practice standards.

RECOMMENDATIONS: That the Council resolves to:

1. **Approve the scope and methodology of the governance review.**

Background

The purpose of this proposed review is to evaluate the Council's current governance arrangements, ensuring they meet legal requirements, reflect best practice, and support the effective and transparent operation of the Council.

The governance review will cover key areas such as policies, procedures, decision-making processes, financial management, transparency, and risk management. By assessing these elements, the aim is to identify strengths and areas for improvement, ensuring the Council operates efficiently, fulfils its statutory responsibilities, and serves the community effectively.

Scope

The review will include the following:

1. **Reviewing Governance Documents:** Evaluating Standing Orders, Financial Regulations, and other policies to ensure they are in place, up to date, and compliant with legislation and national guidance. The review will also propose additional policies to be recommended for adoption.
2. **Assessing Decision-Making and Delegations:** Examining how decisions are made and delegated to ensure clarity, accountability, and effectiveness.
3. **Ensuring Transparency and Public Accountability:** Reviewing the council's communication with residents, the accessibility of published information, and compliance with transparency requirements.
4. **Evaluating Financial and Asset Management:** Scrutinising the council's financial controls, budgeting, asset management, procurement, and audit processes to confirm they meet required standards.

5. **Examining Risk Management and Health & Safety:** Ensuring that risks are effectively identified and managed, and that the Council complies with health and safety obligations.
6. **Reviewing Staffing and HR Practices:** Assessing the Council's staffing arrangements, contracts, and policies to ensure fairness, compliance, and adequate support for staff and volunteers.
7. **Benchmarking Against Best Practices:** Comparing our practices to those of similar councils and guidance from organisations such as NALC, BALC, and the SLCC.

Methodology

The review will be conducted using the following approach:

- **Document Review:** Key governance documents, meeting minutes, and policies will be reviewed against statutory requirements and national best practice.
- **Meetings and Consultation:** Discussions will be held with councillors, officers, and external stakeholders where necessary to understand governance practices and challenges.
- **Benchmarking:** The Council's governance arrangements will be compared with similar parish councils to identify strengths and areas for improvement.
- **Audit of Transparency and Compliance:** The Council's website and published materials will be assessed to ensure they meet transparency requirements.
- **Risk Assessment:** A review of existing risk management practices, financial controls, and internal audit processes will be undertaken.

Next Steps

1. Approval of this governance review plan by the Council.
2. Commencement of the review.
3. Regular updates to the Council on progress and key findings.
4. Presentation of the final governance review report and recommendations.

Conclusion

The findings of this review will form the basis for an action plan that will address any identified weaknesses and build on the Council's strengths. This action plan will include specific recommendations, priorities, and timelines for improvement.

By undertaking this review, the Council would be demonstrating a commitment to good governance, continuous improvement, and accountability.

AGENDA ITEM: FC 209/24

Subject: Milton Keynes City Council's Community Governance Review

Meeting date: Full Council - 11 February 2025

Author: Clerk – R Fuller

Purpose: To consider whether the Council wishes to make any representations to MKCC as part of its Community Governance Review.

RECOMMENDATIONS: That the Council resolves to:

- 1. Determine whether it wishes to make any representations to MKCC on the issue of parish boundaries, ward boundaries, the number of parish councillors, the name of the parish council and parish wards, or any other relevant governance arrangements.**

Background

Milton Keynes City Council (MKCC) is conducting a Community Governance Review to assess the way local communities are represented within the city. This follows a Local Government Boundary Commission for England review of ward boundaries, which is currently at the consultation stage. The final ward boundary recommendations are expected on 3 June 2025, ahead of the all-out elections in 2026.

Purpose of the Review

The Community Governance Review will examine various aspects of parish governance, including:

- Changes to parish names.
- Warding arrangements within parishes.
- The number of parish councillors.
- Potential alterations to external parish boundaries.
- The creation, merger, or abolition of parishes where applicable.

Consultation Process

- **Phase 1: Informal Consultation**
 - Open from 23 January 2025 to 28 March 2025.
 - Parish councils are invited to submit their views on current governance using an online survey.
 - Responses will inform draft proposals for the next phase.
- **Phase 2: Formal Consultation (Summer 2025)**
 - MKCC will publish draft recommendations based on the responses collected.
 - A further consultation period will follow before final decisions are made.

Conclusion

This review presents an opportunity to ensure the parish governance structure remains effective and fit for purpose.

AGENDA ITEM FC 211/24 – PLANNING & LICENSING

New Planning Applications

1. **Application Reference:** PLN/2025/0175

Proposal: Erection of a single storey extension to the rear of the property, including associated alterations (part retrospective) at **13 AYLESFORD GROVE, MONKSTON, MILTON KEYNES, MK10 9JE**

Planning Applications Approved by MKCC (For Information)

1. **Application Reference:** 24/01625/HOU

Proposal: The conversion of the loft into living space including two dormers to the front roofslope, a box dormer to the rear, rooflight and new second floor windows to the side elevations of the dwelling at **30 Colindale Street, Monkston Park, Milton Keynes, MK10 9PJ**

2. **Application Reference:** PLN/2024/2206

Proposal: Proposed loft conversion with the addition of rear dormer and new roof lights at **81 CROWBOROUGH LANE, KENTS HILL, MILTON KEYNES, MK7 6JN**

3. **Application Reference:** 24/01577/DISCON

Proposal: Approval of details required by condition 12 (levels retaining measures) of permission ref. 22/02289/REM at **Land Off Timbold Drive, Timbold Drive, Kents Hill Park, Milton Keynes**

4. **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**

5. **Application Reference:** 24/01822/HOU

Proposal: Conversion of existing garage into living accommodation and erection of a shed dormer above. Installation of a new ground floor side window at **9 Easby Grove, Monkston, Milton Keynes MK10 9DT**

6. **Application Reference:** PLN/2024/2118

Proposal: The erection of single storey rear extension connecting the conversion and extension of garage into utility room and office with W/C. Replacement of a side door with window and installation of front rooflight at **91 BLANCHLAND CIRCLE, MONKSTON, MILTON KEYNES, MK10 9DR**

7. **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**

Planning Applications Refused by MKCC (For Information)

1. **Application Reference:** PLN/2024/2699

Proposal: Non-material amendment seeking to change cycle stores 1 & 2 to pre-fabricated timber clad and southern most swale by apartment block B2, plots 163-171 replaced with drainage crates. (relating to permission ref. 22/02289/REM for the approval of reserved matters (access, layout, scale, appearance and landscaping) pursuant to outline permission ref. 20/01176/OUT for the erection of up to 171 residential dwellings (Use Class C3) and local shop (Use Class A1-A4) at **Land Off Timbold Drive, Timbold Drive, Kents Hill Park, Milton Keynes**

2. **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**

Street Trading Consent – Renewal Application

1. MKCC has received a renewal application from MSJ Ice Cream Services (Reg FJ69 UYA - Fresh Whip) for one ice-cream van to trade boroughwide for the following times:

Monday to Sunday 15:30 to 17:30

Boroughwide consents allow for no more than 20 minutes trading in any 100 metre part of any one Consent Street on any one day.

Please note that Street Trading is prohibited within 250 metres of any school's entrances and/or exits, during main school hours and 30 minutes following a school's normal closing time. Main school hours means the normal opening times for any particular school, whilst the students are being educated including lunch breaks but does not include times when the premises are open for after school activities. The prohibition applies to all school types such as; Infant, Junior, Primary, Secondary, Academy, Special, College and applies to static street traders (i.e. kebab vans) and Boroughwide street traders (i.e. ice cream vans).

AGENDA ITEM: FC 213/24 c)

Subject: Appointment of a Contractor for a Building Survey and EPC Report

Meeting date: Full Council - 11 February 2025

Author: Clerk – R Fuller

Purpose: This report outlines quotes received for conducting a comprehensive building survey of Monkston Community Centre and providing an Energy Performance Certificate (EPC) report.

RECOMMENDATIONS: That the Council resolves to:

1. **Select a quote and appoint a contractor to undertake the building survey and EPC report.**

Background

The Parish Council is due to take on the freehold ownership of Monkston Community Centre by 31 March 2025. To ensure the Council fully understands the condition of the building and its future maintenance requirements, a comprehensive survey and EPC report are required.

Four contractors were contacted to provide quotations for these services. Two positive responses were received, and the quotes are outlined below:

1. **Contractor 1 – £5,225**

- A full Level 3 building survey.
- A review of the mechanical and electrical installations included.
- Drone survey of roof and gutters.
- EPC report included.
- Inspection can be undertaken within 7-10 days of instruction.
- Report produced within approximately seven days from inspection.

2. **Contractor 2 – £2,500**

- A full Level 3 building survey.
- Camera pole and drone available if needed.
- EPC report included.
- Other surveys such as mechanical and electrical installations, asbestos, or drainage can be sourced and managed.
- Inspection can take place w/c 17 February.
- Report produced within ten days from inspection.

Matters for Consideration

- **Cost:** contractor 2 offers a significantly lower price (£2,500 vs. £5,225).
- **Scope:** contractor 1 provides additional services, including a mechanical and electrical assessment, which could provide a more detailed understanding of the building's condition. Contractor 2 can arrange these additional services for an additional cost.
- **Turnaround Time:** contractor 1's report will be completed slightly faster (7 vs. 10 working days).

AGENDA ITEM: FC 214/24

Subject: Fitness Classes

Meeting date: Full Council - 11 February 2025

Author: Clerk – R Fuller

Purpose: To confirm arrangements for the extension of the fitness class trial.

RECOMMENDATIONS: That the Council resolves to:

- 1. Confirm the introduction of a Wednesday fitness class from 6.30pm to 7.30pm at Monkston Primary School from 5 March to 31 July 2025 during term time only and subject to venue availability.**
- 2. Approve and sign the updated agreement with the fitness class instructor.**

Background

In January 2025, the Council resolved that two fitness classes per week take place for a further period to 31 July 2025 as an extension of the current trial.

Having considered the resolution of Council, the Fitness Classes Working Group has provided the following notes of their recent meeting:

‘After conducting more surveys and looking at the interest of people who couldn’t attend the Monday 6-7 pm class, the Fitness Working Group is recommending to add the second session on the Wednesday 6:30 pm till 7:30 pm. This option had the unanimity. These class can only be available during school term.

We discussed the possibility to engage with another venue like the Monkston Community Center but we don’t think that the necessary equipment (matt and music amplifier) are present we will investigate in the next few weeks. The recommendation of the working group is that we start both sessions in the Monkston Primary School for the first 4 weeks and we can expand to other venues later if convenient.

We previously engaged with Estelle and the School to ensure this slot was available and we believe that this slot is available.

We believe that the next action is for the Clerk to update the contract with Estelle first and then enquire to the school to book both sessions during term until the summer.

We are working on the marketing aspects, to reach more people, updating the different outstanding documents which are still in draft mode since October, discussing the KPIs and we will come back to you all very shortly with some progress.

Is there a possibility to add the links to the registration process (form to fill, Spond and WhatsApp group) on our current website very easily. If so, we could simply add a QR code to our marketing material to give people clarity. We know that we plan to redo the website soon, but will the new version be finished before the end this extended trial?’

Other Matters

Council is reminded that the following extant resolutions were agreed on 3 October 2024:

- Adding an additional 1-hour fitness class to meet the demand.
- People can enrol onto a maximum of 2 classes (maximum 1 hour) per week.
- The Working Group to administer the fitness classes.
- The Working Group to devise a communications system in case a resident does not have online facility and cannot access the app.
- The Working Group to draft a policy/procedure for the classes and submit to Council for approval.
- The Working Group to look at an alternative venue for the additional class(es) so there is more of a geographical spread within the parish.
- The Working Group to request the instructor to provide proof of their registration with the Information Commissioners Office.
- All health forms are to be submitted to the instructor, not the Clerk.
- The Working Group to investigate further publicity and raise the profile of the classes and the Council initiative e.g. video, articles for newsletters and the website.

Conclusion

The proposals for the additional session and enhanced marketing efforts aim to increase participation and accessibility for residents. To ensure the smooth implementation of these initiatives, the Council's approval is sought on key actions, including contract updates and venue arrangements.