



**Minutes of an Ordinary Meeting of the Parish Council held on
Tuesday 14th January 2025 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 D Hippey, Cllr V Chandra, Cllr T Boungou-Pouaty, Cllr L Veignal

In attendance: Eight members of the public

Clerk: R Fuller

Minute ref	Item	Vote
FC 171/24	APOLOGIES FOR ABSENCE	
	None received – all Members were present.	
FC 172/24	DECLARATIONS OF INTEREST	
	<p>Cllr D Hippey declared an interest in agenda item FC 178/24 – finance and accounts - item two, as one of the payments made under delegated powers related to a company in which he has an interest.</p> <p>Cllr D Hippey declared that although he did not consider that he had a disclosable pecuniary interest, he would leave the room and take no part in the debate or vote on recommendation two of agenda item FC 180/24 – contract renewal/re-tender arrangements.</p> <p>Cllr M Hippey declared an interest in agenda item FC 178/24 – finance and accounts - item two, as one of the payments made under delegated powers related to a company in which she has an interest.</p> <p>Cllr M Hippey declared that although she did not consider that she had a disclosable pecuniary interest, she would leave the room and take no part in the debate or vote on recommendation two of agenda item FC 180/24 – contract renewal/re-tender arrangements.</p> <p>Cllr Veignal declared an interest in agenda item FC 179/24 – fitness classes – as both he and his wife are participants in the classes.</p>	
FC 173/24	APPROVAL OF MINUTES	
	<p>IT WAS RESOLVED that Council approve the minutes of the Full Council meeting held on Thursday 19th December 2024 as a true and accurate record, and that they be signed by the Chair.</p> <p><i>Cllr D Hippey left the meeting at 7.08pm and returned at 7.09pm.</i></p>	<p>Proposed: MH Seconded: LV Six in favour, one abstention</p>
FC 174/24	PUBLIC PARTICIPATION	
	Fitness Classes	
	Seven members of the public who were attendees of the Council's fitness classes spoke in support of the continuation of the classes.	

	Some of the benefits that were mentioned included the feeling of community that had been engendered amongst the attendees, as well as the improvement to overall health and wellbeing.	
FC 175/24	COUNCILLOR AND CLERK REPORTS	
	IT WAS RESOLVED to note the Clerk's report. IT WAS RESOLVED to note the reports from Councillors.	Proposed: TBP Seconded: MH Agreed unanimously
FC 176/24	COUNCIL RESOLUTIONS LOG	
	The Council resolutions log was received and noted. <i>The Chair proposed to bring forward agenda item FC 179/24 due to the interest in this agenda item by members of the public who were present.</i>	Agreed unanimously
FC 179/24	FITNESS CLASSES	
	<p>The Chair opened the discussion by acknowledging the benefits of the classes and encouraging everybody to work together to increase attendance and ensure that the project is a success.</p> <p>A debate ensued in which questions were posed concerning the subsidy per attendee and whether it might be possible to seek a contribution from attendees.</p> <p>The Chair reminded members of the public that Standing Orders were in force and that further public participation would not be permitted.</p> <p>Other views were expressed stating that the cost to the Council should not be the main consideration given the many benefits of the classes.</p> <p>A Member stated that there were legal errors within the Clerk's report and that the Clerk was not impartial.</p> <p>Another Member was warned by the Chair that his conduct was not appropriate and to moderate his behaviour.</p> <p>Comments were made about the numbers of people attending the classes in relation to the size of the population of the parish, and that it would be preferable if more residents could benefit. In response, other Members asserted that attendance was not a significant factor and that there was capacity for up to 20 attendees per class. It was further stated that there is a waiting list of 35 people.</p> <p>It was suggested that the fitness classes trial be extended for a further six months until 31 July 2025. The Clerk invited Members to consider whether they wanted to include any relevant measures or key performance indicators on which to gauge the success of an extended trial period to enable an evidenced decision to be made. A Member interrupted and would not allow the Clerk to conclude this point.</p> <p>Other suggestions were made concerning differing lengths of trial periods and what activity should take place during any trial. Whereupon,</p> <p>IT WAS RESOLVED that two fitness classes per week take place for a period of six months to 31 July 2025 as an extension of the current trial.</p>	Proposed: LV Seconded: TBP Agreed unanimously

FC 177/24	CORRESPONDENCE RECEIVED				
	<p>The correspondence received was noted:</p> <ul style="list-style-type: none"> • MKCC. Emergency planning briefs. (Emailed: Members) • MKCC. Councillor newsletters. (Emailed: Members) • MKCC: Neighbourhood Watch Update. (Emailed: Members). • MKCC: Speedwatch December newsletter. (Emailed: Members). • East West Rail. December Newsletter. (Emailed: Members) • Office of the Police & Crime Commissioner. Budget consultation. (Emailed: Members) • Office of the Police & Crime Commissioner. December newsletter. (Emailed: Members) • NALC. E-newsletters, including events newsletters. (Emailed: Members) • BMKALC. End of year report. (Emailed: Members) • MKCAN. E-newsletters. (Emailed: Members) • MK Community Foundation. December newsletter. (Emailed: Members) • The Parks Trust. January newsletter. (Emailed: Members) 				
FC 178/24	FINANCE & ACCOUNTS				
i.	Invoices for payment				
	IT WAS RESOLVED that the following invoices be approved for payment:				Proposed: DH Seconded: TBP Agreed unanimously
Payee	Invoice No	Amount	Description	Power to pay	
Starboard Systems Ltd t/a Scribe Accounts	7979	£2,482.80	Three-year subscription to Scribe Accounts	LG Act 1972 s111	
LGRC Associates Ltd	2052	£5,496.95	Locum services Oct 24	LG Act 1972 s112	
Viking Office UK Ltd	5225469	£217.06	Stationery and postage	LG Act 1972 s111	
Estelle Coaching	0020241203	£130.00	Fitness class coaching – Dec 24	LG Act 1972 s137	
Marcus Young Environmental Services Ltd	4453	£1,597.32	Bin emptying – Dec 24	Litter Act 1983 s5	
R Fuller	08.01.25	£65.66	Reimbursement for mileage & website hosting renewal fees	LG Act 1972 s111	
Renew@ Kents Hill	KH01	£1,000	Grant to support warm space initiative	LG Act 1972 s137	
Milton Keynes Citizens Advice Bureau	KHMPC/01/2425/Q3	£999.50	CAB funding for outreach services	LG Act 1972 s142	

	Monkston Community Centre	INV5	£75.00	Room hire – Dec Council	LG Act 1972 s150	
	Monkston Community Centre	INV16	£90.00	Room hire – Jan Council	LG Act 1972 s150	
	Monkston Community Centre	INV17	£90.00	Room hire – Feb Council	LG Act 1972 s150	
	Monkston Community Centre	INV18	£90.00	Room hire – Mar Council	LG Act 1972 s150	
	Monkston Community Centre	INV19	£90.00	Room hire – Apr Council	LG Act 1972 s150	
	Monkston Community Centre	INV20	£90.00	Room hire – May Council	LG Act 1972 s150	
	SLCC	BK219251-1	£36.00	SLCC training	LG Act 1972 s111	
<p><i>All invoices are available at the meeting for inspection. A list of invoices is signed by a Councillor at each meeting. Invoices and bank reconciliations are checked and signed by two Councillors. Payments are made by the Clerk, and two Councillors log in and approve the payments.</i></p>						
ii.	Payments made by the Clerk using delegated power					
	IT WAS RESOLVED that Council note the payments made by the Clerk outside of the meeting using delegated power:					Proposed: LV Seconded: AP Agreed unanimously
	Payee	Invoice No	Amount	Description	Power to pay	
	Shurgard UK	2405803579	£138.46	Storage unit rent 07.01.25 – 06.02.25	LG Act 1972 s133	
	Shurgard UK	2405803433	£20.00	Late payment charge	LG Act 1972 s111	
	The National Allotment Society	NA101/2024	£67.00	Annual membership	LG Act 1972 s143	
	Officers	N/A	£3,528.93	Salaries Dec 24	LG Act 1972 s112	
	Buckinghamshire Pension Fund	N/A	£1,298.94	Pension liabilities Dec 24	LG Act 1972 s112	
	Hippey Accounting Services Ltd	INV-21931	£52.77	Monthly payroll services	LG Act 1972 s112	

iii.	Income received					
	IT WAS RESOLVED that Council note the income received:				Proposed: LV Seconded: AP Agreed unanimously	
	Source	Bank account	Amount	Description		
	DECEMBER 2024					
	Cambridge Building Society	Saver Account	£650.27	Credit interest		
	Unity Trust Bank	Allotment Account	£5.76	Credit interest		
	Unity Trust Bank	Deposit Account	£1,209.71	Credit interest		
iv.	Direct debit / standing order payments					
	IT WAS RESOLVED that Council note the direct debit / standing order payments made:				Proposed: LV Seconded: AP Agreed unanimously	
	Payee	Payment type	Amount	Description		Power to pay
	Unity Trust Bank	SO	£6.45	Service charge		LG Act 1972 s111
	Unity Trust Bank	SO	£0.02	Debit interest		LG Act 1972 s111
	Anglian Water (Wave)	DD	£52.18	Allotment water		Smallholdings and Allotments Act 1908 ss 23, 26 & 42
	Anglian Water (Wave)	DD	£27.05	Allotment water		Smallholdings and Allotments Act 1908 ss 23, 26 & 42
	EE	DD	£44.09	Mobile phone contracts		LG Act 1972 s111
v.	Internal transfers					
	IT WAS RESOLVED that Council note the internal transfers made:				Proposed: LV Seconded: AP Agreed unanimously	
	From	To	Amount	Date		
	Deposit Account	Current Account	£20,000.00	16.12.24		
	Deposit Account	Current Account	£5,000.00	28.12.24		
vi.	Bank balances					
	IT WAS RESOLVED that Council note the bank balances:				Proposed: LV Seconded: AP Agreed unanimously	
	1) Allotment account. £1,926.53					
	2) Instant access deposit account. £181,209.71					
	3) Current account £8,227.99					
	4) Cambridge Building Society. £22,343.61					
	5) Cambridge & Counties Savings. £88,705.66					
FC 180/24	CONTRACT RENEWAL/RE-TENDER ARRANGEMENTS					
	The Chair suggested taking this item in two parts to enable Cllrs D and M Hippey to take part in the discussion and vote on recommendations one, three, and four before leaving the room for the discussion and vote on recommendation two.				Proposed: LV Seconded: TBP Agreed unanimously	
	A member queried the delegation of responsibility to the Clerk to produce operational specifications for payroll and allotment maintenance invitations to quote as he felt that this is a matter for decision by the					

	<p>Council. The Clerk suggested that recommendation four could be withdrawn and that Members could be invited to draft the specifications.</p> <p>A Member was again warned by the Chair about his conduct and asked to moderate his behaviour. The Member was further asked by the Clerk to stop shouting and to not bang his hands on the table. The Member refused to moderate his behaviour and so the Chair suspended the meeting to restore order.</p> <p><i>The meeting was suspended at 8.21pm and resumed at 8.25pm.</i></p> <p>Upon resuming the meeting,</p> <p>IT WAS RESOLVED to extend the existing dog and litter bin waste management contract on the same terms for a further period of 12 months from 19 March 2025.</p> <p>IT WAS RESOLVED to seek three quotes for the provision of allotment maintenance services for a period of 12 months from 14 April 2025.</p> <p><i>Cllrs D and M Hippey left the meeting.</i></p> <p>IT WAS RESOLVED to seek three quotes for the provision of payroll services for a period of 12 months from 1 April 2025.</p> <p><i>Cllrs D and M Hippey returned to the meeting.</i></p>	<p>Proposed: DH Seconded: LV Agreed unanimously</p> <p>Proposed: DH Seconded: LV Agreed unanimously</p> <p>Proposed: AW Seconded: LV Agreed unanimously</p>
FC 181/24	PROVISION OF BENCHES ON MONKSTON GREEN	
	<p>IT WAS RESOLVED to agree in principle to the provision of up to four benches on Monkston Green subject to the completion of the transfer of the land as part of the Monkston Community Centre asset transfer.</p> <p>IT WAS RESOLVED to agree a provisional project budget of up to £8,100.</p> <p>IT WAS RESOLVED to ascertain the current and intended future ownership status of the four existing benches near the play park.</p> <p>IT WAS RESOLVED to obtain quotes for the provision and installation of the proposed benches for Council to consider at a future meeting.</p>	<p>Proposed: DH Seconded: LV Agreed unanimously</p> <p>Proposed: DH Seconded: LV Agreed unanimously</p> <p>Proposed: DH Seconded: LV Agreed unanimously</p> <p>Proposed: DH Seconded: LV Agreed unanimously</p>
FC 182/24	2024/25 BUDGET REVIEW AND INTERNAL CONTROLS	
	<p>IT WAS RESOLVED to receive and review the year-to-date budget report on receipts and payments.</p> <p>IT WAS RESOLVED to approve the virements detailed in Table 1 of the accompanying report for this item to cover projected overspends.</p> <p>IT WAS RESOLVED to appoint Cllrs M Hippey and V Chandra as named Members to undertake internal control checks and to review and sign the bank reconciliations and report back to the Council.</p>	<p>Proposed: MH Seconded: LV Agreed unanimously</p> <p>Proposed: MH Seconded: LV Agreed unanimously</p> <p>Proposed: DH Seconded: LV Agreed unanimously</p>
FC 183/24	GRANT APPLICATION	
s.137 LG Act 1972	IT WAS RESOLVED to award a grant of £3,000 to Monkston Primary School for the purpose of providing an electronic retractable awning.	Proposed: MH Seconded: LV Agreed unanimously

FC 184/24	2025/26 BUDGET, MEDIUM-TERM FINANCIAL PLAN, AND RESERVES	
	<p>IT WAS RESOLVED to note the projected income for 2025/26 of £31,922.</p> <p>IT WAS RESOLVED to note the projected expenditure for 2025/26 of £302,535.</p> <p>IT WAS RESOLVED to approve the allocation of reserves to earmarked reserves as detailed in Table 3 of the accompanying report for this item.</p> <p>IT WAS RESOLVED to approve a general reserve level of £86,500 for 2025/26, equivalent to six months of net revenue expenditure, and to note that there are additional general reserves of £28,525 that should be utilised over the period of the Medium-Term Financial Plan.</p> <p>IT WAS RESOLVED to approve the use of £90,000 from reserves to support the 2025/26 budget.</p> <p>IT WAS RESOLVED to approve the overall 2025/26 budget having considered all income, expenditure, and the reserves position.</p> <p>IT WAS RESOLVED to approve the Medium-Term Financial Plan (2026/7 – 2029/30) as outlined in Table 2 of the accompanying report for this item.</p>	<p>Proposed: MH Seconded: DH Agreed unanimously</p> <p>Proposed: MH Seconded: DH Agreed unanimously</p> <p>Proposed: MH Seconded: DH Agreed unanimously</p> <p>Proposed: MH Seconded: DH Agreed unanimously</p> <p>Proposed: MH Seconded: DH Agreed unanimously</p> <p>Proposed: MH Seconded: DH Agreed unanimously</p> <p>Proposed: MH Seconded: DH Agreed unanimously</p>
FC 185/24	2025/26 PRECEPT	
	<p>IT WAS RESOLVED to note that the 2025/26 council tax base for the parish is 2,707 Band D equivalent households, as advised by Milton Keynes City Council.</p> <p>IT WAS RESOLVED to note that based upon the approved budget and use of reserves, the Council's precept requirement for 2025/26 is £180,613.</p> <p>IT WAS RESOLVED to approve submission of a 2025/26 precept demand for £180,613 to Milton Keynes City Council.</p> <p>IT WAS RESOLVED to note that based on a tax base of 2,707 Band D equivalent households, the precept per Band D equivalent household to be paid to Kents Hill & Monkston Parish Council in 2025/26 is £66.72 per annum, and that this represents an increase of 2.6% on the previous year (or £0.03 per week).</p>	<p>Proposed: DH Seconded: MH Six in favour, one against</p> <p>Proposed: DH Seconded: MH Six in favour, one against</p> <p>Proposed: DH Seconded: MH Six in favour, one against</p> <p>Proposed: DH Seconded: MH Six in favour, one against</p>
FC 186/24	NEW COUNCIL WEBSITE	
	<p>IT WAS RESOLVED to ask the Website Working Group to review quotes /proposals sourced by the Clerk and to make a recommendation on which provider's quote should be accepted.</p> <p>IT WAS RESOLVED to delegate authority to the Clerk, in consultation with all Members of the Council, to select and accept a quote for the provision of a new website and associated services subject to a maximum budget of £3,000.</p>	<p>Proposed: LV Seconded: DH Agreed unanimously</p> <p>Proposed: LV Seconded: DH Agreed unanimously</p>

FC 187/24	CONSULTATIONS	
	The consultations on draft recommendations for new wards, ward boundaries and ward names for Milton Keynes City Council, as well as on strengthening the standards and conduct framework for local authorities in England were noted, and it was commented that the Council should provide positive responses to both consultations.	
FC 188/24	TRAINING	
	IT WAS RESOLVED to note that the Clerk has successfully completed the ILCA and FILCA qualifications.	Proposed: AP Seconded: DH Agreed unanimously
	IT WAS RESOLVED to note that the Clerk had used delegated powers to book a place on an SLCC webinar on staff appraisals at a cost of £30.00 + VAT.	Proposed: AP Seconded: DH Agreed unanimously
	IT WAS RESOLVED to approve the Clerk's registration and attendance at the 11 training courses/webinars listed in the accompanying report for this item, at a total cost of £396 + VAT.	Proposed: AP Seconded: DH Agreed unanimously
	IT WAS RESOLVED to approve the additional subscription fee of £13.75 for the Clerk's student membership of the SLCC.	Proposed: AP Seconded: DH Agreed unanimously
FC 189/24	PLANNING & LICENSING	
	IT WAS RESOLVED to offer no objections to either of the street trading consent applications considered by the Council.	Proposed: DH Seconded: LV Agreed unanimously
FC 190/24	ANNUAL PARISH MEETING	
	IT WAS RESOLVED to hold the 2025 Annual Parish Meeting on a weekday evening in May at Monkston Community Centre, and for the Clerk to investigate possible dates.	Proposed: DH Seconded: LV Agreed unanimously
FC 191/24	EXCLUSION OF PRESS AND PUBLIC	
	IT WAS RESOLVED 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, that the press and public be excluded from the meeting.	Proposed: DH Seconded: AP Agreed unanimously
	The Chair asked that anyone recording the meeting stop doing so.	
FC 192/24	COMMUNITY CENTRES ASSET TRANSFERS	
	The Clerk provided a verbal report updating Members on progress made since the last meeting.	
FC 193/24	STAFFING MATTERS	
	By way of a detailed report, Members considered a confidential matter concerning staff pay scales and contractual conditions.	
	IT WAS RESOLVED to approve the recommendations detailed in the accompanying confidential report for this item.	Proposed: MH Seconded: DH Agreed unanimously

FC 194/24	READMITTANCE OF THE PRESS AND PUBLIC	
	IT WAS RESOLVED that the confidential business having been concluded, the press and public be readmitted to the meeting.	Proposed: DH Seconded: MH Agreed unanimously
FC 195/24	DATE OF NEXT MEETING	
	It was noted that the date of the next Ordinary Council meeting is Tuesday 11th February 2025.	

The meeting closed at 9.07pm.

Signed: Date:
Chair