



Kents Hill & Monkston Parish Council
PO Box 6293
Milton Keynes
MK10 1ZG

Kents Hill & Monkston Parish Council

6th March 2025

An ORDINARY MEETING of the PARISH COUNCIL will be held on **Tuesday 11th March 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.

A handwritten signature in black ink, appearing to be 'Ryan Fuller'.

Ryan Fuller
Chief Officer/Clerk/RFO

AGENDA

ITEM NO.	ITEM
FC 220/24	APOLOGIES FOR ABSENCE To receive apologies for absence.
FC 221/24	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 222/24	APPROVAL OF MINUTES To resolve that the minutes of the meeting of the Council held on Tuesday 11 th February 2025 be signed as a correct record.
FC 223/24	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 224/24	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 225/24	<p>COUNCIL RESOLUTIONS LOG To note the Council resolutions log and actions taken.</p>
FC 226/24	<p>CORRESPONDENCE RECEIVED To note the correspondence received.</p>
FC227/24	<p>FINANCE AND ACCOUNTS</p> <ol 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 228/24	<p>REQUESTS FOR DOUBLE YELLOW LINES</p> <ol style="list-style-type: none"> a) To consider a request to MKCC for the addition of double yellow lines in Maidstone Road, Kingston. b) To consider a request to MKCC for the addition of double yellow lines in Whitehall Avenue, Kingston.
FC 229/24	<p>STATUTORY CONSULTATION – PROPOSED PROHIBITION OF WAITING ORDER To consider a response to MKCC’s proposals to prohibit waiting at any time along parts of Winchester Circle and Lasborough Road in Kingston, and to consolidate the existing prohibition of waiting restrictions on those parts of Chippenham Drive, Greyfriars Court, Manderville Drive and Winchester Circle.</p>
FC 230/24	<p>BUDGET MONITORING AND BANK RECONCILIATION REPORT</p> <ol style="list-style-type: none"> a) To receive and review a year-to-date budget report on receipts and payments. b) To consider the approval of the following virements to cover projected overspends: £110.10 from ‘Newsletter Costs’ to ‘IT Hardware & Software’, and £88.25 from ‘Other Community Activities’ to ‘MKCAB’. c) To receive the latest bank reconciliation reports and to receive confirmation from Cllr M Hippey that she has reviewed and signed the bank reconciliations and relevant bank statements.
FC 231/24	<p>AUTHORISATION OF PAYMENTS BY VARIABLE DIRECT DEBIT To approve the payment of the following regular liabilities via variable Direct Debit:</p> <ul style="list-style-type: none"> • HMRC – PAYE and NI • EE – mobile telephone contracts • Information Commissioner’s Office – data protection fee • Hippey Accountancy – payroll services • Anglian Water (Wave) – allotment water charges
FC 232/24	<p>PAYROLL CONTRACT To consider quotes received and to approve the appointment of a contractor to provide outsourced payroll services for 12 months from 1 April 2025.</p>
FC 233/24	<p>2026/27 ALLOTMENT RENT CHARGES To receive feedback from tenants on proposed allotment rent charges and to consider whether to apply an increase from 1 April 2026.</p>
FC 234/24	<p>ALLOTMENT TENANCY TERMS AND CONDITIONS To consider minor alterations to allotment tenancy terms and conditions to ensure legal and best practice compliance.</p>

FC 235/24	<p>ALLOTMENT IMPROVEMENTS To consider a quotation for suggested improvement works to the allotment sites.</p>
FC 236/24	<p>MILTON KEYNES PLAY ASSOCIATION AUTUMN 2025 EVENTS To consider bookings for autumn 2025 open access play sessions.</p>
FC 237/24	<p>GOVERNANCE REVIEW</p> <ul style="list-style-type: none"> a) To review and adopt a Scheme of Delegation. b) To review and adopt a Councillors' Expenses Policy c) To review and adopt an updated Investment Policy & Strategy. d) To review and adopt an updated Financial Risk Assessment.
FC 238/24	<p>TRAINING</p> <ul style="list-style-type: none"> a) To note that MKCC's Deputy Monitoring Officer will be providing Code of Conduct training for Councillors on Tuesday 18th March at 7pm. b) To note the training, as detailed in the accompanying report, that has been booked by the Clerk using delegated powers.
FC 239/24	<p>PLANNING & LICENSING To consider planning and licensing matters as per the appendix.</p>
FC 240/24	<p>INTERIM GROUNDS MAINTENANCE ARRANGEMENTS FOR MONKSTON COMMUNITY CENTRE AND PLAYING FIELDS To consider a quotation for the provision of grounds maintenance works associated with Monkston Community Centre and Monkston Green on an interim basis from the date of the asset transfer until longer term arrangements can be put in place.</p>
FC 241/24	<p>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.</p>
FC 242/24	<p>MONKSTON COMMUNITY CENTRE ASSET TRANSFER To receive the results of the recent building survey of Monkston Community Centre and to consider any recommendations.</p>
FC 243/24	<p>STAFFING MATTERS</p> <ul style="list-style-type: none"> a) To consider recommendations regarding staffing arrangements. b) To consider whether to extend the Finance and Administration Officer's temporary contract beyond 31.03.25. c) To consider a request to carry over annual leave.
FC 244/24	<p>ALLOTMENT TENANCIES & NON-PAYMENT OF RENT</p> <ul style="list-style-type: none"> a) To approve the termination of allotment tenancies due to non-payment of rent and determine a course of action regarding the recovery of rent owed. b) To consider a course of action regarding other breaches of tenancy agreements.
FC 245/24	<p>READMITTANCE OF THE PRESS AND PUBLIC To resolve that the confidential business having been concluded, the press and public be readmitted to the meeting.</p>
FC 246/24	<p>DATE OF THE NEXT MEETING To note that the date of the next Ordinary Council meeting is Tuesday 8th April 2025.</p>

Members of the press and public are welcome.

APPENDIX

AGENDA ITEM FC 227/24 – FINANCE AND ACCOUNTS

Invoices for approval for payment:

Payee	Invoice No	Amount	Description	Power to pay
Milton Keynes Play Association	19641	£1,560.00	Open access play sessions – Easter 2025	LG (Misc. Prov.) Act 1976 s19
Milton Keynes Play Association	19917	£1,560.00	Open access play sessions – Summer 2025	LG (Misc. Prov.) Act 1976 s19
Milton Keynes Play Association	19914	£3,120.00	Open access play sessions – Summer 2025	LG (Misc. Prov.) Act 1976 s19
Marcus Young Environmental Services Ltd	4525	£1,399.68	Bin emptying – Feb 25	Litter Act 1983 ss 5 & 6
R Fuller	05.03.25	£117.11	Reimbursement for mileage, website domain renewal, and fitness class poster printing	LG Act 1972 s111
BWP Creative Ltd t/a Parish Council Websites	3356	£314.58	Deposit payment for new council website	LG Act 1972 s111

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. A Councillor also signs bank reconciliations and statements.

Invoices paid by the Clerk between meetings using delegated powers:

Payee	Invoice No	Amount	Description	Power to pay
Shurgard UK	2505801158	£138.46	Storage unit rent 07.03.25 – 06.04.25	LG Act 1972 s133
BMKALC	5833	£90.00	Councillor training	LG Act 1972 s111
BMKALC	5834	£90.00	Councillor training	LG Act 1972 s111
BMKALC	5836	£90.00	Councillor training	LG Act 1972 s111
BMKALC	5837	£90.00	Councillor training	LG Act 1972 s111
NALC	11075600823	£52.04	Councillor training	LG Act 1972 s111
Officers	N/A	£3,869.18	Salaries/WFH Feb 25	LG Act 1972 s112
Buckinghamshire Pension Fund	N/A	£1,320.53	Pension liabilities Feb 25	LG Act 1972 s112
Hippey Accountancy Services Ltd	INV-22029	£52.77	Monthly payroll services	LG Act 1972 s112
Prestige Plumbing and Gas	374	£85.00	Repair to allotment water troughs	Smallholdings and Allotments Act 1908 ss 23, 26 & 42

Estelle Coaching	0020250202	£260.00	Fitness class coaching – 20 Jan – 10 Feb	LG (Misc. Prov.) Act 1976 s19
Geoffrey Leaver Solicitors	038474.0005	£421.97	Payment for asset transfer searches in relation to Monkston Community Centre	LG Act 1972 s111
L. Gregory	N/A	£105.00	Allotment deposits refund	Smallholdings and Allotments Act 1908 ss 28

Income received February 2025:

Source	Bank account	Amount	Description
HMRC	Current Account	£9,487.66	VAT reclaim
Allotment tenants	Allotment Account	£1,448.38	Allotment rent & deposits
Unity Trust Bank	Current Account	£0.08	Debit interest refund
Cambridge & Counties Bank	Cambridge & Counties Bond Account	£3,735.84	Credit interest

Direct debit / standing order payments made February 2025:

Payee	Payment type	Amount	Description	Power to pay
Unity Trust Bank	SO	£9.75	Service charge	LG Act 1972 s111
Unity Trust Bank	SO	£0.02	Debit interest	LG Act 1972 s111
EE	DD	£41.56	Mobile phone contract	LG Act 1972 s111

Internal transfers February 2025:

From	To	Amount	Date
Deposit Account	Current Account	£8,000.00	06.02.25
Current Account	Deposit Account	£9,500.00	10.02.25
Deposit Account	Current Account	£6,000.00	21.02.25

Bank balances at 28.02.25:

- 1) Allotment account. £3,245.12
- 2) Instant access deposit account. £170,709.71
- 3) Current account. £3,062.01
- 4) Cambridge Building Society. £22,343.61
- 5) Cambridge & Counties Bond. £92,441.50

AGENDA ITEM FC 239/24 – PLANNING & LICENSING

New Planning Applications

1. **Application Reference:** PLN/2025/0306

Proposal: Erection of a single storey rear extension with roof lights and solar panels at **24 Abbeydore Grove, Monkston, Milton Keynes, MK10 9HH**

Planning Applications Approved by MKCC (For Information Only)

1. **Application Reference:** 24/02037/DISCON

Proposal: Approval of details required by conditions 6 (bicycle parking), 9 (hard and soft landscaping), 12 (Landscape Ecology Management Plan) and 16 (site waste management plan) of permission ref. 23/01503/FUL at **Former Domino's Pizza, Lasborough Road, Kingston, Milton Keynes, MK10 0AB**

SUPPORTING INFORMATION

AGENDA ITEM FC 222/24 – APPROVAL OF MINUTES

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

AGENDA ITEM FC 224/24 a) – CLERK'S REPORT

Website

In accordance with the authority delegated to me to progress the new website (minute reference FC 186/24), I have reviewed multiple website providers and, based on an evaluation of key criteria previously agreed by the Council, have selected 'Parish Council Websites' as the new website provider for the Council. The cost is £749.00 + VAT for the design, build and migration of all required content. Website hosting and support will cost an additional £25.00 per month + VAT (billed annually). Further to this, the Council will also register a .gov.uk domain via our new website provider at an additional cost of £30 + VAT per year with an initial £20 + VAT registration fee. The website is currently being built, and it is hoped that it will be ready by the end of March.

Fitness Classes

Following the February Council meeting, I finalised the service agreement with the fitness instructor, which has now been signed by both parties. The school hall has also been booked up to the end of July, and promotional posters have been printed and shared with the working group for distribution. At the time of writing, I am also working on producing an A5 flyer that can be printed and distributed to every house in the parish. I hope to have the printing of this flyer underway by the time of the Council meeting.

MKPA Play Sessions

As per the resolution FC 206/24, 12 play sessions have been booked with Milton Keynes Play Association. These have been arranged for:

Easter

Monkston Park – 10 April

Monkston Community Centre playing fields – 14 April

Kents Hill Pavilion – 17 April

Summer

Monkston Park – 25 July, 12 August, 27 August

Monkston Community Centre playing fields – 30 July, 15 August, 19 August

Kents Hill Pavilion – 28 July, 8 August, 29 August

Monkston Community Centre

The building survey of the community centre took place on 21 February and the subsequent report will be considered at the Council meeting.

Following the approval of the Heads of Terms, legal discussions between solicitors acting for both KHMPCC and MKCC have been continuing with focus on the transfer agreement, the overage deed, and the pre-emption deed. We are still on track to complete the transfer by the end of March, but it is likely that an extraordinary meeting will need to be held to approve the final documents and agree the transfer.

AGENDA ITEM FC 224/24 b) – COUNCILLOR REPORTS

Cllr Dan Hippey – Activity Report:

Local issues dealt with since last meeting.

Abandoned shopping trolleys near H7 & V11 roundabout – **cleared by MKCC - MKCC685559581**
Large amount of dumped rubbish on Arnos Grove, Monkston Park.

This rubbish had been left for 6 days after a housing association had undertaken works on local properties. After numerous calls to the owners of the waste, the initial conversations suggested that it would not be cleared for around 28 days. Clearly this is unacceptable, and waste such as this must be contained by law, therefore further communication eventually led to it being cleared in 24 hours. MKCC waste enforcement were also informed due to the nature of the waste.

I have received assurances from the housing association that such incidents will be avoided in the future – although further works are going to be undertaken later in the Spring. I have been asked to liaise further with the Operations Manager for the works regarding this.



Allotment water supply issues.

I've also assisted Cllr Micheala Hippey with some on-going issues with the water supply at Kents Hill Allotments. This has included 2 on-going water leaks and locating the water meter which serves the 'right side' allotments.

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

Allotments

It's been a busy month with the allotments in the lead up to the growing season.

I attended a walkaround all 3 allotment sites with Clerk & Warden to identify and discuss any maintenance issues on 11th Feb as well as another visit to all 3 sites and Monkston Community Centre on 24th Feb with the Clerk and our maintenance contractor to get their view on the work required.

Interspersed throughout the month we have had a number of issues with leaking pipes at the Kents Hill site which led to Dan & myself attending 3 times to initially resolve a small leak, another time we spent some time finding the meter points and working out what was causing the leaks. We produced a separate report on this with recommendations for improvements and repairs and sent this to the Clerk.

I've also noticed there is a regular issue with significant amounts of dumped waste on the car parking area and on each occasion have reported the dumped rubbish to the council for removal. I've been considering whether reducing the height of the hedgerow on the entrance to the allotments might help reduce the occurrence of people dumping the rubbish in this area as it would make the corners more "visible and open". On looking into this it appears that the hedgerow in question belongs to MK Council so some conversations will need to be had with them on how to proceed. This was also backed up by conversations with an allotment holder on the site.

Local Issues

- Reported Dumped Rubbish outside Kents Hill Allotments following one of our visits to the allotments – Ref: MKCC686032245. This was collected shortly after.
- Reported Dumped Rubbish outside Kents Hill Allotments following report from allotment holder – Ref: MKCC68603262. This was collected shortly after.
- Reported Dumped Rubbish outside Kents Hill Allotments following report from allotment holder – Ref: MKCC688882619. Later received response to confirm removal.

Other

Attended part 3 of Councillor Essentials training.

Created a proposal for litter picking equipment for Monkston Park Litter Picking Team and sent to the Clerk, with a view to initially trying to source these either via MK Council Cleansing Team or our Ward Councillor if possible.

AGENDA ITEM FC 225/24 – 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 226/24 – CORRESPONDENCE RECEIVED

Emails received:

- MKCC. Emergency planning briefs. (Emailed: Members)
- MKCC. Councillor newsletters. (Emailed: Members)
- Cllr Jenni Ferrans. Monkston and Brinklow roundabout works update. (Emailed: Members)
- MKCC. Road closures. (Emailed: Members).
- National Highways. A421 roadworks update. (Emailed: Members)
- Office of the Police & Crime Commissioner. February newsletter. (Emailed: Members)
- NALC. E-newsletters, including events newsletters. (Emailed: Members)
- MKCAN. E-newsletters. (Emailed: Members)
- MK Community Foundation. February newsletter. (Emailed: Members)
- The Parks Trust. March newsletter. (Emailed: Members)

AGENDA ITEM: FC 228/24

Subject: Double Yellow Lines Request

Meeting date: Full Council - 11 March 2025

Author: Clerk – R Fuller

Purpose: To consider the requests received from companies based in Maidstone Road and Whitehall Avenue, Kingston for the provision of double yellow lines.

RECOMMENDATIONS: That the Council resolves to:

- 1. Undertake informal consultation with companies located in Maidstone Road to gauge the level of support for the provision of double yellow lines.**
- 2. Undertake informal consultation with companies located in Whitehall Avenue to gauge the level of support for the provision of double yellow lines.**

Background

Double yellow lines mean 'No Parking' at any time and can help to tackle obstructive parking issues or road safety problems such as blocked visibility at a junction. Double yellow lines may only be installed following the completion of a legal process to create a Traffic Regulation Order (TRO). This makes them legally enforceable.

Milton Keynes City Council (MKCC) is the highways authority with responsibility and the power to create a TRO. However, since January 2024, requests for double yellow lines from residents or businesses must be submitted via their local Parish Council. Parish Councils are then expected to carry out an informal consultation within the relevant area to gauge support or objection for the proposal.

The Parish Council collates all the relevant information required to support the application and sends it to MKCC's Highways Liaison Team to undertake a formal review and, where appropriate, a statutory consultation.

Requests Received by the Parish Council

The Parish Council has received two recent requests for the provision of double yellow lines:

- 1. ABB Limited, Orion House, Maidstone Road, Kingston**

'Issue:

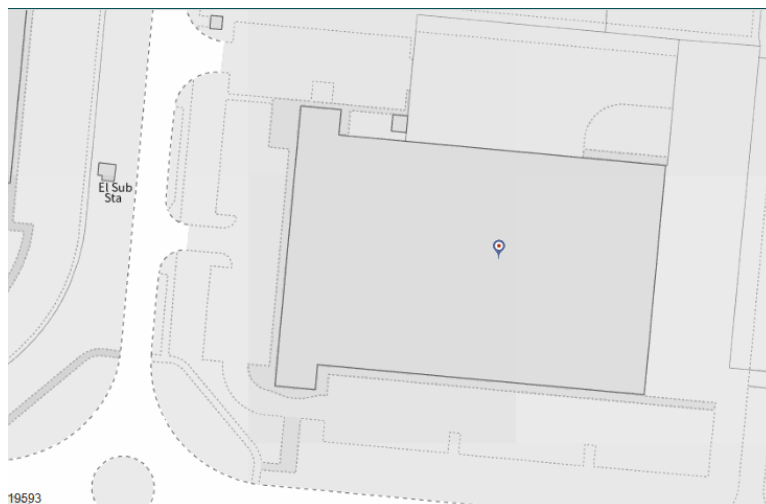
Vehicles are parking directly opposite our entrances causing numerous issues. Not just opposite entrance but remarkably close to road entry from roundabout from Chippenham drive. Initially, the request was for Orion house only. However, with discussion with the neighbours the request is for the 3 properties and their entrances.



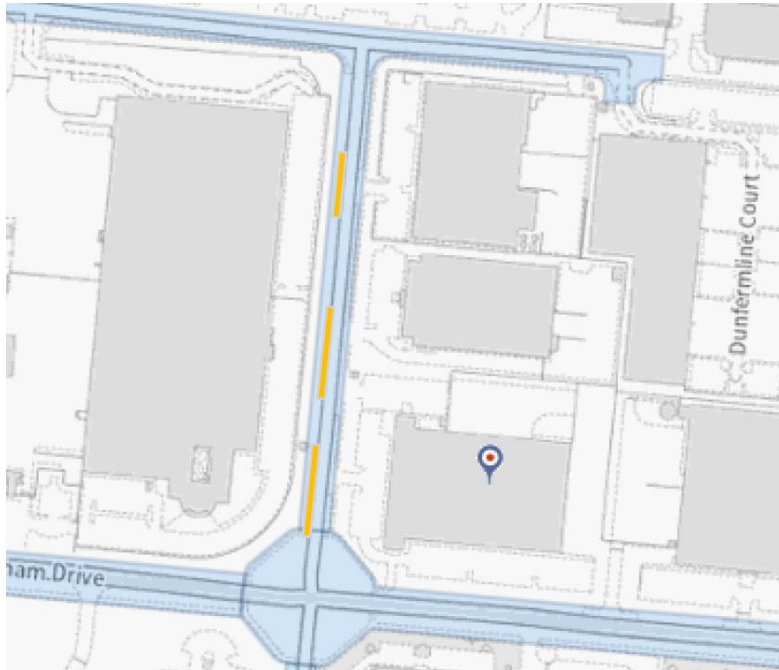
Concerns:

1. *Emergency services cannot gain access to the premise if required and potentially putting lives at risk and business at risk.*
2. *When entering the premises the visibility is restricted and increasing risk of crashes.*
3. *Also, when leaving the premises the visibility is restricted.*
4. *As the entire section can be almost full of vehicles, vehicles travelling on incorrect side of road and no opportunity to pull in.*
5. *Have had instances where people have turned onto Maidstone road from but could not clear the roundabout due to vehicle parked too close to the junction.*
6. *The issue can cause queuing traffic and excessive horn use and creating drive frustration.*
7. *On one occasion someone tried to diplomatically ask the truck driver to move away from the entrance to the dedicated lorry bay. The driver got very aggressive and the person felt frightened.*
8. *Large amount of rubbish being dumped and fly tipping.*
9. *Risk greater during winter with longer dark periods.*
10. *Issue not unique to ABB Ltd but our neighbours who have contacted the Police for support.'*

Location of ABB:



Proposed yellow line areas:



2. Schueco UK Limited, Whitehall Avenue, Kingston, MK10 0AL

'We are having a major problem with HGV's parking right next to our main entrance/exit of our building, one of the staff today had a very close near miss when exiting today as you can't see oncoming traffic.'

'At present there is yellow lines on the exit which is on Schüco property but none on the road, this is also right opposite a busy car sales garage.'

'Also, over the last few months a company has started to use the road as a trailer park leaving empty trailers there for days which causes less space on the road, I have reported this to the Police.'

'What I'm requesting is could there be yellow lines painted for 10 meters to the right of the entrance/exit to help lower the risk of an accident. As I believe this is now high risk to the staff of Schüco exiting the company.'



MILTON KEYNES CITY COUNCIL

(VARIOUS ROADS, KINGSTON, MILTON KEYNES)

(PROHIBITION OF WAITING) ORDER 2025

Milton Keynes City Council ("the Council") in exercise of its powers under Sections 1(1), 2(1), (2) and (3), 4(2), 32(1), 35(1) and (3), and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ("the Act of 1984") and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act of 1984, hereby makes the following Order:

PART 1

IMPLEMENTATION, CITATION, DEFINITIONS AND REVOCATIONS

1. This Order shall come into operation on the day of 2025 and may be cited as "Milton Keynes City Council (Various Roads, Kingston, Milton Keynes) (Prohibition of Waiting) Order 2025".
2. In this Order, except where the context otherwise requires, the following expressions have the meanings respectively assigned to them:-
 - "**access way**" means a length of road sufficient to enable a vehicle to have access to and egress from land or premises in or adjacent to the said road;
 - "**Civil Enforcement Officer**" ("CEO") has the same meaning as in Section 76 of the Traffic Management Act of 2004;
 - "**Council**" means Milton Keynes City Council;
 - "**delivering**" and "**collecting**" in relation to any goods includes checking the goods for the purpose of their delivery or collection;
 - "**disabled persons' badge**" has the same meaning as in the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;
 - "**disabled persons' vehicle**" has the same meaning as in the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;
 - "**driver**" in relation to a vehicle waiting in a parking place, means the person driving the vehicle at the time it was left in the parking place;
 - "**dual purpose vehicle**" has the same meaning as in the Road Vehicles (Construction and Use) Regulations 1986
 - "**goods**" includes postal packets of any description, cash or other valuable securities;
 - "**goods vehicle**" means a motor vehicle which is constructed or adapted for the carriage of goods of any description and which does not exceed 3.5 tonnes gross laden weight;
 - "**moped**" means a two or three wheel vehicle fitted with an engine having a cylinder capacity not exceeding 50 cubic centimetres if of the internal combustion type and a maximum design speed of not more than 45 kilometres per hour;

"**motor cycle**" means a two-wheel vehicle with or without a sidecar, fitted with an engine having a cylinder capacity of more than 50 cubic centimetres if of the internal combustion type and/or having a maximum design speed of more than 45 kilometres per hour;

"**motor vehicle**" has the same meaning as in Section 185 of the Road Traffic Act 1988;

"**passenger vehicle**" means a motor vehicle (other than a motor cycle or invalid carriage) constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the driver, and not drawing a trailer;

"**postal packets**" has the same meaning as in Section 125 of the Postal Services Act 2000;

"**restricted road**" means a road which is subject to parking and waiting restrictions;

"road" means a highway and any other road to which the public has access;

"**statutory undertaker**" has the same meaning as in Section 329 of the Highways Act 1980;

"**telecommunications apparatus**" has the same meaning as in the Telecommunications Act 1984;

"**traffic sign**" means a sign of any size, colour and type prescribed or authorised under, or having effect as though prescribed or authorised under, Section 64 of the Act of 1984.

3. Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended by any subsequent enactment.
4. The plans annexed to this Order identify the lengths of road subject to this Order, provided that where there is any inconsistency between the plans and the Schedules it is the wording of the Schedules which shall prevail.
5. Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission before the coming into effect of this Order any provisions of any Orders mentioned in Part 2 hereunto are hereby revoked or varied to the extent stated in that Part.

PART 2

REVOCATIONS

6. The following Order is HEREBY revoked to the extent stated below:

The Council of the Borough of Milton Keynes (Various Road in Beanhill, Bletchley, Broughton, Kingston, and Winterhill) (Prohibition of Waiting) Order 2021

Items NW6, NW7, NW8, NW9, NW10, NW11 and NW12 in Schedule 1 of the above Order are revoked in their entirety.

PART 3

PROHIBITION OF WAITING

7. No person shall except with the permission or under the direction of a police officer in uniform or a traffic warden cause or permit any vehicle to wait at any time in any of the lengths of road specified in Schedule 1 hereto.
8. Nothing in Article 7 above shall render it a contravention of this Order to cause or permit any vehicle to wait in any of the lengths of roads specified in Schedule 1 for so long as may be necessary:
 - (1) to enable goods to be loaded or unloaded from the vehicle;
 - (2) to enable a person to board or alight from the vehicle;
 - (3) If the vehicle is a goods vehicle and is delivering and/or collecting;
 - (4) when the person in control of the vehicle is required by law to stop or is obliged to stop in order to avoid an accident or is prevented from proceeding by circumstances outside his control:-
 - (5) for a vehicle to wait whilst any gate or other barrier at the entrance to premises to which the vehicle requires access or from which it has emerged is being opened or closed, if it is not reasonably practicable for the vehicle to wait outside otherwise than in a length of road specified in Schedule 1 to this Order while such gate or other barrier is being opened or closed;
 - (6) to enable the vehicle, if it cannot reasonably be used for such purpose in any other road, to be used in connection with any of the following:-
 - a) building, industrial or demolition operations;
 - b) the removal of any obstruction to traffic;
 - c) the laying, erection or repair of any sewer, main, pipe or apparatus for the supply of gas, water, electricity or any telecommunication system defined by the Telecommunications Act 1984;
 - d) use in the service of any undertaker, the Environment Agency or any public authority in pursuance of statutory powers or duties;
 - e) any wedding or funeral;
 - f) use for police, military, fire brigade or ambulance purposes;
 - g) use for the purpose of delivering or collecting postal packets as defined by section 125 of the Postal Services Act 2000;
 - h) the vehicle being specially constructed or adapted for the delivery or collection of money or valuable securities to be used for those purposes in relation to premises in the vicinity;
 - i) to carry out the removal of furniture or household effects to or from a shop, office, depository or dwelling house in the vicinity.
9. In accordance with the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000, nothing in Article 7 shall render it unlawful to cause or permit a disabled person's vehicle which displays a disabled person's badge and parking disc in the relevant position in a length of road specified in Schedule 1 hereto.

10. For the purposes of this Order a vehicle shall be regarded as displaying a disabled person's badge in the relevant position under the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 if:
 - (1) the badge is exhibited on the dashboard or fascia of the vehicle so that the front of the badge is clearly legible from the outside of the vehicle; or
 - (2) where the vehicle is not fitted with a dashboard or fascia, the badge is exhibited in a conspicuous position on the vehicle so that the front of the badge is clearly legible from the outside of the vehicle.

PART 3

ENFORCEMENT OF RESTRICTIONS

11. The Council shall, on or in the vicinity of a restricted road:
 - (1) Highlight each restricted area with notices, signs and road surface markings in accordance with the Traffic Signs Regulations and General Directions Act 1994;
 - (2) Maintain and from time to time alter the said notices, signs and road-surface markings;
 - (3) Carry out such other work as is reasonably required for the purpose of the satisfactory operation of a restricted road.
12. The Council shall appoint Civil Enforcement Officers (CEOs) whose duty it shall be to patrol and enforce the waiting and parking restrictions imposed by the articles of this Order.

SCHEDULE 1

NO WAITING AT ANY TIME

CHIPPENHAM DRIVE & GREYFRIARS COURT, KINGSTON

NORTH SIDE AND WEST SIDE

- NW1 From a point on Chippenham Drive at its junction with Tongwell Street (V11), for a distance of 86.4 metres in an easterly then northerly direction onto Greyfriars Court.

CHIPPENHAM DRIVE & GREYFRIARS COURT, KINGSTON

NORTH SIDE AND EAST SIDE

- NW2 From a point on Chippenham Drive approximately 131 metres west of its junction with the roundabout Winchecter Circle and Mandeville Drive, for a distance of 130 metres in a westerly then northerly direction onto Greyfriars Court.

CHIPPENHAM DRIVE, KINGSTON

NORTH SIDE

- NW3 From a point approximately 102 metres west of its junction with the roundabout Winchecter Circle and Mandeville Drive, for a distance of 23 metres in a westerly direction.

CHIPPENHAM DRIVE & MANDEVILLE DRIVE, KINGSTON

NORTH SIDE AND WEST SIDE

NW4 From a point on Chippenham Drive approximately 52 metres west of its junction with the roundabout Winchester Circle and Mandeville Drive, for a distance of 90 metres in an easterly then northerly direction onto Mandeville Drive.

CHIPPENHAM DRIVE & MANDEVILLE DRIVE, KINGSTON

NORTH SIDE AND EAST SIDE

NW5 From a point on Chippenham Drive approximately 52 metres east of its junction with the roundabout Winchester Circle and Mandeville Drive, for a distance of 90 metres in a westerly then northerly direction onto Mandeville Drive.

CHIPPENHAM DRIVE & WINCHESTER CIRCLE, KINGSTON

SOUTH SIDE, WEST SIDE AND NORTH SIDE

NW6 From a point on Chippenham Drive at its junction with Tongwell Street (V11), for a distance of **XXX metres** in an easterly then southerly then westerly direction onto Winchester Circle.

CHIPPENHAM DRIVE, WINCHESTER CIRCLE & LASBOROUGH ROAD, KINGSTON

SOUTH SIDE, EAST SIDE AND NORTH SIDE

NW7 From a point on Chippenham Drive approximately 52 metres east of its junction with the roundabout Winchester Circle and Mandeville Drive, for a distance of **XXX metres** in a westerly then southerly then easterly direction onto Winchester Circle.

LASBOROUGH ROAD, KINGSTON

EAST AND NORTH SIDES

NW8 From a point **XXX metres** south of its junction with Chippenham Drive, for a distance of **XXX metres** in a southerly then easterly direction

LASBOROUGH ROAD, KINGSTON

SOUTH SIDE

NW9 From a point **XXX metres** south of its junction with Chippenham Drive, for a distance of **XXX metres** in a north-easterly then easterly direction

WINCHESTER CIRCLE, KINGSTON

SOUTH AND WEST SIDE

NW10 From a point **XXX metres** south of its junction with Chippenham Drive, for a distance of **XXX metres** in an easterly then southerly direction

WINCHESTER CIRCLE, KINGSTON

SOUTH SIDE

NW11 From a point **XXX metres** south of its junction with Chippenham Drive, for a distance of **XXX metres** in a westerly direction

WINCHESTER CIRCLE & LASBOROUGH ROAD, KINGSTON

SOUTH-EAST SIDE AND EAST SIDE

NW12 From a point on Winchester Circle, at its junction with Standing Way (H8), for a distance of **XXX metres** in a northerly then north-easterly then easterly direction onto Lasborough Road

WINCHESTER CIRCLE, KINGSTON

NORTH-WEST SIDE

NW13 From a point **XXX metres** south of a point in line with the southern kerbline of its junction with Lasborough Road, for a distance of **XXX metres** in a southerly then westerly direction

WINCHESTER CIRCLE, KINGSTON

WEST AND SOUTH SIDE

NW14 From its junction with Standing Way (H8), for a distance of **XXX metres** in a northerly then westerly direction

WINCHESTER CIRCLE, KINGSTON

NORTH SIDE

NW15 From a point **XXX metres** south-east of a point in line with the south-eastern kerbline of the entrance to the Kingston Library car park, for a distance of **XXX metres** in an easterly direction

WINCHESTER CIRCLE, KINGSTON

SOUTH SIDE

NW16 From a point **XXX metres** south-east of the south-eastern kerbline of the entrance to the Kingston Library car park, for a distance of **XXX metres** in an easterly direction

WINCHESTER CIRCLE, KINGSTON

NORTH-EAST SIDE

NW17 From a point **XXX metres** north-west of a point in line with the north-western kerbline of the entrance to the Kingston Library car park, for a distance of **XXX metres** in a north-westerly direction

WINCHESTER CIRCLE, KINGSTON

SOUTH-WEST SIDE

NW18 From a point **XXX metres** north-west of the north-western kerbline of the entrance to the Kingston Library car park, for a distance of **XXX metres** in a north-westerly direction

WINCHESTER CIRCLE, KINGSTON

NORTH-EAST SIDE

NW19 From a point **XXX metres** north-west of a point in line with the north-western kerbline of the entrance to the Kingston Library car park, for a distance of **XXX metres** in a north-westerly direction

WINCHESTER CIRCLE, KINGSTON

SOUTH-WEST SIDE

NW20 From a point **XXX metres** north-west of the north-western kerbline of the entrance to the Kingston Library car park, for a distance of **XXX metres** in a north-westerly direction

WINCHESTER CIRCLE, KINGSTON

NORTH-EAST SIDE

NW21 From a point **XXX metres** north-west of a point in line with the north-western kerbline of the entrance to the Kingston Library car park, for a distance of **XXX metres** in a north-westerly direction

WINCHESTER CIRCLE, KINGSTON

SOUTH AND WEST SIDE

NW22 From its junction with Tongwell Street (V11), for a distance of **XXX metres** in an easterly then southerly direction

WINCHESTER CIRCLE, KINGSTON

EAST SIDE

NW23 From a point **XXX metres** east of its junction with Tongwell Street (V11), for a distance of **XXX metres** in a southerly direction

WINCHESTER CIRCLE, KINGSTON

NORTH AND WEST SIDE

NW24 From its junction with Tongwell Street (V11), for a distance of **XXX metres** in an easterly then northerly direction

WINCHESTER CIRCLE, KINGSTON

EAST SIDE

NW25 From a point **XXX metres** east of its junction with Tongwell Street (V11), for a distance of **XXX metres** in a northerly direction

WINCHESTER CIRCLE, KINGSTON

NOTH-WEST SIDE

NW26 From a point **XXX metres** north of its junction with Tongwell Street (V11), following the kerblines, for a distance of **XXX metres** in a north-easterly direction

WINCHESTER CIRCLE, KINGSTON

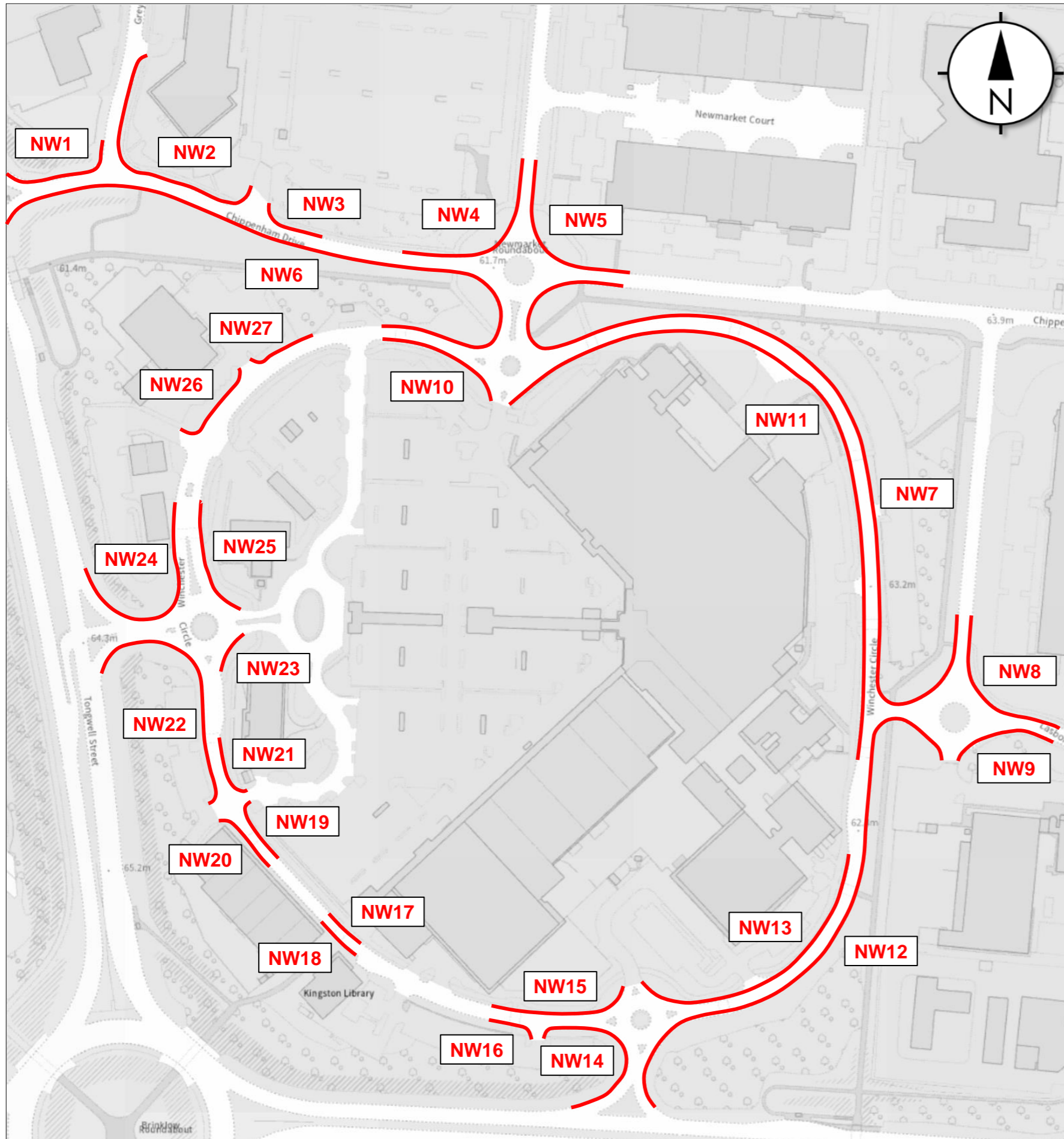
NOTH-WEST SIDE

NW27 From a point **XXX metres** north of its junction with Tongwell Street (V11), following the kerblines, for a distance of **XXX metres** in a north-easterly direction



--- END ---


THE COMMON SEAL OF the **MILTON KEYNES CITY COUNCIL** was hereunto affixed this day of 2025 in the presence of:-

.....
HEAD OF LEGAL SERVICES



KEY:

-  No waiting at any time restriction
-  Schedule 1 reference number

Scale: 
This map is not to scale.

Map referred to in "Milton Keynes City Council (Various Roads, Kingston, Milton Keynes) (Prohibition of Waiting) Order 2025"

This map is not to scale

The Common Seal of Milton Keynes City Council was hereunto affixed in the presence of:

.....
Head of Legal Services

STATEMENT OF REASONS

(A brief statement of the general nature and effect of the proposed traffic regulation Orders)

Title of the proposed traffic regulation Order:

MILTON KEYNES CITY COUNCIL (VARIOUS ROADS, KINGSTON) (PROHIBITION OF WAITING) ORDER 2025

Milton Keynes City Council as the Local Highway Authority proposes to make the above Traffic Regulation Order, under Sections 1(1), 2(1) to (3) and 4(2), and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 proposes to make the above traffic regulation Order.

The general effect of the above proposed Order will be to introduce prohibition of waiting (at any time) restrictions along parts of Winchester Circle and Lasborough Road in Kingston.

As the Highway Authority for those parts of Winchester Circle and Lasborough Road, the Council is satisfied that the introduction of the prohibition of waiting restrictions will help to alleviate obstruction and encourage a safer environment for motorists, pedestrians and cyclists.

The Council's reasons for proposing the above Order are as follows: -

- 1) to maintain a safe environment throughout the road, particularly to encourage and facilitate pedestrian and cyclist movements;
- 2) for avoiding danger to people or other traffic using Winchester Circle and Lasborough Road, or to prevent the likelihood of any such danger arising.

The Council has given consideration to its duty under section 122 of the Road Traffic Regulation Act 1984 to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on the highway.

The Council will continue to monitor the way in which highway facilities are used and address any issues that come to its notice and following meaningful consultation with all stakeholders do what it considers necessary to facilitate the expeditious, convenient and safe movement of vehicular and pedestrian traffic.

Milton Keynes City Council

PUBLIC NOTICE

MILTON KEYNES CITY COUNCIL (VARIOUS ROADS, KINGSTON) (PROHIBITION OF WAITING) ORDER 2025

NOTICE IS HEREBY GIVEN that Milton Keynes City Council in exercise of its powers under Sections 1(1), 2(1) to (3) and 4(2) of the Road Traffic Regulation Act 1984, proposes to make the above Traffic Regulation Order.

The general effect of the above proposed Order will be to introduce prohibition of waiting (at any time) restrictions along parts of Winchester Circle and Lasborough Road in Kingston; and to consolidate the existing prohibition of waiting (at any time) restrictions on those parts of Chippenham Drive, Greyfriars Court, Manderville Drive and Winchester Circle, which are currently prescribed in the traffic regulation Order entitled “Milton Keynes City Council (Various Road in Beanhill, Bletchley, Broughton, Kingston Winterhill) (Prohibition of Waiting) Order 2022”.

Milton Keynes City Council is now carrying out statutory consultation on the above proposal. Copies of the proposed Order, together with plans showing the general arrangements and a statement of reason, may be inspected on the Council’s website at: www.milton-keynes.gov.uk/consultations.

Any representations or objections to the proposals, together with the grounds upon which they are made, must be made in writing and sent to the Council’s Traffic Regulation Order Team at Milton Keynes City Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ, or by email to TROteam@milton-keynes.gov.uk quoting reference **TRO-427** and to be received no later than **20 March 2025**. Any representations received will be taken into consideration before the implementation of the scheme.

27 February 2025

Highways Department
Milton Keynes City Council
Civic Offices
1 Saxon Gate East
Central Milton Keynes
MK9 3EJ

**Graham Cox
Head of Highways**



Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 28/02/2025)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000 Precept	173,095.00	173,095.00					(0%)
1001 Bank Interest	3,611.00	6,316.44	2,705.44				2,705.44 (74%)
1002 Grants							(N/A)
1003 s106 Funding							(N/A)
1004 Miscellaneous Income		200.00	200.00				200.00 (N/A)
SUB TOTAL	176,706.00	179,611.44	2,905.44				2,905.44 (1%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2000 Salaries		54.69	54.69	55,940.00	28,148.78	27,791.22	27,845.91 (49%)
2001 NI					62.78	-62.78	-62.78 (N/A)
2002 Pension Contributions		674.60	674.60		7,333.01	-7,333.01	-6,658.41 (N/A)
2003 Contract Staff				31,500.00	31,450.22	49.78	49.78 (0%)
SUB TOTAL		729.29	729.29	87,440.00	66,994.79	20,445.21	21,174.50 (24%)

Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3000 Chair's Allowance				400.00		400.00	400.00 (100%)
3010 Travel Expenses				600.00	376.65	223.35	223.35 (37%)
3020 Recruitment				500.00	430.00	70.00	70.00 (14%)
3021 HR Support				100.00	100.00		(0%)
3022 WFH Allowance				430.00	382.00	48.00	48.00 (11%)
3030 Bank Charges		0.08	0.08	150.00	132.22	17.78	17.86 (11%)
3040 Office Expenses				886.23	219.42	666.81	666.81 (75%)
3041 Stationery & Supplies				176.55	255.36	-78.81	-78.81 (-44%)
3042 Postage				58.85	93.14	-34.29	-34.29 (-58%)
3043 ICO		70.00	70.00	41.20	105.00	-63.80	6.20 (15%)
3044 Telephone				847.44	495.99	351.45	351.45 (41%)
3045 PO Box Fees				326.03	294.50	31.53	31.53 (9%)
3046 Printing					128.83	-128.83	-128.83 (N/A)
3050 Auditor Services				976.00	620.00	356.00	356.00 (36%)
3060 Hospitality				100.00		100.00	100.00 (100%)
3070 Payroll Processing				585.00	451.88	133.12	133.12 (22%)
3080 IT Hardware & Software				5,550.00	5,650.10	-100.10	-100.10 (-1%)
3090 Memberships & Subscriptions				1,874.00	1,558.51	315.49	315.49 (16%)
3100 Insurance				756.00	755.24	0.76	0.76 (0%)
3110 Legal Fees				1,000.00		1,000.00	1,000.00 (100%)
3120 Room Hire				1,000.00	872.50	127.50	127.50 (12%)
3130 Newsletter Costs				6,056.00		6,056.00	6,056.00 (100%)
3140 Training				2,000.00	1,472.37	527.63	527.63 (26%)
3150 Storage Unit Rent				1,284.00	787.10	496.90	496.90 (38%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 28/02/2025)

SUB TOTAL	70.08	70.08	25,697.30	15,180.81	10,516.49	10,586.57 (41%)
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Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000 Rent - Monkston Park	1,774.90	1,104.10	-670.80				-670.80 (-37%)
4010 Rent - Kents Hill	1,047.60	814.80	-232.80				-232.80 (-22%)
4020 Rent - Monkston	1,801.50	1,273.38	-528.12				-528.12 (-29%)
4050 Allotment Deposits		140.00	140.00		11.80	-11.80	128.20 (N/A)
4100 Maintenance - Monkston Park					1,975.68	-1,975.68	-1,975.68 (N/A)
4110 Maintenance - Kents Hill					1,850.68	-1,850.68	-1,850.68 (N/A)
4120 Maintenance - Monkston					502.88	-502.88	-502.88 (N/A)
4130 Water Charges - Monkston					202.92	-202.92	-202.92 (N/A)
4140 Water Charges - Kents Hill					226.72	-226.72	-226.72 (N/A)
4150 Water Charges - Monkston					581.39	-581.39	-581.39 (N/A)
4160 Allotments - Other				6,464.00	14.16	6,449.84	6,449.84 (99%)
SUB TOTAL	4,624.00	3,332.28	-1,291.72	6,464.00	5,366.23	1,097.77	-193.95 (-1%)

Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5000 Fitness Classes				8,000.00	2,832.71	5,167.29	5,167.29 (64%)
5010 Bin Emptying				17,500.00	14,930.70	2,569.30	2,569.30 (14%)
5030 Landscaping & Maintenance				5,500.00		5,500.00	5,500.00 (100%)
5040 Grants - s137				4,000.00	4,000.00		(0%)
5050 MKCAB				4,455.00	4,543.25	-88.25	-88.25 (-1%)
5060 MKPA Play Sessions				7,945.00	4,455.00	3,490.00	3,490.00 (43%)
5070 CCTV Camera Service				9,000.00		9,000.00	9,000.00 (100%)
5080 Caldecotte Xperience				3,200.00		3,200.00	3,200.00 (100%)
5090 Young Parent Sessions				2,700.00		2,700.00	2,700.00 (100%)
5100 Older People Sessions				2,700.00		2,700.00	2,700.00 (100%)
5110 Community Events							(N/A)
5120 Other Community Activities				2,000.00	1,045.78	954.22	954.22 (47%)
SUB TOTAL				67,000.00	31,807.44	35,192.56	35,192.56 (52%)

Projects

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6020 Defibrillators				1,766.00		1,766.00	1,766.00 (100%)
SUB TOTAL				1,766.00		1,766.00	1,766.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 28/02/2025)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8000	Street Furniture				3,200.00		3,200.00	3,200.00 (100%)
8010	New Bins				4,815.00		4,815.00	4,815.00 (100%)
8020	Play Area Improvements				26,225.00		26,225.00	26,225.00 (100%)
8030	Website Development				3,000.00		3,000.00	3,000.00 (100%)
8040	Monkston Community Centre				5,000.00	851.64	4,148.36	4,148.36 (82%)
SUB TOTAL					42,240.00	851.64	41,388.36	41,388.36 (97%)

Summary

NET TOTAL	181,330.00	183,743.09	2,413.09	230,607.30	120,200.91	110,406.39	112,819.48 (27%)
V.A.T.		16,536.16			11,785.24		
GROSS TOTAL		200,279.25			131,986.15		

Kents Hill & Monkston Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/02/2025		
	Cash in Hand 01/04/2024		223,508.85
	ADD Receipts 01/04/2024 - 28/02/2025		200,279.25
			423,788.10
	SUBTRACT Payments 01/04/2024 - 28/02/2025		131,986.15
A	Cash in Hand 28/02/2025 (per Cash Book)		291,801.95
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2025	0.00
	Current Account - Unity	28/02/2025	3,062.01
	Deposit Account - Unity	28/02/2025	170,709.71
	Allotment Account - Unity	28/02/2025	3,245.12
	Current Account - Metro	28/02/2025	0.00
	Deposit Account - Metro	28/02/2025	0.00
	Allotment Account - Metro	28/02/2025	0.00
	Debit Card Account - Metro	28/02/2025	0.00
	Cambridge Building Society	28/02/2025	22,343.61
	Cambridge & Counties Bank	28/02/2025	92,441.50
			291,801.95
	Less unrepresented payments		
			291,801.95
	Plus unrepresented receipts		
B	Adjusted Bank Balance		291,801.95
	A = B Checks out OK		

AGENDA ITEM: FC 232/24

Subject: Payroll Contract

Meeting date: Full Council - 11 March 2025

Author: Clerk – R Fuller

Purpose: This report outlines quotes received for the provision of outsourced payroll processing services.

RECOMMENDATIONS: That the Council resolves to:

- 1. Appoint 'Provider A' as the Council's payroll services provider for a period of 12 months from 1 April 2025.**

Background

The current payroll services contract is set to expire on 31 March 2025, necessitating the appointment of a payroll provider for the forthcoming financial year. To ensure continuity of service and compliance with all statutory requirements, a procurement process has been undertaken, seeking quotes from seven payroll providers.

Procurement Process

Seven local payroll providers were contacted:

- Two providers did not respond to the Council's enquiry.
- Two providers responded to indicate that they were unable to assist with the specific requirements of parish councils.
- Three providers provided formal quotes for consideration:
 - 1. Provider A - £54.50 per month**
 - 2. Provider B - £33.00 per month**
 - 3. Provider C - £54.45 per month**

A scoring matrix was used to objectively assess each provider's proposal. The three quotes received have been assessed and scored as follows:

Criteria	Weight (1-5)	Provider A Rating (1-5)	Provider B Rating (1-5)	Provider C Rating (1-5)	Comments
Cost & Value for Money	3	5	4	4	Consider setup fees, ongoing costs, and overall value.
Compliance & Regulatory Expertise	5	5	5	5	Ability to meet legal, tax, pension, and statutory requirements.

Criteria	Weight (1-5)	Provider A Rating (1-5)	Provider B Rating (1-5)	Provider C Rating (1-5)	Comments
Data Security & Privacy	5	5	5	5	Measures to safeguard sensitive payroll data.
Technology & Integration	5	5	4	3	Software functionality, ease of integration with Council processes and Financial Regulations.
Implementation & Transition	3	5	-	5	Setup time, training offered, and support during transition.
Customer Support & Service Levels	4	5	-	5	Responsiveness, dedicated support channels, and service availability.
Experience of Local Councils	5	5	5	5	Previous experience and understanding of local councils.
Flexibility & Scalability	3	5	-	5	Ability to adapt as payroll needs grow or change.
Additional Services	3	4	-	3	Extra features such as HR support or tailored reporting.
Total Weighted Score		177	107	161	

Recommendation

The individual ratings for providers A and C do not vary significantly but provider C scored lower in some areas due to their more limited offering in terms of the reporting and management features that are necessary for the Council's record-keeping and audit requirements. Provider A includes a range of features and support that Provider C either does not offer or offers at an additional charge.

Based on the evaluation matrix, it is recommended that the Council appoints **Provider A** as the payroll provider from 1 April 2025. Provider A offers the best value for money, extensive experience with parish councils, and a robust service offering that meets all the Council's needs.

Conclusion

The appointment of a payroll provider is essential to ensure compliance and continuity in payroll services. The recommended provider has been carefully assessed, and it is considered that they will provide the most reliable and cost-effective service for the council's needs.

AGENDA ITEM: FC 233/24

Subject: 2026/27 Allotment Rent Charges

Meeting date: Full Council - 11 March 2025

Author: Clerk – R Fuller

Purpose: To outline the feedback received to the Council's proposal to increase allotment rent charges by 3% plus rounding from 1 April 2026.

RECOMMENDATIONS: That the Council resolves to:

1. **Increase allotment rent charges by 3% plus rounding to the following levels from 1 April 2026:**
 - **A Plot = 0-62 sq. meters - £30.00 annual rent**
 - **B Plot = 63-125 sq. meters - £60.00 annual rent**
 - **C Plot = 126-250 sq. meters - £90.00 annual rent**

Background

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).

While there is no statutory requirement for a formal consultation, best practice indicates that councils should engage with allotment holders regarding proposed rent changes. Following the decision made at the February 2025 meeting of Council, allotment holders were contacted to seek feedback on the proposal to increase annual allotment rent charges by 3% plus rounding from 1 April 2026.

The following feedback was received:

- *'A 3% increase seems reasonable, unless inflation is significantly lower come April 2026. You make the point that rents have been frozen since November 2023, this freeze of rents is only a reflection of the almost total lack of maintenance and Parish Council involvement. Being an allotment tenant has been very much a one way street in recent years.'*
- *'Thanks for getting in touch, the slight increase seems reasonable.'*
- *'I'm fine with the price increases.'*
- *'Thank you for the heads up and opportunity to share our opinion. We are absolutely fine and support the increase.'*
- *'I don't think anyone can grumble at that tiny increase.'*
- *'Very much appreciate you asking for feedback. I am happy to pay a 3% increase.'*
- *'I think the rise proposed by the Parish Council still represents very good value for all plot holders.'*
- *'Perfectly reasonable.'*

- *'Firstly, I want to express my appreciation for all the work that goes into managing the allotments. From an administrative perspective, it's clear that a great deal of effort is put into keeping everything up to date, and I know that many allotment holders truly value both this work and the incredible outdoor space we have access to - so thank you. Regarding the pricing, I believe it is both reasonable and great value - two words that aren't often heard together these days! It's reassuring to see a level that balances sustainability while keeping costs manageable, especially for younger families who may be more affected by financial pressures. We recognise the dedication and hard work that goes into providing us with the privilege of having an allotment, and I just want to say well done and a big thank you!'*

Conclusion

The feedback received from allotment holders in response to the proposed rent increase has been overwhelmingly positive, with most respondents indicating that the 3% increase is reasonable and justified.

Acknowledging the financial pressures that some may face, the feedback suggests that the proposed increase strikes a fair balance between ensuring the sustainability of the allotments and maintaining affordability for all plot holders. Based on this feedback, it is recommended that the Council proceeds with the proposed rent increase effective from 1 April 2026.

AGENDA ITEM: FC 234/24

Subject: ALLOTMENT TENANCY TERMS AND CONDITIONS

Meeting date: Full Council - 11 March 2025

Author: Clerk – R Fuller

Purpose: To suggest minor amendments to the existing allotment tenancy terms and conditions to ensure legal compliance.

RECOMMENDATIONS: That the Council resolves to:

- 1. Replace the words ‘Livestock: No livestock permitted’ with ‘Livestock: Hens and rabbits’ in the ‘Terms and Interpretations’ section of the Council’s *Allotment Gardens Rules and Requirements* document.**
- 2. Replace the reference to ‘28 days’ with ‘40 days’ in section 4.1.3 ‘Rent’ of the Council’s *Allotment Gardens Rules and Requirements* document.**
- 3. Update section 4.1.5 ‘Rent Charges’ of the Council’s *Allotment Gardens Rules and Requirements* document to include current rent charges.**
- 4. Undertake a comprehensive review of the Council’s allotment tenancy and *Allotment Gardens Rules and Requirements* documents in the new municipal year.**

Background

A comprehensive review of the Council’s allotment tenancy and *Allotment Gardens Rules and Requirements* documents is recommended due to the time that has passed since a review last took place. However, there is not sufficient time to undertake such a review before the start of the new allotment year in April, and it is therefore suggested that the existing documents are used to renew tenancies and issue new tenancies until such a time as a review can take place and any changes implemented. This approach has been checked with and is supported by the National Allotment Society’s legal adviser. Undertaking a full review in the new municipal year would also allow for comprehensive consultation with allotment holders.

However, minor corrections are necessary in the interim to comply with legislation:

- 1. Replace the words ‘Livestock: No livestock permitted’ with ‘Livestock: Hens and rabbits’ in the ‘Terms and Interpretations’ section of the Council’s *Allotment Gardens Rules and Requirements* document.**

The Allotments Act 1950 provides a statutory right to keep hens and rabbits on allotments. The inclusion of the wording banning livestock is therefore unlawful and should be amended.

- 2. Replace the reference to ‘28 days’ with ‘40 days’ in section 4.1.3 ‘Rent’ of the Council’s *Allotment Gardens Rules and Requirements* document.**

The Allotments Act 1922 states that an allotment authority cannot repossess an allotment for non-payment of rent until at least 40 days after the due date. This means that, even though the rules currently state rent must be paid within 28 days, an eviction notice cannot be issued until after 40 days of non-payment. Updating Section 4.1.3 ‘Rent’ to state rent must be paid within 40 days would

bring the rules in line with the legal requirement. This would ensure that the payment deadline and the eviction threshold are aligned, reducing any ambiguity in enforcement.

3. Update section 4.1.5 'Rent Charges' of the Council's *Allotment Gardens Rules and Requirements* document to include current rent charges.

Although not strictly necessary as allotment holders are notified of rent increases separately and were formally notified of the current rent levels when they were agreed in 2023; it would be best practice to ensure that the current rent charges are shown within the rules and requirements document.

The full current document can be viewed here: <http://www.kentshill-monkston-pc.org.uk/allotments/>

Conclusion

The proposed amendments to the Council's *Allotment Gardens Rules and Requirements* document are necessary to ensure compliance with relevant legislation and to provide greater clarity for allotment tenants. The recommended changes address legal inconsistencies regarding livestock permissions and rent payment deadlines while also ensuring that the rent charges stated within the document reflect the current agreed rates.

Given the time constraints before the start of the new allotment year in April, it is pragmatic to implement these minor amendments immediately while deferring a full review of the allotment tenancy documents to the new municipal year. This will allow for a more comprehensive consultation process with allotment holders and ensure that any further changes are well-considered and legally sound.

AGENDA ITEM: FC 235/24

Subject: Allotment Improvements

Meeting date: Full Council - 11 March 2025

Author: Clerk – R Fuller

Purpose: To outline options and quotations for improvement works at the allotment sites.

RECOMMENDATIONS: That the Council resolves to:

- 1. Review and approve the proposed allotment improvement works, selecting the specific items to be undertaken based on priority and budget considerations.**

Background

At the December meeting, the Council resolved to explore options for improving the allotment sites, and allotment holders were subsequently consulted for their suggestions. Their feedback, alongside input from Council officers, and Cllr Michaela Hippey, informed the request for quotations from the Council's grounds maintenance contractor. Where appropriate, the proposed works have been assessed and categorised as either necessary or discretionary, ensuring a structured approach to prioritising improvements.

Monkston Allotments

Necessary:

1. Remove five sections of broken fence and dispose of - **£250.**
2. Renumber plots using 1.5m tree stakes (500mm in the ground) - **£714.**

Discretionary:

3. Supply and fit Edwards standpipe with non-concussive tap for drinking water next to existing water trough - **£1,075.** (See link: <https://www.standpipes.com/edc2012nc-non-concussive-standpipe>)
4. Install a 3.6m x 3.6m wood-chip storage bay, using slotted concrete posts with concrete inserts to form a 1.2m high retainer - **£1,800.**
5. To move all wood chips into one pile - **£250.**

Kents Hill Allotments (1-10)

6. Cut Conifers back either side of the entrance gate - **£75.**
7. Clean out stopcock and refit access cover - **£65.**
8. Apply moss killer to footpaths - **£120.**
9. Renumber plots using 1.5m posts (500mm in the ground) - **£140.**
10. Cut back shrubs/tidy/reduce trees along the back fence - **£750.**
11. Reduce both sides of the hedge to match existing hedge - **£450.**
12. Remove apple tree on plot 2 and grind out stump - **£200** (or reduce tree by 50% - **£140**).

Kents Hill Allotments (11-18)

13. Cut Conifers back either side of the entrance gate and adjust gate - **£75.**
14. Clean out stopcock and refit access cover - **£65.**
15. Apply moss killer to footpaths - **£120.**

16. Renumber plots using 1.5m posts (500mm in the ground) - **£112**.
17. Remove Fruit tree on plot 18 and grind out stump - **£200**.
18. Reduce both sides of the hedge to match existing hedge - **£450**.

Monkston Park Allotments

Necessary:

19. Replace missing plot markers to match existing - **£100**.
20. Cut back overhanging shrubs along footpath and edge out - **£300**.
21. Remove tree seedlings along the path and stump grind - **£300**.
22. Cut back overhanging vegetation along back fence either side of the rear gate - **£300**.
23. Prune and crown lift tree in the car park - **£250**.

Discretionary:

24. Supply and fit Edwards standpipe with non-concussive tap for drinking water next to existing water trough - **£1,075**. (See link: <https://www.standpipes.com/edc2012nc-non-concussive-standpipe>)
25. Install 3.6x 3.6m wood-chip storage bay using concrete posts - **£1,800**.

Financial Considerations

If all the proposed improvements are approved, the total cost to the Council would be £11,036.

Currently, there is approximately £600 remaining in the 2024/25 allotments maintenance budget. However, an additional £5,500 remains unused in the general landscaping and maintenance budget, which could be allocated towards these works.

For the 2025/26 financial year, the Council has set aside £8,000 specifically for allotment improvements, with a further £4,000 available for general landscaping and maintenance.

Considering these budget provisions, sufficient funding is available to proceed with the proposed works.

Other Considerations

Further discretionary works have been suggested by allotment tenants and will continue to be explored before being presented to the Council for consideration. Furthermore, allotment holders have also put forward other suggestions, which will be considered as part of the review of allotment rules and requirements.

Conclusion

The proposed allotment improvements represent a balanced approach to addressing both necessary maintenance and discretionary enhancements, ensuring that the sites remain functional, accessible, and well-maintained for plot holders. The Council has adequate budget provision to support the recommended works, with funding available both within the current financial year and the upcoming 2025/26 budget.

By approving the identified improvement works, the Council will enhance the overall quality of the allotment sites, responding to feedback from plot holders, Councillors, and officers. Additionally, discretionary improvements and further suggestions will continue to be reviewed and considered as part of the ongoing maintenance and rule review processes.

The Council is now asked to determine which specific works to approve to facilitate timely implementation.

AGENDA ITEM: FC 236/24

Subject: MKPA Autumn 2025 Events

Meeting date: Full Council - 11 March 2025

Author: Clerk – R Fuller

Purpose: To seek feedback from Members on arrangements for Autumn MKPA open access play sessions.

RECOMMENDATIONS: That the Council resolves to:

- 1. Approve the provision of three MKPA open access play sessions during the autumn half-term at a total cost of £1,560.**
- 2. Identify suitable indoor venues, dates, and times for the sessions, and authorise the Clerk to make the necessary bookings.**

Background

When considering Easter and summer dates for MKPA open access play sessions, Councillors indicated that they would like to also consider providing sessions during the autumn half-term. MKPA offers such sessions on the following dates:

- Monday 27 October
- Tuesday 28 October
- Wednesday 29 October
- Thursday 30 October
- Friday 31 October

All sessions are available as two hour sessions taking place in either the morning or the afternoon.

The cost of each session is £520, and if three sessions are booked (to enable one to take place in each of Kents Hill, Monkston, and Monkston Park) this would total £1,560. The Council has already agreed to fund 12 sessions during Easter and summer, which amounts to £6,240.

Play sessions held during October would need to take place inside a venue which would incur additional hire charges. This can be accommodated within the budget, but Members are asked to confirm their wishes concerning the number of October play sessions, their locations, and the venues in which they should be held.

Conclusion

Members are invited to consider the proposed autumn half-term play sessions and provide feedback on the preferred number of sessions, suitable locations, and appropriate venues for indoor provision. Given the additional venue hire costs, it is essential to ensure that the sessions offer maximum benefit to the community while remaining within budget. A resolution on the number of sessions will enable the Clerk to proceed with necessary arrangements and bookings.



Kents Hill & Monkston Parish Council

SCHEME OF DELEGATION

1. Introduction

1.1 This Scheme of Delegation sets out the authority delegated by Kents Hill & Monkston Parish Council ('the Council') to the Clerk and Responsible Financial Officer (RFO) in accordance with the Local Government Act 1972 and other relevant legislation.

1.2 This Scheme is intended to ensure the effective and efficient operation of the Council by allowing decisions to be taken at the most appropriate level while ensuring accountability and transparency.

1.3 All delegated actions shall be taken in accordance with:

- The Council's Standing Orders and Financial Regulations;
- All applicable statutory provisions;
- The approved budget and Council policies.

2. Legal Basis for Delegation

This Scheme of Delegation is made pursuant to:

- Section 101 of the Local Government Act 1972, which permits a local council to arrange for the discharge of any of its functions by an officer.
- Section 112 of the Local Government Act 1972, which allows the Council to employ officers and determine their duties.
- Accounts and Audit Regulations 2015, which set out the responsibilities of the Responsible Financial Officer.

The delegation of authority to the Clerk does not preclude matters from being referred to the Council where it is practical and appropriate for a decision to be made at a Council meeting. Best practice guidance on governance recommends a clear division between strategic decision-making (Council responsibility) and operational management (Clerk's responsibility). The Council retains responsibility for setting policies, budgets, and key strategic priorities, while the Clerk is responsible for implementing these decisions, managing day-to-day operations, and ensuring the effective delivery of Council services. Delegated powers should be exercised primarily to facilitate timely decision-making and effective administration and governance, while strategic matters should remain under Council consideration.

3. General Principles

3.1 The Clerk is the Council's Proper Officer and is responsible for the overall administration of Council functions.

3.2 The Clerk is the Responsible Financial Officer (RFO) unless otherwise determined by the Council and is responsible for the administration of the Council's financial affairs in accordance with the Accounts and Audit Regulations and the Council's Financial Regulations.

3.3 Any decisions taken under delegated authority must be reported to the next meeting of the Council.

3.4 Where practical, the Clerk shall exercise delegated authority in consultation with the Chairman, Vice-Chairman, or relevant Members, ensuring transparency and alignment with Council priorities. This does not override the Clerk's ability to act independently within delegated powers where necessary.

3.5 The Clerk shall maintain a written record of all significant decisions taken under delegated authority, including the rationale and any relevant consultation. These records shall be available for inspection by Members and reported to the next appropriate Council meeting.

3.6 Any matter involving significant public interest or financial implications should be referred to the Council unless urgent action is required.

3.7 The Council may at any time, by resolution, revoke or amend the delegated authority conferred under this Scheme.

4. Delegation to the Clerk

The following functions are delegated to the Clerk, subject to compliance with legal requirements and financial constraints:

4.1 General Administration

The Clerk is authorised to:

- Take all necessary actions to implement Council decisions.
- Manage and oversee the day-to-day operation of the Council, including staff, contractors, and suppliers.
- Arrange and authorise training for councillors and staff, within budget.
- Respond to consultations on behalf of the Council where a response deadline falls before the next Council meeting, reporting to the next available meeting.
- Maintain and operate the Council's policies, procedures, and statutory documents.
- Receive, manage, and respond to correspondence on behalf of the Council, except where the matter involves a new policy, contractual commitment, or other issue requiring Council resolution. The Clerk shall keep Members informed of significant or sensitive correspondence as appropriate.

- Handle complaints and disputes in line with the Council's Complaints Policy. Where a matter is sensitive or unresolved, the Clerk shall refer it to the Chairman or the Council as appropriate.
- To represent the Council in dealings with external agencies, public bodies, and community organisations on operational matters. Strategic or policy matters shall be referred to the Council unless urgency requires immediate representation, in which case the Clerk shall consult the Chairman or Vice-Chairman where possible.

4.2 Financial Management

The Clerk, as RFO, is authorised to:

- Manage the Council's finances in line with the approved budget, Financial Regulations, and legal requirements.
- Authorise expenditure within the approved budget up to limits set out in the Council's Financial Regulations or per specific Council resolutions.
- Approve emergency expenditure up to limits set out in the Council's Financial Regulations, reporting to the next Council meeting.
- Manage payroll, pensions, and HMRC submissions.
- Submit VAT claims and other financial returns.
- Arrange the procurement of goods and services within budgeted provisions.

4.3 Contracts and Procurement

The Clerk is authorised to:

- Arrange and oversee contracts and service agreements within the approved budget.
- Appoint contractors for works and services in accordance with Financial Regulations.
- Seek quotations and tenders in accordance with procurement policies and legislation.
- Authorise minor works and repairs up to limits set out in the Council's Financial Regulations.
- Sign and manage contracts on behalf of the Council, ensuring compliance with legal and financial regulations.

4.4 Staff Management

The Clerk, as line manager, is authorised to:

- Manage and oversee the work of all Council employees.
- Approve staff leave, sickness absence, and overtime within budget.
- Conduct performance appraisals and implement staff development initiatives.
- Take appropriate disciplinary or grievance action in line with Council policies.

4.5 Asset and Facilities Management

The Clerk is authorised to:

- Manage the Council's assets, including allotments, bins, noticeboards, and any other land or property.
- Commission necessary repairs and maintenance within budget.
- Take necessary actions to ensure compliance with health and safety and risk management policies.
- Manage the Council's insurance policies and claims.
- Make decisions on the management of allotment tenancies, including issuing agreements, handling disputes, and managing arrears and evictions where necessary.

4.6 Community Engagement and Communication

The Clerk is authorised to:

- Issue press releases and respond to media enquiries in accordance with the Council's Communications Policy.
- Manage the Council's website, social media, and newsletters.
- Represent the Council at external meetings where appropriate.

4.7 Legal and Regulatory Compliance

The Clerk is authorised to:

- Act as the Data Protection Officer and ensure compliance with GDPR.
- Sign legal documents on behalf of the Council as required by law.
- Manage Freedom of Information and Subject Access Requests.
- Maintain the Council's statutory records and ensure compliance with all relevant legislation.

4.8 Urgent Decisions

The Clerk is authorised to take urgent action on behalf of the Council where:

- A decision is necessary before the next Council meeting; and
- It is not legally required to be made by the Council; and
- The Chairman has been consulted (or Vice-Chairman in the Chairman's absence).
All urgent decisions must be reported to the next Council meeting.

5. General Delegation to the Clerk

In addition to the specific delegations outlined in this Scheme, the Clerk is authorised to:

1. Take all actions necessary to ensure the effective running of the Council's business and the proper administration of its affairs, provided such actions are:

- ◆ In accordance with relevant legislation;
 - ◆ Consistent with Council policies and resolutions;
 - ◆ Within the approved budget.
2. Take any necessary action to protect the interests of the Council and respond to unforeseen circumstances, subject to reporting to the next available Council meeting.
 3. Undertake any function that is not specifically reserved by law for determination by the full Council.
 4. Take all necessary actions, in cases of emergency or unforeseen circumstances affecting Council operations, assets, or public safety, to mitigate risks and protect Council interests. Any such actions must be reported to the Council as soon as practicable.

6. Review and Adoption

6.1 This Scheme of Delegation shall be reviewed annually or as required to ensure its effectiveness and continued compliance with legislation.

6.2 The adoption of this Scheme revokes any previous delegations and shall take effect immediately.

Version Control

Version	Date Approved	Changes Made	Approved By	Minute Reference
1.0	11.03.25	Initial adoption	Full Council	FC 237/24



Kents Hill & Monkston Parish Council

COUNCILLORS' EXPENSES POLICY

1. Introduction

1.1 This policy sets out the circumstances in which Kents Hill & Monkston Parish Council may reimburse councillors for expenses incurred while carrying out their official duties.

1.2 Parish councillors serve in a voluntary capacity and are generally expected to cover their own costs. However, in specific circumstances, the council may reimburse expenses where permitted by law and approved by resolution.

2. General Principles

2.1 Councillors are not entitled to a basic allowance or to routine travel and subsistence expenses unless the council has adopted a Members' Allowances Scheme under the Local Authorities (Members' Allowances) (England) Regulations 2003. The Council has not adopted a Members' Allowances Scheme.

2.2 Section 111 of the Local Government Act 1972 allows councils to incur expenditure that is 'conducive or incidental' to their functions. This means that, in limited cases, councillors may be reimbursed for expenses incurred on behalf of the council.

2.3 Reimbursement is only permitted for pre-approved expenses incurred wholly, exclusively, and necessarily in the performance of council duties.

2.4 All claims must be supported by receipts or appropriate documentation and approved by resolution at a council meeting.

3. Approved Duties

3.1 The following activities are considered 'approved duties' for which councillors may claim expenses as long as their undertaking of such duties has been pre-approved in each instance:

- Representing the council at external meetings, training sessions, or conferences.
- Attending a meeting with a principal authority, contractor, or partner organisation on behalf of the council.
- Attending official events or functions where invited as a representative of the council.
- Other duties pre-approved by the council.

4. Travel Expenses

4.1 Councillors are not entitled to claim mileage expenses for travel to and from council meetings, including Full Council meetings, committee meetings, working groups, or any other similar routine meetings held within the parish.

4.2 Travel expenses may be reimbursed where a councillor is:

- Undertaking an approved duty as outlined in Section 3.
- Travelling outside the parish for an authorised engagement.

4.3 Mileage will be reimbursed in accordance with HMRC's Approved Mileage Allowance Payments, currently:

- 45p per mile for cars and vans (first 10,000 miles per tax year), then 25p per mile thereafter.
- 24p per mile for motorcycles.
- 20p per mile for bicycles.

5. Subsistence Expenses

5.1 Councillors may claim reasonable expenses for meals and refreshments when attending pre-approved full-day meetings, training sessions, or conferences outside the parish.

5.2 Claims must not exceed HMRC's tax-exempt rates, and receipts must be provided.

6. Other Expenses

6.1 The council may reimburse costs incurred by councillors for items such as:

- Printing, stationery, or postage where required for council duties and approved in advance.
- Other incidental expenses approved by the council in advance.

6.2 The council will not reimburse expenses for personal equipment, clothing, or discretionary activities.

7. Chairman's Allowance

7.1 The Chairman's Allowance is separate from councillor expenses and is provided under Section 15(5) of the Local Government Act 1972.

7.2 This allowance is intended to cover expenses incurred in the role of Chairman, such as:

- Hosting civic functions or meetings.
- Providing small discretionary gifts on behalf of the council.
- Representing the council at official engagements.

8. Claims Process

8.1 Councillors must submit an Expenses Claim Form detailing:

- Date and purpose of travel or expenditure.
- Distance travelled (for mileage claims).
- Itemised receipts for all non-mileage claims.

8.2 Claims should be submitted to the Clerk within 30 days of the expense being incurred.

8.3 All claims will be reviewed and determined at the next council meeting.

8.4 The Clerk will maintain a record of all approved expenses as part of the council's financial records.

9. Review

9.1 This policy shall be reviewed annually or as required by changes in legislation or policy.

Version Control

Version	Date Approved	Changes Made	Approved By	Minute Reference
1.0	11.03.25	Initial adoption	Full Council	FC 237/24



Kents Hill & Monkston Parish Council

INVESTMENT POLICY AND STRATEGY

1. Introduction

Kents Hill & Monkston Parish Council ('the Council') acknowledges the importance of prudently investing surplus funds held on behalf of the community. This policy is designed to ensure that all investments comply with best practices in financial management and align with statutory guidance where applicable.

2. Policy Objectives

The Council's primary investment objectives are:

1. Security – Ensuring the preservation of capital in the investment portfolio.
2. Liquidity – Maintaining adequate cash flow to meet short-term operational needs.
3. Yield – Optimising returns on investments within acceptable risk parameters.

3. Investment Strategy

The Council will adopt a low-risk investment strategy in line with government guidelines. The Council will act only with institutions and instruments that meet the following criteria:

3.1 Definition of Investments

- Specified Investments – These are investments that offer high security and liquidity, are made in sterling, and have a maturity of no more than one year. They include deposits with UK banks, building societies, local authorities, or the UK Government.
- Non-Specified Investments – These involve greater potential risk due to longer maturity periods (over one year) or alternative investment vehicles such as corporate bonds or managed funds. These require a separate risk assessment before investment.

3.2 Specified Investments

Specified investments must:

- Be denominated in Sterling.
- Have a maturity of no more than one year.

- Be made with institutions of high credit quality, such as UK banks, building societies, local authorities, or the UK Government.
- Be subject to minimal risk of capital loss.

Acceptable specified investments include:

- Bank and building society term deposits (subject to appropriate credit ratings).
- UK Government Treasury Bills and Gilts.
- Local Authority Deposits.
- Public Sector Deposit Funds.

3.3 Non-Specified Investments

Non-specified investments carry a higher risk profile and must be subject to a separate risk assessment before investment. These may include:

- Deposits exceeding 12 months.
- Corporate bonds issued by reputable organisations with strong credit ratings.
- Managed investment funds (only where aligned with public sector investment guidelines).

The Council will only consider non-specified investments after taking advice from an FCA-registered independent financial adviser and conducting a full risk analysis.

4. Ethical, Social, and Environmental Considerations

Where possible, the Council will seek to invest in institutions and funds that demonstrate strong ethical, social, and environmental responsibility. This may include banks with sustainability credentials or investment funds that promote environmental, social, and governance standards.

5. Risk Management and Treasury Controls

- The Council will ensure it maintains sufficient liquidity to meet expenditure needs.
- All investments will be reviewed annually to assess risk exposure and performance.
- The Council will maintain a diversified investment portfolio to mitigate risk.
- Credit ratings of financial institutions will be taken into account when assessing investment opportunities, ensuring that investment decisions balance risk and return effectively.

- The Council will set exposure limits per financial institution to avoid over-reliance on a single bank or organisation. No more than 50% of total investments will be held with a single institution unless invested with the UK Government.

6. Compliance with Legal and Regulatory Requirements

As the Council holds investments exceeding £100,000, it is required to have regard to the Statutory Guidance on Local Government Investments (2018), issued by the Department for Levelling Up, Housing and Communities (now the Ministry of Housing, Communities and Local Government), as required under Section 15(1) of the Local Government Act 2003.

The Council will:

- Follow the investment principles outlined in the Statutory Guidance, prioritising security, liquidity, and yield.
- Conduct an annual review of all investment counterparties to ensure they continue to meet required security and credit rating standards.
- Ensure that all non-specified investments are subject to a formal risk assessment.
- Publish an annual investment strategy report, as required by the Statutory Guidance, to be reviewed and approved by Full Council.
- Ensure compliance with Governance and Accountability for Smaller Authorities in England: A Practitioners' Guide (JPAG), which sets out proper financial management practices for parish councils.

This ensures that all investment decisions are made prudently, transparently, and in the best interest of the community. The Council will also take into account updates to legislation and guidance to maintain compliance with best practices in public financial management.

7. Review and Reporting

- The investment strategy will be reviewed annually by the Council and updated as required.
- The Responsible Financial Officer will provide an investment report to Full Council annually, detailing performance and compliance with this policy.

8. Exceptional Review Clause

In addition to the annual review, this Investment Policy & Strategy will be subject to an exceptional review in the following circumstances:

- A significant increase in investment holdings.

- Changes in statutory guidance or legislation affecting local authority investments.
- Major financial risks identified that could impact the security or liquidity of investments.
- Changes in banking or financial market conditions that could materially affect the Council's investment strategy.

If any of these conditions arise, the Responsible Financial Officer will report to Full Council with recommendations for policy adjustments to ensure continued compliance and risk mitigation.

Version Control

Version	Date Approved	Changes Made	Approved By	Minute Reference
1.0	11.03.25	Initial adoption	Full Council	FC 237/24

Agenda Item FC 237/24 d)

KENTS HILL & MONKSTON PARISH COUNCIL FINANCIAL RISK ASSESSMENT 2024-25

This document outlines financial risks to Kents Hill & Monkston Parish Council, measures in place to mitigate these risks, and the systematic approach taken to manage them effectively. The assessment classifies risks based on their probability and impact, ensuring that appropriate preventative and responsive measures are in place.

The risk matrix used is:

PROBABILITY	Very likely	5						
	Likely	4						
	Unlikely	3						
	Very unlikely	2						
	Almost impossible	1						
				1	2	3	4	5
			Insignificant	Minor	Significant	Major	Catastrophic	
			IMPACT					

Each risk is scored as **probability x impact** and classified for action as follows:

- Below 10 – No action needed
- 10-14 – Review and adjust if possible
- 15-19 – Review required and mitigation actions necessary
- 20 or above – Immediate action required

The following table details identified risks, current controls, further actions required, and the responsible officer/committee.

Ref	Financial Risk	Potential Consequence	Probability	Impact	Score	Risk Area	Controls in Place	Further Action	Implementation/Check	Responsible Officer/Committee
1	Loss of monies through theft, fraud, or dishonesty	Financial loss, potential impact on council viability	3	4	12	Financial, legal	Robust financial policies, two-person authorisation for payments, monthly reconciliations, fidelity insurance	Annual review of financial regulations, internal/external audits	Monthly sign-off and audit updates	RFO / Full Council
2	Banking failure or inadequate banking arrangements	Inability to make payments, loss of confidence in banking provider	2	5	10	Financial, operational, reputational	Regular review of banking arrangements	Bi-annual review, monitor effectiveness, ensure FSCS protection	Annual review of banking arrangements	RFO / Full Council
3	Inadequate financial controls leading to insufficient reserves or insolvency	Financial difficulty, inability to pay suppliers or maintain services	2	4	8	Financial, operational, reputational, legal	Regular budget monitoring, council oversight	Ongoing monitoring and quarterly review	Quarterly budget reviews	RFO / Full Council
4	Inappropriate accounting practices	Financial loss, audit failure, reputational damage	2	4	8	Financial, reputational, legal	Quarterly financial reviews, staff/member training	Regular reviews and early issue identification	Quarterly internal control checks and financial reporting	RFO / Full Council

Ref	Financial Risk	Potential Consequence	Probability	Impact	Score	Risk Area	Controls in Place	Further Action	Implementation/Check	Responsible Officer/Committee
5	Unauthorised, fraudulent, or incorrect payments	Loss of money, risk of fraud	3	3	9	Financial, legal	Two-person payment authorisation, monthly bank reconciliations undertaken and reviewed by both the RFO and a councillor, clear financial policies and processes	Annual review of financial regulations and internal control	Monthly sign-off, quarterly budget monitoring and internal control checks, annual audit	RFO / Full Council
6	Non-compliance with financial regulations, VAT, HR, pensions	Fines, loss of financial integrity, reputational damage	2	3	6	Financial, legal, reputational	RFO ensures compliance, diarised financial deadlines	Regular policy and process reviews	Quarterly internal control checks, monthly and quarterly financial reporting	RFO / Full Council
7	Failure to set appropriate precept	Financial instability, inability to maintain services	2	4	8	Financial, operational, reputational	Robust budget setting process, full council involvement	Annual review, link budget to service aspirations	Annual precept setting process, ongoing budget monitoring	RFO / Full Council
8	Failure to set a realistic budget	Financial loss, service impact	2	4	8	Financial, operational, reputational	Robust budget setting, oversight by full council	Quarterly review to ensure alignment with actuals	Quarterly budget reviews	RFO / Full Council

Ref	Financial Risk	Potential Consequence	Probability	Impact	Score	Risk Area	Controls in Place	Further Action	Implementation/Check	Responsible Officer/Committee
9	Mismanagement of specific funding (grants, S106, etc.)	Clawback of funds, inability to access future funding	2	3	6	Financial, operational, reputational	Specific budget codes, record-keeping	Annual review of policies and processes	Quarterly budget reports, monthly financial reports	RFO / Full Council
10	Inadequate insurance coverage	Uncovered financial liability in case of claims	1	5	5	Financial, reputational, legal	Annual review of all insurance policies, including fidelity, liability, and asset coverage	Competitive tendering and assessment	Annual insurance review	RFO / Full Council
11	Failure to ensure best value in spending	Poor value for money, inefficiencies	2	2	4	Financial, operational, reputational	Procurement policy, financial regulations	Annual policy review, ongoing monitoring	Quarterly budget monitoring, monthly financial reporting	RFO / Full Council
12	Supplier or contractor failure	Delays in service delivery, financial losses, reputational damage	2	4	8	Financial, operational, reputational	The council shall ensure that all supplier and contractor agreements comply with the Financial Regulations, including obtaining competitive quotes where required and ensuring value for money.	Conduct regular performance reviews, and ensure alternative suppliers are identified where possible.	Annual review of supplier contracts and ongoing performance monitoring.	RFO / Full Council

Ref	Financial Risk	Potential Consequence	Probability	Impact	Score	Risk Area	Controls in Place	Further Action	Implementation/Check	Responsible Officer/Committee
13	Poor investment decisions leading to financial losses or reduced liquidity	Reduction in available funds, inability to meet financial commitments	2	4	8	Financial, operational	Investment Strategy in place, adherence to security, liquidity, and yield principles, diversification of investments, annual counterparty review	Ensure compliance with the Investment Strategy, monitor financial market changes	Annual review of investments, RFO report to Full Council	RFO / Full Council

Change Control

The Chief Officer/Clerk/RFO shall ensure that the Financial Risk Assessment is reviewed annually by Full Council, in line with the requirements of the Financial Regulations and the Annual Governance Statement (AGAR).

This document will also be reviewed if there is:

- A significant change in the council's financial activities
- A change in financial regulations
- A newly identified financial risk

Approval and Next Review Date

This document was approved by Kents Hill & Monkston Parish Council on 11 March 2025. The next scheduled review is before 31 March 2026.

Minute Reference: FC 237/24

AGENDA ITEM: FC 238/24 b)

Subject: Training

Meeting date: Full Council - 11 March 2025

Author: Clerk – R Fuller

Purpose: To report to Councillors on the training sessions booked using delegated powers.

RECOMMENDATIONS: That the Council resolves to:

- 1. Note the training booked for Councillors and the Clerk using delegated authority at a total cost of £245.00.**

Background

In accordance with the Council's commitment to ongoing professional development and good governance, the Clerk has exercised delegated authority to book training sessions for both Councillors and officers. The training is provided by The Parkinson Partnership, a recognised provider of specialist local government training.

Training Booked

The following training sessions have been booked:

Councillor Training

The following Councillors have been booked onto the 'Finance for Councillors' training session delivered by The Parkinson Partnership:

- Cllr Chandra
- Cllr Fisk
- Cllr D Hippey
- Cllr M Hippey
- Cllr Wong

Cost: £35.00 per attendee

Clerk Training

The Clerk has been booked onto the following training sessions:

- Year End & Audit – delivered by The Parkinson Partnership (£35.00)
- Internal Controls – delivered by The Parkinson Partnership (£35.00)

Financial Implications

The total expenditure for the above training is £245.00. This cost will be met from the Council's allocated training budget.

Conclusion

Councillors are asked to note the training that has been booked using delegated powers.

AGENDA ITEM: FC 240/24

Subject: Interim Grounds Maintenance Arrangements for Monkston Community Centre and Playing Fields

Meeting date: Full Council - 11 March 2025

Author: Clerk – R Fuller

Purpose: To seek approval for the appointment of the Council's existing grounds maintenance contractor to undertake essential grounds maintenance works at Monkston Community Centre and its associated playing fields on an interim basis from the date of the asset transfer until a longer-term contract is procured.

RECOMMENDATIONS: That the Council resolves to:

- 1. Approve the appointment of the existing grounds maintenance contractor to undertake the interim grounds maintenance works as set out in the quotation.**
- 2. Decide whether the football pitch marking service is necessary at this stage, noting that discontinuation would increase reinstatement costs.**

Background

The Parish Council is due to take ownership of Monkston Community Centre and its associated playing fields, including the football pitches at Monkston Green, following an asset transfer scheduled for completion by 31 March 2025.

Upon completion of the transfer, the Council will become responsible for ensuring appropriate maintenance of the grounds to keep the site safe, accessible, and fit for community use. Given the urgency of maintaining the site from the outset of ownership, an interim arrangement is required while the Council explores a permanent contract for grounds maintenance once the Council's own requirements and management arrangements for the centre and the playing fields have been finalised.

Proposed Interim Grounds Maintenance Work

The Council's current grounds maintenance contractor has provided a quotation for the required work, covering essential upkeep of the site. The proposed services and costs are:

Service	Frequency	Cost (£)
Cutting of shrubs around the building and herbicide application	One-off	£450
Tree inspection	One-off	£250
Grass cutting around the building and playing fields	Fortnightly (April–October)	£325 per cut
Over-marking of two football pitches	Weekly	£140 per occasion

The estimated cost over a seven-month period (April–October 2025), assuming bi-weekly grass cutting and weekly pitch marking, is:

- Grass cutting (14 cuts) = £4,550
- Pitch marking (28 occasions) = £3,920

- Shrub maintenance and tree inspection = £700
- **Total estimated cost: £9,170**

These costs would be covered within the allocated £15,000 Monkston Community Centre grounds maintenance budget for 2025/26.

The contractor has confirmed that grass-cutting and over-marking services can be provided on a 'pay-as-you-go' basis during the interim period and could be cancelled at any time if required. However, the contractor has advised that if the pitch markings are discontinued and later reinstated, the cost would be higher to initially mark out the lines again.

Optional Grounds Maintenance Activities – Football Pitch Marking

The Council may wish to consider whether the weekly football pitch marking is necessary at this stage. The requirement for this service depends on the immediate demand for football pitch use and the final decisions regarding the management of the playing fields.

If the Council decides that line marking is not required during the interim period, the estimated total cost of the services would be reduced to £5,250, allowing greater flexibility in the budget for future maintenance requirements.

Future Management of the Playing Fields

Final arrangements regarding the usage of the playing fields, the expected maintenance standards, and responsibility for ongoing upkeep are still subject to further discussions and negotiations.

Key considerations include:

- Whether the playing fields will be included in a lease to a community group managing the community centre.
- The level of maintenance expected under any lease or agreement.
- The extent to which maintenance responsibilities will remain with the Parish Council or be transferred to a tenant.

The outcome of these discussions will influence the Council's long-term maintenance obligations and the financial commitments associated with the playing fields. In the interim, it is recommended that the Council proceeds with essential grounds maintenance to ensure the site remains in a safe and usable condition.

Financial Implications

The interim maintenance costs will be funded from the Council's £15,000 budget allocation for 2025/26. If the football pitch marking service is not required, this would reduce the expenditure, providing additional flexibility for other maintenance needs.

Conclusion

The Council's imminent ownership of Monkston Community Centre and its associated playing fields necessitates an interim grounds maintenance arrangement to ensure the site remains safe, accessible, and well-maintained. The proposed arrangement with the Council's existing grounds maintenance provider offers a practical, cost-effective solution, allowing for essential upkeep while longer-term arrangements are determined.