

KENTS HILL AND MONKSTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 9TH MAY 2011, IMMEDIATELY AFTER THE ANNUAL PARISH MEETING, COMMENCING AT 7.30PM, AT THE CHURCH OF CHRIST THE KING, KENTS HILL

		Action
1/2011	<p>Members present and apologies for absence The Clerk and Cllrs Laws, Kalunga, Chaproniere, Clark, Bowker, Hippey, Carstens and Smith were in attendance.</p> <p>Cllr Ferrans gave her apologies for the meeting and these were duly accepted. Ward Cllr Crooks gave his apologies for the meeting.</p>	
2/2011	<p>Decision required: Election of Chairman Cllr Bowker was nominated as the Chairman of the Parish Council. This was unanimously agreed by the members.</p>	
3/2011	<p>Decision required: Election of Vice-Chairman Cllr Laws was nominated as Vice-Chairman of the Parish Council. This was unanimously agreed by the members.</p> <p>Cllr Laws continued to chair the meeting at the request of Cllr Bowker.</p>	
4/2011	<p>Decision required:</p> <p>a. Welcome to the new Parish Council Cllr Laws welcomed the Councillors to the new Parish Council (following an uncontested election) and invited them to introduce themselves to the members. The Councillors gave a short introduction of their background and interests.</p> <p>b. Expression of thanks to the previous Parish Council Cllr Laws expressed his thanks to the Parish Councillors who were continuing on the Parish Council for another term. Cllr Laws also expressed his thanks to the two Parish Councillors retiring as members who had offered many years of service to the Parish Council and local residents.</p> <p>c. Agreement of process to co-opt to two vacancies on the Kents Hill Parish Ward It was agreed that the Clerk should continue the process to invite candidates to co-option at the June meeting (within the permitted time period). Should candidates not come forward for co-option within the time frame; the positions will be advertised in the usual way. Action: Clerk to arrange co-option of two candidates, if possible, for the June meeting.</p>	Clerk
5/2011	<p>Declarations of Interest</p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests. b. To declare any Personal Interests in items on the agenda and their nature. c. To declare any Prejudicial Interests in items on the agenda and their nature</p> <p>Cllr Laws explained the importance of registering any interests for items at this, or future, meetings. Cllr Bowker expressed his interest in the Monkston allotment site (item 13a) as he has his name on the waiting list for an allotment. No further declarations were made.</p>	
6/2011	<p>Decision required: Approval of the minutes of the last Parish Council Meeting on 11th April 2011 The minutes were approved and duly signed.</p>	
7/2011	<p>Decision required: Approval of the inventory and asset register of Parish Council property and agreement of insurance cover for 2011/12 Powers were devolved to Clerk to await the third insurance quotation and to select the best value policy in terms of price and comprehensive coverage. Action: Clerk to arrange for insurance renewal/purchase.</p> <p>The Parish Council asset register was presented and agreed as follows:</p>	Clerk

	<table border="1"> <tbody> <tr> <td>5 Noticeboards</td> <td>£5,003.38</td> <td>Insurance Value</td> </tr> <tr> <td>31 Dog Bins</td> <td>£3,747.34</td> <td>Insurance Value</td> </tr> <tr> <td>8 Lighting Columns</td> <td>£8,216.93</td> <td>Insurance Value</td> </tr> <tr> <td>6 Litter bins</td> <td>£3,054.79</td> <td>Insurance Value</td> </tr> <tr> <td>8 recycling litter bins (MKC)</td> <td>£2,378.22</td> <td>Insurance Value (MKC)</td> </tr> <tr> <td>1 laptop computer Dell Inspiron 6400 (including software)</td> <td>£1,451.69</td> <td>Insurance Value</td> </tr> <tr> <td>1 HP C6180 All-in-one printer</td> <td></td> <td></td> </tr> <tr> <td>1 external hard drive</td> <td></td> <td></td> </tr> <tr> <td>1 laptop computer Sony VPCS1 Series</td> <td>£1,000.00</td> <td></td> </tr> <tr> <td>3 park seats</td> <td>£1,974.51</td> <td>Insurance Value</td> </tr> <tr> <td>Dell projector 1510x (incl. Cable, remote and extra lamp)</td> <td>£953.23</td> <td>Purchase Value</td> </tr> <tr> <td>Nobo projector screen</td> <td></td> <td></td> </tr> <tr> <td>Presenter tool</td> <td></td> <td></td> </tr> <tr> <td>Monsoon banners (2) and frame</td> <td>£261.88</td> <td>Purchase Value</td> </tr> <tr> <td>8 panel display system</td> <td>£209.50</td> <td>Purchase Value</td> </tr> <tr> <td>Total</td> <td>£28,251.47</td> <td></td> </tr> </tbody> </table>	5 Noticeboards	£5,003.38	Insurance Value	31 Dog Bins	£3,747.34	Insurance Value	8 Lighting Columns	£8,216.93	Insurance Value	6 Litter bins	£3,054.79	Insurance Value	8 recycling litter bins (MKC)	£2,378.22	Insurance Value (MKC)	1 laptop computer Dell Inspiron 6400 (including software)	£1,451.69	Insurance Value	1 HP C6180 All-in-one printer			1 external hard drive			1 laptop computer Sony VPCS1 Series	£1,000.00		3 park seats	£1,974.51	Insurance Value	Dell projector 1510x (incl. Cable, remote and extra lamp)	£953.23	Purchase Value	Nobo projector screen			Presenter tool			Monsoon banners (2) and frame	£261.88	Purchase Value	8 panel display system	£209.50	Purchase Value	Total	£28,251.47		
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8/2011	<p>Decision required: Review of Parish Council property, identifying risk assessment and maintenance requirements</p> <p>The Clerk reported that all street furniture items are being assessed and evaluated for maintenance, relocation and (for bins) collection frequency. A report is being compiled by the bin emptying partner and will be presented at a future meeting.</p>																																																	
9/2011	<p>Decision required: Review and agreement of the following documents and/or working practices:</p> <p>a. Standing orders, financial regulations, management of business and risk assessment documents</p> <p>The standing orders, financial regulations, management of business and risk assessment documents were accepted. The Clerk suggested that she would review the documents against the new NALC model orders and would present to a future meeting her recommendations.</p> <p>Action: Clerk to review the documents against the new NALC model.</p> <p>b. Terms of reference for working parties</p> <p>The terms of reference were accepted as working arrangements.</p> <p>c. Appointment of representatives at regular external meetings</p> <p>Representatives were identified as follows: Parishes Forum – Cllrs Bowker and Laws MKAUPC – Cllr Bowker Eastern Flank/Liaise – Cllr Laws</p> <p>d. Payment of annual subscriptions</p> <p>Payment of annual subscriptions for SLCC, BALC/NALC and MKAUPC was agreed.</p>																																																	
10/2011	<p>Decision required: Review of the training needs for Councillors in the coming year</p> <p>The Clerk reported that some councillors will be attending the induction courses offered by BALC. The Clerk would look for other courses appropriate to the councillors, and would also source a chairmanship course for the new chair. The Clerk also introduced the National Training Strategy from NALC and offered to circulate the information to all councillors for their involvement.</p> <p>Action: Clerk to source courses as appropriate and to circulate information about the National Training Strategy to all councillors.</p>	Clerk																																																

11/2011	<p>Decision required: Adoption of financial statements and un-audited accounts for the financial year 2010/11</p> <p>The Clerk presented the financial statement for 2010/11 and the external audit form completed with these values. The financial statement and un-audited accounts were accepted. Page one of the external audit form was duly signed by the Chair and Clerk. The accounts are to be appended to these minutes as a separate document.</p>																																																																																																																									
12/2011	<p>Decision required: Review of Annual Governance Statement for audit preparation</p> <p>The councillors worked through the Annual Governance Statement (page two of the external audit form) and responded accordingly that there was a sound system of internal control. The form was duly signed by the Chair and the Clerk.</p>																																																																																																																									
13/2011	<p>Progress reports for information:</p> <p>a. Monkston allotments</p> <p>The Clerk updated that the allotments are still to be completed by the contractors under the supervision of MK Council. The Clerk is making preparations for the positive identification of the legal transfer signatories, in readiness for the legal process to commence.</p> <p>b. Summer fete</p> <p>Cllr Bowker updated that the preparations for the fete are going well. Next preparation meeting will take place on 18th May at 7pm. The Clerk was asked to complete the grant funding application from MK Community Foundation.</p> <p>Action: Clerk to complete grant funding application.</p>	Clerk																																																																																																																								
14/2011	<p>Decision required: Finance</p> <p>a. Appeals for funding: There was one appeal for funding from MK Community Mediation Service. Full application form completed and supported by relevant documentation. Grant requested for training and supervision of volunteer mediators. 3 cases handled in 2010/11 in Parish area, one of which was a LinkUp case involving homelessness of a young person aged 16+; currently handling first case in 2011/12. One mediator lives in our Parish. £1000+ requested from our Parish Council. Funding granted annually; last contribution from our Parish Council was 12/07/11 £600. The council considered the application and agreed to pay £700 to this organisation. The Clerk drew up cheque 572 for the MK Community Mediation Service.</p> <p>b. Payments: To agree payments to be made as per payments list. The following payments were presented and agreed. The cheques were duly signed by two signatories:</p> <table border="1" data-bbox="196 1301 1369 2074"> <thead> <tr> <th colspan="8">Current account - payments</th> </tr> <tr> <th>Date</th> <th>Payee</th> <th>Cheque</th> <th>Reason</th> <th>Powers</th> <th>Ex VAT</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>05/05/2011</td> <td>Transfer to deposit account</td> <td>Transfer</td> <td>Transfer to deposit account</td> <td>Transfer</td> <td>£15,000.00</td> <td></td> <td>£15,000.00</td> </tr> <tr> <td>09/05/2011</td> <td>Friends of Monkston Primary School</td> <td>566</td> <td>Grant allocation for playground equipment</td> <td>LGA 1972 s.142</td> <td>£2,000.00</td> <td></td> <td>£2,000.00</td> </tr> <tr> <td>09/05/2011</td> <td>Hertsmere Leisure</td> <td>567</td> <td>Room hire 01/4/11</td> <td>LGA 1972 s.142</td> <td>£17.00</td> <td></td> <td>£17.00</td> </tr> <tr> <td>09/05/2011</td> <td>AH Contracts</td> <td>568</td> <td>Bin emptying April 2011</td> <td>Litter Act 1983 s 30,72</td> <td>£505.20</td> <td>£101.04</td> <td>£606.24</td> </tr> <tr> <td>09/05/2011</td> <td>Amanda Wilmot</td> <td>569</td> <td>Reimbursements in April 2011 - gen admin, postage, tel, mileage and use of office</td> <td>LGA 1972 s.112</td> <td>£177.28</td> <td></td> <td>£177.28</td> </tr> <tr> <td>09/05/2011</td> <td>Amanda Wilmot</td> <td>570</td> <td>Salary May 2011 and overtime April 2011 (15 hours)</td> <td>LGA 1972 s.112</td> <td>£955.44</td> <td></td> <td>£955.44</td> </tr> <tr> <td>09/05/2011</td> <td>HMRC</td> <td>571</td> <td>NI and PAYE contributions</td> <td>LGA 1972 s.112</td> <td>£260.59</td> <td></td> <td>£260.59</td> </tr> <tr> <td>19/05/2011</td> <td>Pension contributions</td> <td>Direct Debit</td> <td>01/05/2011 - Reduced amount as pension company collected extra £8.00 in April; reduced collection this month of £8.00</td> <td>LGA 1972 s.112</td> <td>£52.80</td> <td></td> <td>£52.80</td> </tr> <tr> <td colspan="7">Total</td> <td>£19,069.35</td> </tr> <tr> <th colspan="8">Current account - income</th> </tr> <tr> <th>Date</th> <th>Payee</th> <th></th> <th>Reason</th> <th></th> <th></th> <th></th> <th>Income</th> </tr> <tr> <td>13/04/2011</td> <td>MK Council - 50% 2011/12 precept</td> <td></td> <td>Precept 50%</td> <td></td> <td>-</td> <td></td> <td>£34,897.50</td> </tr> <tr> <td colspan="7">Total</td> <td>£34,897.50</td> </tr> </tbody> </table>	Current account - payments								Date	Payee	Cheque	Reason	Powers	Ex VAT	VAT	Total	05/05/2011	Transfer to deposit account	Transfer	Transfer to deposit account	Transfer	£15,000.00		£15,000.00	09/05/2011	Friends of Monkston Primary School	566	Grant allocation for playground equipment	LGA 1972 s.142	£2,000.00		£2,000.00	09/05/2011	Hertsmere Leisure	567	Room hire 01/4/11	LGA 1972 s.142	£17.00		£17.00	09/05/2011	AH Contracts	568	Bin emptying April 2011	Litter Act 1983 s 30,72	£505.20	£101.04	£606.24	09/05/2011	Amanda Wilmot	569	Reimbursements in April 2011 - gen admin, postage, tel, mileage and use of office	LGA 1972 s.112	£177.28		£177.28	09/05/2011	Amanda Wilmot	570	Salary May 2011 and overtime April 2011 (15 hours)	LGA 1972 s.112	£955.44		£955.44	09/05/2011	HMRC	571	NI and PAYE contributions	LGA 1972 s.112	£260.59		£260.59	19/05/2011	Pension contributions	Direct Debit	01/05/2011 - Reduced amount as pension company collected extra £8.00 in April; reduced collection this month of £8.00	LGA 1972 s.112	£52.80		£52.80	Total							£19,069.35	Current account - income								Date	Payee		Reason				Income	13/04/2011	MK Council - 50% 2011/12 precept		Precept 50%		-		£34,897.50	Total							£34,897.50	
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Date	Payee	Cheque	Reason	Powers	Ex VAT	VAT	Total
None							
Total							£0.00

Allotment account - income							
Date	Reason	Payee	MP allotments	M allotments	KH allotments	Other	Total
4-Apr-11	MP allotments	Plot 3 annual rent 2011/12	£18.00				£18.00
18-Apr-11	KH allotments	Plot 6			£13.50		£13.50
18-Apr-11	MP allotments	Plot 9	£18.00				£18.00
19-Apr-11	MP allotments	Plot 38	£18.00				£18.00
20-Apr-11	MP allotments	Plot 1	£18.00				£18.00
21-Apr-11	MP allotments	Plot 16	£18.00				£18.00
21-Apr-11	MP allotments	Plot 27	£36.00				£36.00
26-Apr-11	KH allotments	Plot 9			£18.00		£18.00
26-Apr-11	KH allotments	Plot 3			£18.00		£18.00
26-Apr-11	MP allotments	Plot 4	£18.00				£18.00
27-Apr-11	KH allotments	Plot 16			£17.25		£17.25
27-Apr-11	MP allotments	Plot 26	£36.00				£36.00
27-Apr-11	KH allotments	Plot 7			£18.00		£18.00
28-Apr-11	KH allotments	Plot 8			£18.00		£18.00
28-Apr-11	MP allotments	Plot 36	£18.00				£18.00
28-Apr-11	MP allotments	Plot 11	£18.00				£18.00
28-Apr-11	MP allotments	Plot 10	£18.00				£18.00
3-May-11	MP allotments	Plot 15	£18.00				£18.00
3-May-11	KH allotments	Plot 4			£18.00		£18.00
3-May-11	MP allotments	Plot 5	£18.00				£18.00
3-May-11	MP allotments	Plot 35	£18.00				£18.00
3-May-11	MP allotments	Plot 25	£36.00				£36.00
4-May-11	MP allotments	Plot 28	£18.00				£18.00
5-May-11	MP allotments	Plot 12	£18.00				£18.00
5-May-11	MP allotments	Plot 7	£18.00				£18.00
Total							£498.75

Deposit account - payments							
Date	Payee	Cheque	Reason	Powers	Ex VAT	VAT	Total
None							
Total							£0.00

Deposit account - income							
Date	Payee	Reason					Total
05/05/2011	Internal transfer	Transfer from current account					£15,000.00
Total							£15,000.00

c. **Bank statement:** The bank statement was presented and accepted. The hard copy bank statements were circulated to the councillors for review.

Current account	Balance at	05/05/2011	£24,621.60
Outstanding payments	Above	Debit	£4,069.35
Outstanding payments	Above	Credit	£0.00
Uncleared cheques	CQ558 11/04/11 MKAUPC		£100.00
	CQ561 11/04/11 MK Play Association		£2,396.48
Actual current account balance			£18,055.77

Allotment account	Balance at	05/05/2011	£2,967.24
Outstanding payments	Above	Debit	£0.00
Outstanding receipts	Above	Credit	£0.00
Actual allotment account balance			£2,967.24

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Date	Time	Place	Meeting
Monday 13 th June 2011	7.30pm	Monkston Community Centre	Parish Council Meeting
Monday 11 th July 2011	7.30pm	Monkston Park Community Centre	Parish Council Meeting
Monday 12 th September 2011	7.30pm	Monkston Community Centre	Parish Council Meeting
Monday 17 th October 2011	7.30pm	Church of Christ the King, Kents Hill	Parish Council Meeting
Monday 14 th November 2011	7.30pm	Monkston Park Community Centre	Parish Council Meeting
Monday 5 th December 2011	7.30pm	Church of Christ the King, Kents Hill	Parish Council Meeting

There being no further business, the meeting closed at 10.10pm.