

**MINUTES OF THE KENTS HILL AND MONKSTON PARISH COUNCIL
MEETING HELD AT 7.30 PM ON MONDAY 11th APRIL 2011
AT THE MONKSTON COMMUNITY CENTRE, MONKSTON.**

	Action responsibility
<p>1. Members present and apologies for absence Members present were Cllrs Maudsley, Corbett, Clark and Ferrans. Cllr Smith attended the meeting from 7.40pm.</p> <p>Cllrs Laws, Kalunga and Bowker gave their apologies for the meeting and these were duly accepted. Cllr Smith advised apologies that she would arrive late to the meeting. Apologies were received from Ward Cllrs McPake and Crooks. No members of the public were in attendance.</p>	
<p>2. Declaration of interest There were no additional declarations of interest on the items on the agenda. Cllr Ferrans declared a personal interest in item 4b) MK Council's Regulatory Services enforcement policy and 9a) appeal for funding at Monkston Primary School.</p>	
<p>3. Minutes The minutes were agreed and accepted as a true record of the Parish Council meeting on Monday 14th March 2011. The minutes were duly signed by Cllr Maudsley.</p>	
<p>4. Decision required: Consultation papers</p> <ul style="list-style-type: none"> • St Bernadette's Catholic Primary School – opening hours. The members discussed the proposal to amend the opening hours of the primary school. It was resolved that the Parish Council fully supports the proposed changes. The members also asked the Clerk to commend the school on this initiative. The Clerk is to suggest that there are parking spaces at the top of the green for use, and that they may wish to encourage car sharing to alleviate parking problems. The Clerk was asked to respond accordingly. • New Milton Keynes Council Regulatory Services enforcement policy. The members discussed the policy and resolved that the Parish Council did not have any comments to offer on the consultation. <p>Action: Clerk to respond to the consultations as outlined above.</p>	Clerk
<p>5. Decision required: Location of litter/dog bins for installation The following locations for dog bin and litter bin installations were proposed and agreed:</p> <p>Dog bins:</p> <ol style="list-style-type: none"> 1. Monkston: Chirbury Close, Monkston (to Middleton) on the bridlepath, by Chaffron Way H7 2. Monkston: St Bartholomews 16/18, Monkston – previously burned out and removed. 3. Kents Hill: Ticehurst Grove running behind bridlepath, junction of the two bridlepaths, close to H9. 4. Monkston Park – pathway on to Colindale Street, linking Colindale Street to park (on Parks Trust land), towards Chaffron Street, near the bridge 5. Monkston Park: underpass to the OU, pathway that runs to the north side of the A428 (near four way 6. Kents Hill: Parks Trust woods, bridleway off Timbold Drive <p>Litter bins:</p> <ol style="list-style-type: none"> 1. Monkston Park: Colindale/Goldhawk Road near where bridleway crosses, near green triangle 2. Monkston: Play area between Malton Close and Boxgrove Court 3. Kents Hill: Kents Hill woods, enter Timbold Drive/Frithwood Crescent and redway (Parks Trust land) 4. Reserve location: Kents Hill: Path between Swarden Ball, Pondgate, Tunbridge Grove, Knox Bridge <p>Action: Clerk to arrange permissions for installation with MKC/Parks Trust. Action: Clerk to arrange for installation with AH Contracts contractor.</p>	Clerk Clerk
<p>6. Decision required: Annual Audit 2010/11 The Clerk outlined the procedure for the Annual Audit 2010/11. It was resolved that the Clerk should request Chris Davies to carry out the internal audit for the financial year 2010/11.</p> <p>Action: Clerk to contact Chris Davies. Action: Clerk to complete annual audit preparations.</p>	Clerk Clerk
<p>7. Progress reports for information:</p> <ol style="list-style-type: none"> a) Elections and Parish Councillor nominations 	

<p>The Clerk reported that there are five candidates for the five seats in Monkston, two candidates for the two seats in Monkston Park and two candidates for the four seats in Kents Hill. Therefore this is an 'uncontested election'. The candidates should attend the Annual Meeting of the Parish Council on Monday 9th May to sign the declaration of acceptance of office and register of interests form to confirm their appointment to the Parish Council. There will therefore be two vacancies for Parish Councillors for Kents Hill and candidates may be co-opted to these seats. The Clerk will furnish the candidates standing for nomination with information on the next steps.</p> <p>Action: Clerk to provide all candidates with information on the next steps.</p>	<p>Clerk</p>
<p>The Clerk was asked to mention to potential co-option candidates that Monkston Primary School is looking for a community governor. Co-options should be made in June meeting.</p> <p>Action: Clerk to contact the potential candidate for co-option.</p>	<p>Clerk</p>
<p>b) Devolution – meeting with Broughton and MK Village Parish Council</p> <p>The Clerk updated the members on the meeting and reported that subsequent meetings will be planned in future.</p> <p>c) School places for Parish residents</p> <p>The Clerk has contacted the Education directorate as per request at last meeting and awaits feedback. A full response has not yet been received to the Parish Council's questions.</p>	<p>Clerk</p>
<p>The members proposed and resolved to write to the Head of the Directorate regarding the unacceptable situation regarding primary school places for Monkston Park residents. The council also devolved powers to the Clerk to pursue this issue as far as required to obtain a satisfactory response.</p> <p>Action: Clerk to draft letter to the Head of the Education Directorate and to pursue a response from MK Council.</p>	<p>Clerk</p>
<p>d) Summer community event</p> <p>The members of the working group updated the members on the progress made so far. Encourage candidates for Parish Councillors to come along to the event, and potential man stalls. The next meeting is Wednesday 20th April at 7pm at Monkston Community Centre. The working group encourages councillors to invite residents to get involved and support the event by assisting with stalls on the day and helping with arrangements overall.</p> <p>Action: Councillors to encourage residents to get involved in the community event.</p>	<p>Councillors</p>
<p>e) Monkston allotments</p> <p>The Clerk updated the members as to the current situation at the Monkston allotments. Work still to be undertaken to complete site preparation. The Clerk reported that a solicitor has been appointed and requests positive ID for two councillors to sign the legal transfer documentation. It was resolved that Cllrs Smith and Ferrans would be the signatories on the legal transfer and the Clerk was asked to arrange for collection of their ID and presentation of this to the solicitor's offices.</p> <p>Action: Clerk to arrange for collection of Councillors' ID and present to the solicitor's office.</p>	<p>Clerk</p>
<p>8. Risk assessment for projects, where appropriate</p> <p>No items were identified as potential risks.</p>	
<p>9. Finance</p> <p>a. Appeals for funding</p> <p>There were two appeals for funding:</p> <ol style="list-style-type: none"> 1) Friends of Monkston Primary School for school playground project. Request £5,000 as a contribution to a £32,900 project to provide a multi-sensory timber maze with central adventure fort. This will be built on play lawn recreation surfacing to enable all year round use. The maze has been designed to be accessible by all pupils, including those with special educational needs. An octagonal shelter is also planned to be constructed to provide outdoor classroom facility that can be used by pupils at breaktime. Full application details have been provided. The Parish Council resolved that a grant of £2,000 would be offered as the total grants budget for 2011/12 is £5,000 and this is the first month of the new financial year. 2) New Refuge Appeal. Requests contribution to buy furniture and equipment for a new refuse in Milton Keynes for women and children escaping domestic violence opening in July 2011. Additional information requested for data on local support levels. Nothing received at the time of the meeting. <p>Action: Clerk to prepare payment of grant at next meeting.</p> <p>b. Payments</p> <p>The following payments were agreed and the cheques were duly signed by two signatories.</p>	<p>Clerk</p>

Current account - payments							
Date	Payee	Cheque	Reason	Powers	Ex VAT	VAT	Total
23/03/2011	Mouchel Business Services Ltd	554	Postage for precept letters	LGA 1972 s.142	£136.48		£136.48
23/03/2011	Trevor Iles Ltd	555	Litter bins (3) and dog bins (6) plus 6 posts	Litter Act 1983 s 30,72	£1,957.37	£391.47	£2,348.84
23/03/2011	RBS Software Solutions	556	Allotments Software Maintenance single user	LGA 1972 s.112	£89.00	£17.80	£106.80
23/03/2011	Trevor Iles Ltd	557	Identity plaques for street furniture	LGA 1972 s.112	£60.00	£12.00	£72.00
11/04/2011	Milton Keynes Association of Urban Parish Councils	558	Membership fees 2009/10	LGA 1972 s.143	£100.00		£100.00
11/04/2011	BALC	559	Membership fees 2011/12	LGA 1972 s.143	£794.85		£794.85
11/04/2011	SLCC	560	Purchase of new edition of Charles Arnold Baker 8th Edition - member's price	LGA 1972 s.111	£60.80		£60.80
11/04/2011	Milton Keynes Play Association	561	Open access play sessions Easter holidays	LGA 1972, s.145	£2,396.48		£2,396.48
11/04/2011	Judy Foote	562	Milton Keynes Council/Children's Centre art project; As agreed 8/11/10 for art project; CQ511 cancelled and re-issued payable to artist	LGA 1972 s.142	£850.00		£850.00
11/04/2011	Amanda Wilmot	563	Reimbursements in March/April	LGA 1972 s.112	£337.25		£337.25
11/04/2011	Amanda Wilmot	564	Salary April 2011 and overtime March 2011 (37 hours)	LGA 1972 s.112	£1,174.89		£1,174.89
11/04/2011	HMRC	565	NI and PAYE contributions	LGA 1972 s.112	£408.22		£408.22
11/04/2011	Friends Provident	Direct Debit	Pension contribution April 2011	LGA 1972 s.112	£60.80		£60.80
Total							£8,847.41
Current account - income							
Date	Payee		Reason				Income
15/03/2011	Cash - Stall holder money		Community event June 2011				£10.00
Total							£10.00
Allotment account - payments							
Date	Payee	Cheque	Reason	Powers	Ex VAT	VAT	Total
11/04/2011	Milton Keynes Council	26	Landscape works - new plot numbering stakes and tags	Small holdings and allotments act 1908 s23-37	£302.25	£60.45	£362.70
Total							£362.70
Allotment account - income							
Date	Payee		Reason				Total
14/03/2011	Credit		Refund for incorrect service charges ref 3463691				£6.85
14/03/2011	Credit		Refund for incorrect service charges ref 31887902				£6.79
14/03/2011	Credit		Refund for incorrect service charges ref 29098250				£7.49
28/03/2011	Credit		Refund for incorrect service charges ref 37385263				£5.30
04/04/2011	Credit		MP allotments - Beauty Majero plot 3 annual rent 2011/12				£18.00
Total							£44.43

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

Deposit account - income							
Date	Payee		Reason				Total
None							
Total							£0.00

c. Bank statement

Current account	Balance at	08/04/2011	£8,478.91
Outstanding payments	Above	Debit	£6,183.29
Outstanding payments	Above	Credit	£0.00
Uncleared cheques	CQ552 14/3/11 Thames Valley Police		£60.00
Actual current account balance			£2,235.62

Allotment account	Balance at	08/04/2011	£2,848.84
Outstanding payments	Above	Debit	£362.70
Outstanding receipts	Above	Credit	
Actual allotment account balance			£2,486.14

Deposit account	Balance at	08/04/2011	£31,374.77
Actual deposit account balance			£31,374.77

Due to the current account balance levels it was agreed that £15,000 should be transferred from the deposit account to the current account. The Parish Council asked the Clerk to transfer the Parish Precept 50% payment (to be received shortly) to the deposit account once received.

Action: Clerk to arrange transfer of funds.

Action: Clerk to provide total budget amounts against payment requests for future reports.

d. Budget statement at end of year 2010/11

The Clerk presented a report to show the end of year budget vs. spend to 31 March 2011.

	Agreed plan 2010/11	Budget 2010/11 Year end	Budget utilised %	Comment	
Clerks' salary	13,156.00	10,486.28	80%	On track	Clerk Clerk
Pension contributions	588.00	588.00	100%	Exact spend	
HMRC contributions (employer NI and deduction employee PAYE)	3,815.00	2,690.88	71%	On track	
Office expenses	263.00	240.68	92%	On track	
Mileage and telephone expenses	1,000.00	945.60	95%	On track	
General admin	3,000.00	2,192.03	73%	On track	
Memberships	1,050.00	135.00	13%	To be paid early 2011/12	
Insurance	950.00	902.20	95%	Complete	
PO Box fees	126.00	125.75	100%	Complete	
Auditor services	400.00	400.00	100%	Complete	
Room hire	240.00	318.00	133%	Overspend	
Newsletter printing	6,160.00	3,924.00	64%	On track - 3 editions in financial year; 4 editions budgeted	
Newsletter distribution	1,861.00	2,218.20	119%	Additional deliveries made/plan	
Website costs	350.00	239.73	68%	Complete	
Cllr training	200.00	110.00	55%	Complete	
Clerk training	100.00	142.50	143%	WWYC course	
Bin emptying	7,055.00	6,674.15	95%	On track	
NAG room hire	240.00	214.00	89%	Overspend	
Precept leaflet printing	250.00	230.00	92%	Complete	
Precept leaflet distribution	145.00	136.48	94%	Complete	
Quality Council fees	268.00	-	0%	Not required 2010/11	
Base costs	41,217.00	32,913.48	80%		
Allotment - fencing for Monkston Park	3,000.00	7,098.00	237%	Overspend	
Allotment expenses - existing	3,500.00	1,261.00	36%	On track	
Allotment expenses - new	800.00	958.80	120%	Overspend	
Allotment expenses - other	-	280.99	28099%	Debit/credit counter. Unpaid cheque and community fete income repaid to current account.	
Autumn bulb planting	1,400.00	2,055.00	147%	Funding received from Ward Cllrs to supplement PC contribution	
Community summer fete	2,500.00	1,743.55	70%	Lower than planned	
NAG support	1,000.00	60.00	6%	Lower than planned	
Play area improvement	4,000.00	4,000.00	100%	Exact spend	
Play sessions	9,429.00	9,001.86	95%	Complete	
School/youth projects	100.00	-	0%		
New litter bins	826.00	1,957.37	237%	Purchased at year end	
New park seat	608.00	-	0%	Not required 2010/11	
Grants	5,000.00	2,920.00	58%	Complete	
Projects/one-off costs	32,163.00	31,336.57	97%		
Total	73,380.00	64,250.05	88%		

10. Correspondence for information

The correspondence report was presented to the Parish Council.

209.2010 It was agreed to write to PCSOs Julie McPheat and Thomas Gott in recognition of their service to the Parish.

Action: Clerk to write letters accordingly.

Clerk

212.2010 The Clerk to write to Cllr Bowker about the waste services offering for events.

Action: Clerk to write to Cllr Bowker.

Clerk

Reserve sites in the Parish. The Clerk was asked to contact HCA/MKP and request a statement on reserve sites and which organisations currently have responsibility for each site.

Action: Clerk to request information.

Clerk

Unadopted land in the Parish. The Clerk was asked to ascertain current situation of unadopted land in the Parish.

Action: Clerk to contact Jamie Chalmers.

Clerk

11. Planning

The following planning report was presented.

Planning notices for period 14/03/11 to 11/04/11

a) Planning notices and decisions

Application number	Planning for	Date received	Status
11/00074/FUL	Construction of 26 affordable dwellings, comprising of 8 x 1 flats, 8 x 2 bed houses, 8 x 3 bed houses and 2 x 4 bed houses: with associated access, parking and landscaping at Land West of Lilleshall Avenue, Monkston, Milton Keynes	29/03/11	Refused
11/00065/FUL	Erection of single storey rear extension at 5 Badgers Oak, Kents Hill, Milton Keynes MK7 6HS	23/3/11	Granted

b) Planning and Licensing Applications received and Parish Council responses

Received 25/03/11

Application No: 11/00233/FUL **Type:** Full Application
Proposal: Change of use of residential property to allow for nursery accommodating 24 children and 6 members of staff
At: 45 Bridlington Crescent Monkston Milton Keynes MK10 9JD
For: Mrs Judy Cunningham
Planning Team: South **Planning Officer:** James Kirkham
Valid: 14/03/2011 **Consultation Expiry:** 13/04/2011
Parish/Town Council: Kents Hill & Monkston Parish Council

Received 30/03/11 for w/c 21/3/11

Application No: 11/00663/FUL **Type:** Full Application
Proposal: Erection of detached dwelling
At: Plot 7 Queensbury Lane Monkston Park Milton Keynes MK9 9PQ
For: Prestige Homes LTD
Planning Team: South **Planning Officer:** Anna Holloway
Valid: 25/03/2011 **Consultation Expiry:** 28/04/2011
Parish/Town Council: Kents Hill & Monkston Parish Council

Received 06/04/11

Domino's Pizza, 2 Winchester Circle, Kingston, Milton Keynes MK10 0BA
Variation to LNR Hours
LICENSING ACT 2003

The above application for a premises in your area was received by Milton Keynes Licensing Authority on 05/04/2011. Brief details of the application are as follows:

Variation Details:

To extend the hours for the provision of late night refreshment Friday and Saturday until 02:00 the following morning.
Premises to close on Friday and Saturday at 02:00 the following morning.

All other hours and activities to remain as existing.
No relevant conditions added.

Received 07/04/11

Application No: 11/00725/FUL **Type:** Full Application
Proposal: First floor side extension over existing garage and single storey front extension
At: 41 Blanchland Circle Monkston Milton Keynes MK10 9DG
For: Mr Nazam Ahmed
Planning Team: South **Planning Officer:** Nicola McTeer
Valid: 30/03/2011 **Consultation Expiry:** 28/04/2011
Parish/Town Council: Kents Hill & Monkston Parish Council
Conservation area (if applicable):

Application No: 11/00743/ADV **Type:** Advert Application
Proposal: Advertisement consent to erect one freestanding sign
At: Pillings Volvo Chippenham Drive Kingston Milton Keynes MK10 0BN
For: Pilling Motor Group (Volvo)
Planning Team: South **Planning Officer:** James Kirkham
Valid: 31/03/2011 **Consultation Expiry:** 02/05/2011
Parish/Town Council: Kents Hill & Monkston Parish Council

11/00233/FUL 45 Bridlington Crescent. The Clerk was requested to object to this application as per previous resolution.

Action: Clerk to object to this application as per previous resolution.

11/00725/FUL 41 Blanchland Circle. The Clerk was requested to object to this application as the parking in this area is already difficult and there is currently inadequate parking on site and nearby the property.

Action: Clerk to object to this application as detailed.

Dominos Pizza – it was agreed that this seems acceptable and the Parish Council will raise concerns if situation becomes troublesome.

Clerk

Clerk

12. Councillors' reports and items for future agendas

Cllr Ferrans gave her apologies for the meeting on Monday 9th May 2011.

Play sessions. The Monkston Park green seems not to be cut as yet. The Clerk was asked to check that MKPA confirms cutting schedules as well as permissions for use of land, as for previous events.

Action: Clerk to contact MKPA.

Clerk

The Clerk was requested to add the following items to the next agenda: Park bench repair and new purchase, bulb planting.

Action: Clerk to add these items to the agenda.

Clerk

13. Dates for the next meetings

Date	Time	Place	Meeting
Monday 9th May 2011	7.30pm	TBA	Annual Parish Meeting and Annual Council 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	Church of Christ the King, Kents Hill	Parish Council Meeting
Monday 17 th October 2011	7.30pm	Monkston Community Centre	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 additional business, the meeting closed at 9.20pm.