

**MINUTES OF THE PARISH COUNCIL MEETING ON MONDAY 9th JANUARY 2012 AT 7.30PM
AT THE MONKSTON COMMUNITY CENTRE, MONKSTON, MILTON KEYNES**

120/2011	<p>Apologies: Cllrs Bowker, Laws, Ferrans, Hippey, Clark, Kalunga and Smith were present at the meeting. The Clerk was also present. Apologies were received and accepted from Cllrs Chaproniere and Carstens.</p> <p>Two members of the public were in attendance. Ward Cllr Tamagnini-Barbosa was in attendance, as was Ward Cllr Crooks from 8.55pm.</p>				
121/2011	<p>Declaration of interest Register of Interests: The Councillors were reminded of the need</p> <ul style="list-style-type: none"> a) 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>There were no interests raised.</p>				
122/2011	<p>Decision required: Minutes. The minutes of the Parish Council Meeting on 5th December 2011 were reviewed and accepted as a true record of the meeting. These were duly signed.</p>				
123/2011	<p>Decision required: Clerk's appraisal and terms of employment for 2012/13. The Clerk's appraisal report was reviewed. The Chair expressed his thanks on behalf the Parish Council for her work in the past 12 months. The Council accepted the appraisal report, and agreed to the amendments to the Clerk's terms and conditions as proposed in the appraisal report. The revised job description was agreed with the amendment to item 17 to read 'MK Council, other relevant authorities, and various other service providers and contracting organisations'.</p> <p>Action: The Clerk will make this amendment to the revised job description and, on this basis, the revised job description is approved by the Council.</p> <p>The Chair presented costs for off-site storage, and confirmed he would seek further quotes from other providers.</p> <p>The terms and conditions for 2012/13 were summarised in Appendix 5 of the Contract of Employment (dated 5/1/12) and this document was agreed and duly signed by the Chair for implementation from 1st April 2012.</p>	Clerk			
124/2011	<p>Decision required: Clerk's pension. The Clerk presented the advice given by the SLCC regarding the Clerk's pension. Based on the SLCC Regional Advisor's advice the Council agreed to leave the pension arrangements unchanged.</p>				
125/2011	<p>Decision required: Bin emptying contract review. The bin emptying contract was discussed for 1st April 2012 onwards (end of fixed cost contract) and two local providers were compared. It was proposed and agreed that the Council would remain with the current provider, AH Contracts. The Clerk was asked to confirm a further 3 year fixed contract, with the option to fix for a further three years at current pricing.</p> <p>Action: The Clerk to finalise contract with AH Contracts.</p>	Clerk			
126/2011	<p>Decision required: Finance.</p> <ul style="list-style-type: none"> a. Appeals for funding: To agree appeals for funding. There is one appeal for funding from Munchkins, a play group to be run at the Monkston Park community centre (Friday mornings February 2012 onwards). They have received funding from Bridges Sure Start Centre and the Pre-School Learning Alliance for membership and insurance. They are requesting a grant of £50 to fund a play mat for the toddlers and a rug for the baby mats to sit on. The Council agreed that £50 would be paid subject to confirmation that this play group is a not for profit organisation. Action: Clerk to verify the details with the applicant and to arrange payment, if appropriate. b. Payments: Payments were agreed as follows: Deposit account: Income <table border="1" data-bbox="252 1995 762 2083"> <tr> <td>Credit interest</td> <td>Interest December 2011</td> <td>£2.25</td> </tr> </table>	Credit interest	Interest December 2011	£2.25	Clerk
Credit interest	Interest December 2011	£2.25			

Allotment account: Income

Monkston Park allotments Plot 24	50.00
Monkston Park allotments Plot 39	50.00

Current account: Expenditure

Expenditure	CQ no.			Excl. VAT	VAT	Total
Monkston Community Centre	637	Hall hire for youth group Apr to Dec 11	LGA 1972 s.142	444.00		£444.00
Make a Difference	638	Youth group sessions 26/7/11 to 19/12/11	LGA 1972, s.145	£475.00	£95.00	£570.00
SLCC	639	Membership 2012	LGA 1972 s.143	£140.00		£140.00
AH Contracts	640	Bin emptying November 11	Litter Act 1983 s 30,72	£618.08	£123.62	£741.70
AH Contracts	641	Bin emptying December 11	Litter Act 1983 s 30,72	£683.83	£136.77	£820.60
AH Contracts	642	Move litter bin and concrete, move dog bin and concrete/banding	Litter Act 1983 s 30,72	£43.00	£8.60	£51.60
Amanda Wilmot	643	Salary January 2012	LGA 1972 s.112	£817.20		£817.20
HMRC	644	PAYE and NI	LGA 1972 s.112	£139.37		£139.37
Amanda Wilmot	645	Reimbursements Dec/Jan	LGA 1972 s.112	£336.22		£336.22
Friends Provident	Direct Debit	Pension January 2012	LGA 1972 s.112	£60.80		£60.80
Milton Keynes Council	646	Renewal of gambling license for raffle tickets	LGA 1972 s.111	£20.00		£20.00
				£3,777.50	£363.99	£4,141.49

Allotment account: Expenditure

Anglian Water	Small holdings and allotments act 1908 s23-37	36	Water Kents Hill 17/6/11 - 8/12/11 trough 2	£46.19		£46.19
Anglian Water	Small holdings and allotments act 1908 s23-37	37	Water Kents Hill 17/6/11 - 8/12/11 trough 1	£35.52		£35.52
				£81.71	£0.00	£81.71

c. Bank statement: The bank statement was presented and accepted.

Current account	Balance at	04/01/2012	£8,192.56
Payments	Above	Debit	£4,121.49
Receipts	Above	Credit	
Uncleared cheques	CQ636 First Responder		£2,000.00
Actual current account balance			£2,071.07
Allotment account	Balance at	04/01/2012	£2,392.10
Payments	Above	Debit	£81.71
Receipts	Above	Credit	£0.00
Uncleared cheques	CQ35 MP A Wheeler		£10.00
Actual allotment account balance			£2,300.39
Deposit account	Balance at	04/01/2012	£61,388.86
Payments	Above	Debit	£0.00
Receipts	Above	Credit	£0.00
Actual deposit account balance			£61,388.86

It was agreed to transfer £15,000 from the deposit account to the current account.

Action: Clerk to arrange transfer of funds.

Clerk

127/2011

Decision required: Precept planning

- a. **Budget YTD** – The budget year to date (YTD) was presented and accepted. This is 10 months into current financial year.

	Agreed plan 2011/12	Spend 2011/12 YTD	Budget utilised
Clerks' salary	16,435.47	10,541.04	64%
Pension contributions	729.60	608.00	83%
HMRC contributions (employer NI and deduction employee PAYE)	4,108.87	3,208.32	78%
Office expenses	275.63	229.70	83%
Mileage and telephone expenses	1,065.38	857.00	80%
General admin	3,000.00	925.63	31%
Memberships	1,050.00	1,102.85	105%
Insurance	1,045.00	834.31	80%
PO Box fees	138.33	200.00	145%
Auditor services	440.00	502.00	114%
Room hire	400.40	266.25	66%
Newsletter printing	6,150.00	3,000.00	49%
Newsletter distribution	3,168.00	1,116.72	35%
Website costs	385.00	0.00	0%
Clr training	400.00	31.40	8%
Clerk training	300.00	0.00	0%
Bin emptying	6,792.03	5,533.60	81%
NAG room hire	336.00	102.00	30%
Precept leaflet printing	275.00	0.00	0%
Precept leaflet distribution	159.50	0.00	0%
Quality Council fees	275.00	0.00	0%
Base costs	46,929.20	29,058.82	62%
Allotment expenses - Monkston Park	1,500.00	444.55	30%
Allotment expenses - Kents Hill	1,360.00	885.80	65%
Allotment expenses - Monkston	4,480.00	365.00	8%
Allotment expenses - other	500.00	1,729.46	346%
Autumn bulb planting	2,000.00	2,500.00	125%
Community summer fete	2,500.00	639.00	26%
NAG support	1,000.00	60.00	6%
Play area improvement	4,000.00	0.00	0%
Play sessions	9,429.00	10,185.04	108%
School projects	500.00	0.00	0%
New litter bins	-	0.00	0%
New park seat	700.00	273.25	39%
Grants	5,000.00	6,050.00	121%
Total	32,969.00	£23,132.10	70%
Youth group	4,500.00	1,344.00	30%
Parish Online	100.00	0.00	0%
Monkston Park community centre: fitting out and storage facilities	1,000.00	0.00	0%
Monkston Park community centre: establish office	2,000.00	0.00	0%
Replacement/repair of park seats in Monkston	500.00	0.00	0%
Projects/one-off costs	8,100.00	1,344.00	17%
Total	87,998.20	53,534.92	61%
Total current account	80,158.20	50,110.11	
Total allotment account	7,840.00	3424.81	
	87,998.20	53,534.92	

b.Forecast end 2011/12. The forecast for end of financial year 2011/12 was presented and accepted.

	Agreed plan 2011/12	Forecast to 31 March 2012	Forecast to 31 March 2012 % utilised
Clerks' salary	16,435.47	12,649.25	77%
Pension contributions	729.60	729.60	100%
HMRC contributions (employer NI and deduction employee PAYE)	4,108.87	3,849.98	94%
Office expenses	275.63	275.64	100%
Mileage and telephone expenses	1,065.38	1,028.40	97%
General admin	3,000.00	1,110.76	37%
Memberships	1,050.00	1,102.85	105%
Insurance	1,045.00	834.31	80%
PO Box fees	138.33	200.00	145%
Auditor services	440.00	502.00	114%
Room hire	400.40	319.50	80%
Newsletter printing	6,150.00	4,280.00	70%
Newsletter distribution	3,168.00	1,488.96	47%
Website costs	385.00	385.00	100%
Cllr training	400.00	181.40	45%
Clerk training	300.00	-	0%
Bin emptying	6,792.03	6,640.32	98%
NAG room hire	336.00	122.40	36%
Precept leaflet printing	275.00	275.00	100%
Precept leaflet distribution	159.50	150.00	94%
Quality Council fees	275.00	-	0%
Base costs	46,929.20	36,125.37	77%
Allotment expenses - Monkston Park	1,500.00	594.55	40%
Allotment expenses - Kents Hill	1,360.00	1,460.00	107%
Allotment expenses - Monkston	4,480.00	2,365.00	53%
Allotment expenses - other	500.00	1,729.46	346%
Autumn bulb planting	2,000.00	2,500.00	125%
Community summer fete	2,500.00	689.00	28%
NAG support	1,000.00	60.00	6%
Play area improvement	4,000.00	5,000.00	125%
Play sessions	9,429.00	10,185.04	108%
School projects	500.00	-	0%
New litter bins	-	-	0%
New park seat	700.00	273.25	39%
Grants	5,000.00	7,260.00	145%
Total	32,969.00	32,116.30	97%
Youth group	4,500.00	1,792.00	40%
Parish Online	100.00	-	0%
Monkston Park community centre: fitting out and storage facilities	1,000.00	250.00	25%
Monkston Park community centre: establish office	2,000.00	-	0%
Replacement/repair of park seats in Monkston	500.00	-	0%
Projects/one-off costs	8,100.00	2,042.00	25%
Total	87,998.20	70,283.67	80%

	<p>c.Suggested precept 2012/13 The suggested precept was reviewed and is to be presented for agreement at next meeting on Monday 16th January 2011.</p> <p>The possibility of employing a handy man was discussed to clear overgrown areas, pick, litter, maintain benches, etc. It was agreed that all Councillors would forward any such local issues to the Clerk, who would then log with Neighbourhood Management at MKC, and track responses and deliverables. This would enable the Parish Council to assess requirements and monitor impacts of such work. During the course of the year potential costs of such a service could be evaluated and the service scale could be formulated. Action: Cllr Bowker to investigate.</p> <p>Monkston Park was discussed and it was agreed that action is required to push for adoptions from HCA to MKC, so that land can be suitably maintained. The Councillors were asked to forward a list of areas that seem not to be adopted and that need attention. Action: Clerk and Cllr Ferrans to arrange a meeting with MKC/HCA. Action: Councillors to forward a list of areas that seem not to be adopted.</p> <p>The Parish Partnership funding was discussed briefly and play areas in Pipston Green and Ulverscroft were mentioned as potential sites for play area improvement, should funding be available in 2012/13.</p> <p>The Clerk agreed to follow up with Neighbourhood Management regarding potential painting of four benches on the Monkston green (two in the Parkminster play area, two outside of the play area), and Wilsley Pound play area in Kents Hill. Action: Clerk to follow up with Neighbourhood Management.</p> <p>The Clerk will prepare the precept spreadsheet in preparation for next meeting, amending the HMRC calculations and revising the salary-related components of the budget. The Clerk was asked to prepare calculations for a standstill budget for 2012/13 (maintaining 2011/12 levels of household contribution) and for an increased budget by £1 per household. The Clerk will also prepare the calculations for reserves, for each of the two scenarios.</p>	<p>Cllr Bowker</p> <p>Clerk/ Cllr Ferrans</p> <p>Councillors</p> <p>Clerk</p>
128/2011	<p>Progress reports for information:</p> <ul style="list-style-type: none"> Monkston allotments. No new information was available regarding the Monkston allotment site. It seems that TaylorWimpey and Lovell are still making arrangements for contractors to complete the work. Parish Councillors – co-option vacancies. Jane Harrington and Stephen Powell were introduced to the Councillors as candidates to join the Parish Council. The Clerk will add co-option to the Parish Council to the agenda for next meeting. Action: Clerk to add co-option of Councillors to the agenda for next meeting. 	Clerk
129/2011	Risk assessment for projects, where appropriate. No items were raised.	
130/2011	Councillors' reports and items for future agendas. It was agreed at 10pm to continue the meeting to conclude the agenda. There were no Councillors' reports raised.	
131/2011	Dates of the next meetings Cllr Ferrans gave her apologies for the next meeting on 16 th January 2012.	

Date	Time	Place	Meeting
Monday 16 th January 2012	7.30pm	Church of Christ the King, Kents Hill	Parish Council Meeting
Monday 20 th February 2012	7.30pm	Monkston Park Community Centre	Parish Council Meeting
Monday 12 th March 2012	7.30pm	Monkston Community Centre	Parish Council Meeting
Monday 16 th April 2012	7.30pm	Church of Christ the King, Kents Hill	Parish Council Meeting
Monday 14 th May 2012	7.30pm	Monkston Park Community Centre	Annual Council Meeting and Annual Parish Meeting