

**MINUTES OF THE KENTS HILL AND MONKSTON PARISH COUNCIL
MEETING HELD AT 7.30 PM ON MONDAY 27th JULY 2009
AT THE MONKSTON COMMUNITY CENTRE, MONKSTON, MILTON KEYNES.**

| | Action responsibility |
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| <p>1. Members present and apologies for absence Members present were Cllrs. Laws, Maudsley, Clark, Corbett, Bowker, Ferrans (from 8.25pm) and Barnes. The Clerk was in attendance.</p> <p>Apologies were given and accepted for Cllrs Smith, Cockram, Janice Cockram and Kalunga. Ward Councillors Vanessa McPake and Edward Butler-Ellis advised that they would be unable to attend the meeting. Ward Councillor Jaime Tamagnini-Barbosa attended the meeting from 8.25pm and Cllr Sam Crooks arrived at 9.50pm. There were no members of the public at the meeting.</p> | |
| <p>2. Declaration of interest Cllr Laws asked if there were any changes to the Councillors' declarations of interest. Cllr Bowker expressed his interest in the Monkston allotments and Cllr Barnes expressed his interest in the Monkston Park allotments.</p> | |
| <p>3. Minutes Page 2 of the revised minutes of the Annual Council meeting on Tuesday 5th May was approved by the Councillors (one amendment had been made) and duly signed by the Chair.</p> <p>The minutes of the Parish Council meeting on 29th June 2009 were reviewed and approved. The minutes were duly signed by the Chair.</p> <p>Minute 9 of the meeting on 29th June 2009 regarding Councillor remuneration policy. The Clerk reported that this would require discussion by the Council and the Council requested the Clerk to add this to the agenda of the next meeting, to be held on 7th September 2009. Action: Clerk to add this point to the meeting agenda for 7th September 2009.</p> | Clerk |
| <p>4. Decision required – Annual performance review of the Internal Audit report The Council reviewed the annual performance document and agreed this was as per discussions at the meeting on 29th June 2009. The form was therefore duly signed by the Chair as a true record of the Council's internal audit performance review.</p> | |
| <p>5. Decision required – Monkston Park play provision The Council review the draft project brief for the Monkston Park play provision, as received from HCA in the afternoon. The Council asked the Clerk to respond that the Parish Council was in agreement overall with what is proposed as play provision, and liked the approach. The Parish Council, would, however, request that HCA conducts a full community consultation early in the project process. The Council has requested that this consultation should include local residents and young people (both of secondary and primary age groups) to give the whole community to comment, and could potentially be held at the Oakgrove School. Regrettably, the Parish Council does not feel equipped to gather the local young people to act as the focus group.</p> <p>The Parish Council would be pleased to support HCA in communicating the consultation events via the quarterly newsletter (due out early September), website and notice boards. The Councillors would be pleased to support the consultation events too, but would ask that HCA convene the meetings and manage the consultation overall. The Council also asked who the consultant would be to devise the designs for comment. Action: Clerk to relay Parish Council response to the draft project brief to Cheryl Montgomery, HCA.</p> | Clerk |
| <p>6. Decision required – MK Working Together The Clerk asked the Council whether they would be willing to respond to a questionnaire, asking questions to Parish Councils on the findings of the MK Working Together report and recommendations. The Council agreed that a working party be formed of Cllrs Laws, Maudsley, Bowker and Cockram to study the report and to respond to the questionnaire. Action: Clerk to contact Cllr Cockram to confirm involvement in the working party. Action: Clerk to respond to Community Liaison on the involvement of the Councillors. Action: Clerk to circulate the MK Working Together report and recommendations to the Councillors.</p> | Clerk Clerk Clerk |
| <p>7. Decision required – Play park improvement fund The Council reviewed the proposal from MKC Play Officers for improvements to be made at the Landercost</p> | |

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| <p>Crescent, Monkston play area. Although the proposal seemed to be in order, it was agreed that the Parish Council would add this item to the Parish Council meeting agenda for 7th September. In this way the Council will review the proposals for both Lanercost Crescent, Monkston and Wilsley Pound, Kents Hill, with the layout designs.</p> <p>Action: Clerk to add this to the next Parish Council meeting agenda.</p> <p>Action: Clerk to contact Katie Warlosz asking for all information to be available in good time before the next Parish Council meeting.</p> <p>Playbuilder project – funding to improve the Kents Hill local park. The Clerk was requested to circulate the WREN grant funding information to the Councillors, for the consideration of the Council.</p> <p>Action: Clerk to circulate the WREN grant funding information.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| <p>8. Progress reports for information:</p> <p>a) Monkston Park allotments The Clerk reported that she still awaits feedback from HCA as to the site works still to be completed by HCA's contractors. Response is expected this week from HCA. The Clerk reported that the HCA has confirmed that they will cover all 'reasonable' costs for the legal services related to the land transfer process for the allotments.</p> <p>b) Kents Hill allotments The Clerk reported that she has chased the drainage engineer once again requesting an on-site meeting to discuss the drainage issues on the allotment site. The drainage engineer has confirmed that there are drainage issues on the car park area outside the allotment site, and has confirmed that remedial works will be required, however has not yet provided insight into drainage issues on the allotment site itself. Awaiting response from MKC.</p> <p>The Clerk reported that she has contacted two further contractors to quote on the remedial works required at the Kents Hill allotments (cutting of shrubs, weed spray of ridings and footpaths, etc) and for an annual maintenance contract. Awaiting response from contractors.</p> <p>c) The Big Lunch Cllr Corbett reported that the Big Lunch was cancelled due to the weather on the day. It was agreed that an Events Committee should be formed by residents (not the Parish Council) to plan for community events in 2010. It was agreed that Cllr Laws would invite residents to an initial events meeting in the Autumn via the newsletter.</p> <p>Action: Cllr Laws to include this in the next edition of the newsletter.</p> <p>Action: Councillors to agree a kick-off meeting for the Community Events Committee.</p> <p>d) Youth Club provision, venue and development plans Cllrs Laws, Corbett, Ferrans and Bowker updated the Council on the meeting between the Monkston Community Centre management committee, Youth Services and the Parish Council held on Thursday 23rd July. Make A Difference (MAD) has been invited by the management committee to submit a proposal for the provision youth activities. Youth Services has been invited to submit the same. A youth activity would be suggested for a Friday night, on a trial basis for 3 months initially. The proposals will be reviewed by the management committee and Parish Council at the next meeting on 14th September at 6.30pm. Cllr Corbett agreed to write up notes on the meeting for circulation.</p> <p>Action: Cllr Corbett to write up notes from the meeting and to forward to the Clerk for circulation.</p> <p>The Council agreed that the Clerk should write to Youth Services to terminate the current contract for provision of Youth Workers. The Clerk was also requested to contact Elaine West and ask for copies of the proposals (due by end August) to be discussed at the next Parish Council meeting on 7th September.</p> <p>Action: Clerk to write to Youth Services to terminate the current contract for provision of Youth Workers.</p> <p>Action: Clerk to contact Elaine West and to ask for copies of the proposals from MAD and Youth Services to be discussed at the next Parish Council meeting on 7th September.</p> <p>e) Kents Hill Sports Fields – MK Wanderers 6 monthly review meeting The Clerk reported that MK Wanderers have set the 6 monthly review meeting for 16th September 2009 at 8pm at the Kents Hill Sports Pavilion. It was agreed that Cllrs Smith and Maudsley would attend on behalf of the Parish Council.</p> <p>Action: Cllrs Smith and Maudsley to attend the MK Wanderers meeting scheduled for 16th September at 8pm at the Kents Hill Sports Pavilion.</p> <p>f) Play sessions in the summer holidays</p> | <p>Cllr Laws Councillors</p> <p>Cllr Corbett</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs Smith and Maudsley</p> |

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| <p>The Councillors expressed their continued concern about the lack of official signage at the play sessions. The Councillors asked the Clerk to write to MKPA to express the need for this. The Clerk was also asked to obtain quotations for producing outdoor signage for the play sessions.</p> <p>Action: Clerk to write to MKPA expressing need for signage at the play sessions – for the van and for the location.</p> <p>Action: Clerk to obtain quotations for producing outdoor signage at the play sessions.</p> | <p>Clerk Clerk</p> |
| <p>9. Risk assessment</p> <p>The Councillors discussed the Health and Safety considerations of having a banner for outdoor play sessions.</p> <p>The Councillors confirmed the need for the Community Events Committee to have its own insurance.</p> <p>It was agreed that all equipment owned by the Parish Council should be located on a map and referenced. All items should then be assessed annually for any maintenance requirements.</p> <p>Action: Clerk to prepare a schedule of all dog bins, litter bins, seats, and lighting columns owned by the Parish Council.</p> <p>The Council asked Ward Cllr Tamagnini-Barbosa to follow up with Environmental Services about the numerous reports submitted to the team regarding the bird droppings on the routes to schools in the area. No response has yet been received.</p> <p>Action: Ward Cllr Tamagnini-Barbosa to follow up with Environmental Services at MKC.</p> | <p>Clerk</p> <p>Ward Cllr Tamagnini- Barbosa</p> |
| <p>10. Finance</p> <p>10a) Appeals for funding</p> <p>The following information relates to period 29th June to 27th July 2009.</p> <p>10a. Appeals for funding</p> <p>There is one appeal for funding from the Monkston Community Centre for redecoration. Request: 'To paint the whole interior of the centre and reception area. To repair and paint wall areas damaged by youth club i.e. graffiti and deep scratch marks. To Hoover acoustic boards, so removing dust'.</p> <p>Grant requested: £1,127.00, 50% of the total cost £2,254.00. It was reported that due to time constraints, fund raising is not possible. The Councillors considered the application and agreed that it was important to support local groups. The grant application was therefore approved.</p> <p>10b. Payments</p> <p>The following payments were made on or after 29th June to 27th July 2009.</p> | |

Current Account

| Payee | Cheque | Reason | Powers | Amount ex VAT | VAT | Total |
|----------------------------------|--------------|--------------------------------------------------------------------|-----------------|---------------|-----|-------------------|
| Transfer from deposit account | | Transfer from deposit account | | £20,000.00 | | £20,000.00 |
| Total income | | | | | | £20,000.00 |
| Friends Provident Pension Scheme | Direct Debit | Pension contributions July 2009 | LGA 1972 s.112 | £49.00 | | £49.00 |
| Milton Keynes Council | 378 | Grant application - Trading Standards Underage Enforcement | LGA 1972 s.142 | £250.00 | | £250.00 |
| Monkston Community Centre | 379 | Room hire for meeting on Monkston Park play equipment | LGA 1972, s.133 | £12.00 | | £12.00 |
| Amanda Wilmot | 380 | July salary and reimbursements + some leave entitlement (31 hours) | LGA 1972 s.112 | £1,526.00 | | £1,526.00 |
| HM Revenue and Customs | 381 | July PAYE and NI contributions | LGA 1972 s.112 | £442.02 | | £442.02 |
| Amanda Wilmot | 382 | August salary and reimbursements | LGA 1972 s.112 | £773.73 | | £773.73 |

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|------------------------|-----|----------------------------------|-------------------------|---------|--------|------------------|
| HM Revenue and Customs | 383 | August PAYE and NI contributions | LGA 1972 s.112 | £154.37 | | £154.37 |
| AH Contracts | 384 | Bin emptying July 2009 | Litter Act 1983 s 30,72 | £427.16 | £64.07 | £491.23 |
| Total Debit | | | | | | £3,698.35 |

Allotment Account

| Payee | Cheque | Reason | Powers | Amount ex VAT | VAT | Total |
|---------------------|--------|-----------------------------------------------------|--------|---------------|-----|--------------|
| Bank charges | | Error on Lloyds TSB system | | £0.15 | | £0.15 |
| Total Debit | | | | | | £0.15 |
| Bank charges refund | | Refund of bank charges taken in error by Lloyds TSB | | £0.15 | | £0.15 |
| Total Income | | | | | | £0.15 |

Deposit Account

| Payee | Cheque | Reason | Powers | Amount ex VAT | VAT | Total |
|--------------------------|----------|-----------------------------|--------|---------------|-----|-------------------|
| Current account | Transfer | Transfer to current account | | £20,000.00 | | £20,000.00 |
| Total expenditure | | | | | | £20,000.00 |
| Net interest | | Net interest July 2009 | | £1.48 | | £1.48 |
| Total income | | | | | | £1.48 |

The Clerk also requested payment of cheque 385 for reimbursement to A Wilmot for purchase of Dell battery pack, Dell additional laptop memory (1GB) and cost of printing materials. The cheque for £204.11 was approved. Powers LGA 1972 s.112.

The Clerk also prepared a cheque (386) for the Monkston Community Centre for the grant funding in item 10a. This was for £1127.00 and carried powers LGA 1972 s.142.

All payments were agreed and the cheques for these payments were duly signed.

10c. Bank Account Balances

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|---------------------------------------------------------------------------------|--------------------|
| Balance as at 27 th July 2009 (Current) | £ 20,909.72 |
| Balance after proposed payments (Direct debit & CQs378-386= total £5,029.46) | £ 15,880.26 |
| Balance as at 27 th July 2009 (Allotments) | £ 2,571.51 |
| Balance after proposed payment, refund | |
| Balance as at 27 th July 2009 (Deposit) | £ 29,346.37 |
| Total bank balance (after proposed payments): | £ 47,798.14 |

11. Correspondence for information

The Clerk was requested to update the older items on the correspondence report to move forward/delete entries.

Action: Clerk to update the correspondence report.

548.2009. Bus shelter on H9/Timbold Drive turn. Ward Cllr Tamagnini-Barbosa agreed to obtain information about the bus shelter for the Parish Council from Trevor Dove.

Action: Ward Cllr Tamagnini-Barbosa to obtain information about the bus shelter for the Parish Council.

Clerk

Ward Cllr
Tamagnini-
Barbosa

573.2009 Buses in Kents Hill – correspondence from resident. The Councillors asked that this correspondence was referred to the Ward Councillors for action and response, as this is their area of responsibility and expertise.

Action: Clerk to refer resident letter to the Ward Councillors.

Clerk

575.2009 Community Assets. It was reported that there will be a meeting in September regarding community assets and land in reserve. This should be attended by Parish Council members.

Carols on the Green in Monkston Park. Cllr Corbett raised the item that she has been approached by the Head of St Bernadettes Catholic Primary School regarding carols on the green for 14th December 2009. The Council supported fully this initiative.

BBQ on 26th September at St Bernadettes Catholic Primary School. Cllr Corbett reported that the school will be holding a BBQ on this date, 1-4pm, and asked whether the Parish Council would like to be involved. The Council agreed that this would be beneficial and Cllrs Corbett and Barnes agreed to support.

Action: Cllrs Corbett and Barnes to support the BBQ on 26th September.

Action: Clerk to request display boards from MKC.

**Cllrs Corbett and Barnes
Clerk**

Daffodil bulb planting. The Clerk was requested to contact Maurice Barnes about plans for bulb planting.

Action: Clerk to contact Maurice Barnes.

Clerk

12. Planning

The following information relating to period from 29th June to 27th July 2009 was reviewed.

a) Planning notices and decisions

| Application number | Planning for | Date received | Status |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| 09/00869/TNOT | Approval of the authority is given for GPDO determination for installation of telecommunications equipment comprising a 10m lamppost swap-out and associated equipment at lamppost H85KW near to Kingston Roundabout, Standing Way, Kingston, Milton Keynes | 07/07/09 | Approved |
| 09/01020/DISCON | Condition details approved - details submitted pursuant to condition 3 (materials) attached to planning permission 08/02101/FUL at plots 1, 3, 5, and 7 Queensbury Lane, Monkston Park - sample roof tile: Forticrete, Welsh Blue Slate and sample bricks: Terca Baggeridge, Heritage Old English Mixture - approved as presented. | 15/07/09 | Approved |
| 09/00814/FUL | Planning permission granted for demolition of existing garage and construction of attached single storey annex in rear garden at 100 Blanchland Circle, Monkston | 30/06/09 | Permission granted |
| 09/00925/FUL | Planning permission granted for a first floor extension above existing garage , part two storey rear extension and part single storey rear extension at 10 Tynemouth Rise, Monkston | 25/07/09 | Permission granted |
| 09/00927/FUL | Planning permission granted at first floor extension above existing garage and two storey rear extension at 9 Tynemouth Rise, Monkston | 25/07/09 | Permission granted |

b) Planning Applications received and Parish Council responses

Received 8th July 2009 for w/c 29th June 2009

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| 09/01103/FUL | Type: Full Application | ERECTION OF BOUNDARY WALL TO EXTEND GARDEN | |
| Kents Hill & Monkston Parish Council | Valid: 03/07/2009 | At: 136 Blanchland Circle Monkston MK10 9GU | |
| | Team: South | For: M Turrell | |
| Conservation area (if applicable): | | | |
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| 09/01161/FUL | Type: Full Application | SINGLE STOREY AND FIRST FLOOR SIDE EXTENSION | |
| Kents Hill & Monkston Parish Council | Valid: 02/07/2009 | At: 30 Abbeydore Grove Monkston MK10 9HH | |
| | Team: South | For: Mrs Sophie Usher | |
| 13. Councillors' reports and items for future agendas | | | |
| No further items were raised. | | | |
| 14. Dates for the next meetings | | | |
| The dates for the future Parish Council meetings were agreed as follows: | | | |

| Date | Time | Place | Meeting |
|---------------------------------------|--------|------------|--------------------------------------------------|
| Monday 7 th September 2009 | 7.30pm | Kents Hill | Parish Council Meeting |
| Monday 12 th October 2009 | 7.30pm | Monkston | Parish Council Meeting |
| Monday 16 th November 2009 | 7.30pm | Kents Hill | Parish Council Meeting |
| Monday 7 th December 2009 | 7.30pm | Monkston | Parish Council Meeting |
| Monday 11 th January 2010 | 7.30pm | Kents Hill | Parish Council Meeting |
| Monday 18 th January 2010 | 7.30pm | Monkston | Parish Council Meeting |
| Monday 22 nd February 2010 | 7.30pm | Kents Hill | Parish Council Meeting |
| Monday 29 th March 2010 | 7.30pm | Monkston | Parish Council Meeting |
| Monday 10 th May 2010 | 7.30pm | Kents Hill | Annual Parish Meeting and Annual Council Meeting |

There being no additional business, the meeting closed at 9.53pm.