

Kents Hill & Monkston Parish Council

24th May 2024

An ORDINARY MEETING of the PARISH COUNCIL will be held on Thursday 30th May 2024 at 7.30pm in Kents Hill Community Centre, 4 Frithwood Crescent, Kents Hill, MK7 6HG and the following business will be transacted. All Councillors are summoned to attend.



Samantha Haywood
Acting Clerk

AGENDA

	ITEM
FC 001/24	<p>OPERATIONS</p> <p>MOTION: Council to note that due to Council being inquorate, communications have taken place with the Milton Keynes City Council, the Monitoring Office, the Head of Democratic Services & Deputy Monitoring Officer, and Bucks ALC, who advised that this meeting be called with the agenda items below in order for Council to proceed, and the agenda to be signed by the Acting Clerk using emergency power with ratification of the appointment at this meeting. Under section 91(1) of the Local Government Act 1972, Milton Keynes City Council have appointed Ward Cllr Paul Trendall in order to ensure a quorum and for co-option to take place.</p>
FC 002/24	<p>ELECTION OF CHAIR</p> <p>MOTION: Council to elect a Chair.</p>
FC 003/24	<p>LOCUM CLERK</p> <p>MOTION: Council to ratify the appointment of LGRC Locum Clerk.</p>
FC 004/24	<p>APOLOGIES FOR ABSENCE</p> <p>MOTION: Council to consider and approve apologies for absence.</p>
FC 005/24	<p>DECLARATIONS OF INTEREST</p> <p>Members to declare any disclosable personal or pecuniary interests they may have in the business to be transacted and in any contract to be considered.</p>
FC 006/24	<p>APPROVAL OF MINUTES</p> <p>MOTION: Council to approve and sign the minutes of the Ordinary meeting held on 8th April 2024.</p> <p>MOTION: Council to approve and sign the minutes of the Extraordinary meeting held on 8th May 2024.</p>
FC 007/24	<p>OPEN MEETING</p> <p>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 3 minutes per person, and will be under the direction of the chairman of the meeting.</p>



FC 008/24	CO-OPTION OF MEMBER MOTION: Council to consider and approve co-option of a Member.
FC 009/24	BANK SIGNATORIES MOTION: Council to consider and approve bank signatories, and to approve removal of Member signatories who have resigned.
FC 010/24	DELEGATED POWER MOTION: Council to consider and approve the Locum Clerk having full delegated power.
FC 011/24	DATE OF NEXT MEETING(S) MOTION: Council to consider and decide upon the date of the next meeting(s).

SUPPORTING INFORMATION

AGENDA ITEM FC 003/24 - LOCUM CLERK

Due to Council being inquorate, communications have taken place with the Milton Keynes City Council, the Monitoring Office, the Head of Democratic Services & Deputy Monitoring Officer, and Bucks ALC, who advised that this meeting be called with the agenda items below in order for Council to proceed, and the agenda to be signed by the Acting Clerk using emergency power with ratification of the appointment at this meeting as there is little to no opportunity to obtain three quotes for the work of locum services and certainly not in any reasonable time scales. Bucks ALC advised for the LGRC Locum Clerk to be appointed and the decision to be ratified at this meeting.

Financial Regulations 11 gives emergency power for specialist services:

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

RECOMMENDATION:

That Council approve and ratify the decision to appoint LGRC, Samantha Haywood, as Locum Clerk at a cost of £350 per day + oncosts and expenses, two days per week with a degree of flexibility to ensure there are sufficient hours to get the Council up and running again, to ensure the Council acts lawfully, and recruitment of a Clerk.



AGENDA ITEM FC 006/24 – APPROVAL OF MINUTES

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

AGENDA ITEM FC 008/24 – CO-OPTION OF MEMBER

In November 2023 Council had the following vacancies which have been advertised and approval for co-option given by the City Council:

Monkston & Kingston Ward	2 (now 0 – see below)
Monkston & Park Ward	1
Kents Hill & Brinklow Ward	1

The vacancies have been advertised since November 2023. Three applications have been received and circulated to Council.

Cllr Bounou-Pouaty and Cllr Patel have since been co-opted so there are currently no approved vacancies in the Monkston & Kingston Ward.

The Assistant Monitoring Officer has advised that Council should consider co-opting only one councillor at this point so Council have sufficient Members to be quorate and operate. The vacancies should continue to be advertised to try and gain more applications and then more co-options take place at the next meeting(s).

RECOMMENDATION:

That Council co-opt one Member and continue to advertise for more applicants to come forward.

AGENDA ITEM FC 009/24 – BANK SIGNATORIES

Due to Councillor resignations the bank signatories need to be reviewed.

RECOMMENDATION:

That Council approve removing all resigned Members as bank signatories. Due to the low number of Members at present, all Members to become bank signatories for the time being to ensure availability.

AGENDA ITEM FC 010/24 – DELEGATED POWER

Due to the upheaval within Council at present, and to get the Council back on track, urgent decisions need to be made such as payroll, recruitment, banking arrangements etc.

RECOMMENDATION:

That Council approve the LGRC Locum Clerk to have full delegated power whilst in post. Clarification of

Serving the communities of Monkston, Monkston Park, Kents Hill, Kents Hill Park, Brinklow & Kingston



Kents Hill & Monkston Parish Council
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MK10 1ZG

the power:

Locum Clerks Delegated Power

The Locum Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty. This includes the power to:

- deal with any urgent matters that cannot wait until the next Council meeting. Member opinion to be sought via email where possible before a decision is made.
- respond to any urgent planning matters that cannot wait until the next meeting. Member opinion to be sought via email before any responses are submitted.
- Process any urgent payments that cannot wait until the next meeting. All payments to be reported to the next meeting.

AGENDA ITEM FC 011/24 – DATE OF NEXT MEETING(S)

The Annual meeting should have, and needs to be, held in May. Due to the Council being inquorate this has not been possible and advice is being sought from Bucks ALC.

Council to agree the date of the next meeting(s).