



**Minutes of an Ordinary Meeting of the Parish Council held on
Thursday 13th June 2024 at 7.00pm at
Oakgrove Secondary School, Venturer Gate, Middleton MK10 9JQ**

Present: Cllr Patel (Chair), Cllr Boungou-Pouaty, Cllr Chandra, Cllr Viagnol

Clerk/Minutes: Samantha Haywood, Locum Clerk

Minute ref	Item	Vote / Action
FC 013/24	APOLOGIES FOR ABSENCE	
	None.	
FC 014/24	DECLARATIONS OF INTEREST	
	Cllr Chandra, FC015/24 due to his name being mentioned in the minutes.	
FC 015/24	ELECTION OF VICE-CHAIR	
	One nomination was received. IT WAS RESOLVED that Cllr Boungou-Pouaty be elected as Vice-Chair. Cllr Boungou-Pouaty accepted the position.	Proposed:AP Seconded:LV Agreed unanimously Clerk
FC 016/24	MINUTES / RATFICATION OF RESOLUTIONS	
	IT WAS RESOLVED that Council ratify the following motions from the Extraordinary meeting held on 08.05.24 due to the minutes not being approved: <u>Staff appraisal:</u> 1) That Council notes the comments from the staff appraisers. 2) That Council note the appraisal form completed by the Parish Warden and the two appraisers. 3) That the Parish Warden be awarded a pay increase as recommended by the two appraisers. <u>Insurance:</u> That Council rolls over its insurance with Zurich for a further one year at a cost of £755.24. A copy of the insurance policy to be circulated to Members. <u>Authorisation of payments:</u> That Council approve the following invoices for payment:	Proposed:VC Seconded:TBP Agreed unanimously Clerk Proposed:TBP Seconded:VC Agreed unanimously Clerk Proposed:TBP Seconded:LV Agreed unanimously Clerk

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	<p>£48.22 Dan Hippey Accounting Payroll Services £40.00 Monkston Community Centre Hire of Meeting Room £494.28 RTM Landscapes Allotment Maintenance £650.74 LNS Managed Services Clerking Services (April) £755.24 Zurich Insurance £120.00 Personnel Advice & Solutions HR Advice £193.73 LNS Managed Services Clerking Services (May) £1,571.40 Marcus Young Env Services Dog Waste/Litter bin contract</p>	
	<p>With reference to the invoice from BALC for £350 for a Member to carry out CiLCA training a discussion took place. The Member advised that Council have previously recommended that all Members have the option to do the CiLCA training. It is considered important to ensure that if Council are left without a Clerk again a Member can step in temporarily to cover the role. It may also save on obtaining legal advice by having someone knowledgeable of local government rules other than the Clerk. A Clerk informed Council that the training costs £2-3k but the actual cost is £350 for the course. There is an additional £450 for SLCC certification but this is optional. There was no specific motion on the Extraordinary meeting agenda for approval of this invoice so the Member felt it should not have been discussed at that meeting. IT WAS RESOLVED that the item be deferred and the Member who wishes to do CiLCA training submit a proposal to the Clerk for the next agenda.</p>	<p>Proposed:TBP Seconded:LV Agreed unanimously VC</p>
FC 017/24	OPEN MEETING	
	Co-option applicant Audrey Saoudi spoke about why she wishes to become a councillor in support of her application.	
FC 018/24	CO-OPTION OF MEMBERS	
	<p>IT WAS RESOLVED that Laurent Viegna^l represent the Monkston Park ward. <i>be co-opted as a member and</i></p> <p>IT WAS RESOLVED that Audrey Saoudi be co-opted as a Member and represent the Kents Hill & Brinklow ward.</p> <p>The Clerk advised that Audrey could join the Council at the next meeting as she had not been summoned to this meeting, and subject to the Register of Interest, Adherence to the Code of Conduct, and Declaration of Acceptance of Office forms being completed and returned to the Clerk. (PMN: All forms have been completed and returned to the Clerk).</p>	<p>Proposed:TBP Seconded:VC Agreed unanimously Clerk</p> <p>Proposed:VC Seconded:TBP Agreed unanimously Clerk</p> <p>Clerk</p>
FC 019/24	RESPONSIBLE FINANCE OFFICER (RFO)	
	IT WAS RESOLVED that Council approve changing the Locum Clerk's title to 'Locum Clerk/RFO' to ensure Council have an RFO in post.	<p>Proposed:TBP Seconded:LV Agreed unanimously</p>
FC 020/24	CLERK'S REPORT	
	IT WAS RESOLVED that Council note the Clerk's report.	<p>Proposed:TBP Seconded:LV Agreed unanimously</p>

FC 021/24	CLERK RECRUITMENT	
	<p>The Clerk had drafted a recruitment report which had been circulated to Members. The report included salary evaluation/range, proposed job advert, job description, person specification, advertising sources/costs, and current applicable budgets.</p> <p>IT WAS RESOLVED that the Clerk's recommendations contained within the Clerk Recruitment report, and suggestions from Members, be approved, including:</p> <ul style="list-style-type: none"> • Job advert. The header to be 'experienced manager required' in order to better attract high calibre candidates. Legal advice to be sought as to whether the advert can contain the word 'pinnacle' or whether 'engine' would be preferential. • Salary scale to be SCP 29-34, £37,336 to £42,403p.a. in order to attract high calibre candidates. • Full-time position but part-time will be considered. • The job title to be 'Chief Officer/Clerk' in order to attract high calibre candidates. • Local government pension scheme. • Advertise including the RFO role but to add a clause that a separate RFO could be recruited. • Approve the clause that the role is currently home-based but this may change in the future if Council obtain an office. • Sources of advertising, including with NALC at a cost of £300 + VAT and SLCC at a cost of £130 + VAT. • Application deadline date. • A CiLCA qualified Clerk preferred, or a person with the relevant management experience who are willing to obtain the CiLCA will be considered. • Psychometric testing not required. • Job description and Person Specification. Website administration to be included. • Timeline. • Interview panels – Interview 1 panel to consist of the Locum Clerk and the Chair. A report from the first round of interviews and recommendations for all the candidates to be circulated to all Members. All Members to then select together the next round of interviewees as a group. Interview 2 panel to consist of the Locum Clerk and all Members. There will be a degree of flexibility on interview days/times. <p>A discussion took place as to whether all Members should see the candidate applications and be involved in the selection and interview process. The Clerk's report recommended applications are sent to her and she analyses using a standard scoring interview selection process. The information is then passed to the interview panel members, including a copy of the applications. A Member felt that all Members should see all applications and be involved in the interview selection. The Clerk was concerned that Council could have 11 Members and this was excessive, and a lot of people to share the candidate's personal information with.</p> <p>IT WAS RESOLVED that the Clerk candidate applications are</p>	<p>Proposed:PT Seconded:AP Agreed unanimously Clerk</p> <p>Clerk</p> <p>Proposed:AP Seconded:TBP Agreed unanimously Clerk</p>

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	shared with all Members to enable them to be involved in the selection process. The Clerk wished it minuted that she felt this was not appropriate.	Proposed:TBP Seconded:AP Agreed unanimously Clerk																									
FC 022/24	FINANCE & ACCOUNTS																										
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FC 023/24	AUDIT 2023/24																										
	Three quotes had been obtained for the 2023/24 internal audit. IT WAS RESOLVED that Joanna Simonds be contracted to internal audit the 2023/24 accounts at a cost of £200.	Proposed:TBP Seconded:LV Agreed unanimously Clerk																									
FC 024/24	BANKING																										
	IT WAS RESOLVED that Council approve the bank signatories for the deposit accounts to be the Chair and Vice-Chair, with the Clerk as Administrator. IT WAS RESOLVED that Council change the accounts with Metro Bank to Unity Trust Bank, and the Clerk to have a debit/credit card (whichever is available at the time as Unity are changing their options).	Proposed:TBP Seconded:AP Agreed unanimously Clerk Proposed:TBP Seconded:AC Agreed unanimously Clerk																									
FC 025/24	CORRESPONDENCE RECEIVED																										
	IT WAS RESOLVED that Council note the correspondence received.	Proposed:AP Seconded:TBP Agreed unanimously																									
FC 026/24	3-YEAR PLAN																										
	The Clerk recommended that a 3-year plan be drafted to give Council direction. IT WAS RESOLVED that a 3-year plan be drafted. Members to send their ideas to the Clerk to draft a plan. Residents and local groups/organisations to be consulted.	Proposed:AP Seconded:LV Agreed unanimously Clerk / All																									
FC 027/24	PLANNING																										
i.	Investigations																										
	IT WAS RESOLVED that Council note that the MKCC Planning Enforcement Officer has confirmed that following an investigation and site	Proposed:TBP Seconded:AP																									

	<p>visit on 28/02/2024 concerning 10 Greenford Crescent, Monkston Park, it is confirmed that the fencing which was increased in height has now been removed voluntarily by the owner Accordingly, the outstanding breach of planning control has been resolved by the owner and this case has been closed.</p> <p>IT WAS RESOLVED that Council note that the MKCC Planning Enforcement Officer has confirmed with reference to 23/00286/ENF, 61 Ulverscroft, Monkston, that having investigated this matter the structure falls within the parameters of permitted development. It meets the requirements as set out in Class E (General Permitted Development Order) as it is under 2.5m in total height and does not use more than 50% of the garden curtilage. Accordingly, this case has been closed.</p>	<p>Agreed unanimously</p> <p>Proposed: TBP Seconded: AP Agreed unanimously</p>
ii.	New applications	
	<p>Mr Guci Ices Ltd for 1 ice cream van to trade boroughwide, existing hours 3-6pm, hours applied for 12:00 to 9pm, ref: R99 FLK and Ref 159272. IT WAS RESOLVED that Council respond to MKCC with no objections.</p>	<p>Proposed: TBP Seconded: AP Agreed unanimously Clerk</p>
iii.	Permissions	
	<p>IT WAS RESOLVED that Council note planning permission has been granted for 24/00716/HOU, 11 Easby Grove, Monkston. Conversion of extension and garage into en-suite bedroom, erection of single-storey rear/side extension, and a detached garden room.</p>	<p>Proposed: TBP Seconded: LV Agreed unanimously</p>
iv.	Notifications	
	<p>IT WAS RESOLVED that Council note application 24/01231/CLUP. Proposal: Change of use from Class C3(a) (Dwellinghouse) to C3(b) (Children's home). 17 Frithwood Crescent, Kents Hill, MK7 6HQ. Notification letter only. Statutory or non-statutory consultation to parish councils, town councils and local councillors is not usually required for the application type due to the nature of the submission and the timescales involved.</p>	<p>Proposed: TBP Seconded: LV Agreed unanimously</p>
FC 028/24	HMRC PAYMENTS	
	<p>IT WAS RESOLVED that Council approve paying PAYE liabilities to HMRC via direct debit.</p>	<p>Proposed: AP Seconded: LV Agreed unanimously Clerk</p>
FC 029/24	STAFF APPRECIATION PAYMENT	
	<p>IT WAS RESOLVED that Council approve paying permanent members of staff £100 each in the June payroll.</p>	<p>Proposed: TBP Seconded: AP Agreed unanimously Clerk</p>
FC 030/24	DATE OF NEXT MEETINGS	
	<p>IT WAS RESOLVED that the date of the next Full Council meeting be 18th July 2024 at 7pm. An Extraordinary meeting to be arranged for the last week in June to approve the 2023/24 year end financials – subject to the information being obtained in time and entered into the software, and the internal auditor availability. All Members to advise the Clerk of their availability that week.</p>	<p>Proposed: TBP Seconded: LV Agreed unanimously Clerk All</p>

A.P

FC 031/24	FITNESS CLASSES	
	IT WAS RESOLVED that Council approve a Fitness Classes Working Group to bring a full proposal back to Council for decision on reinstating the fitness classes. The group to consist of Cllr Boungou-Pouaty, Cllr Saoudi, plus residents to be invited to join. The group to be advertised to residents via every avenue available to Council. A minimum of two residents to be involved.	Proposed:TBP Seconded:LV Agreed unanimously TBP
FC 032/24	EXCLUSION OF PRESS AND PUBLIC	
	IT WAS RESOLVED that Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by s100 of the Local Government Act 1972, the press and public be excluded from the meeting for the following two agenda items under Standing Order 3d on the grounds that their consideration would involve the disclosure of exempt information, and all recordings to be ceased.	Proposed:TBP Seconded:LV Agreed unanimously
FC 033/24	FINANCE ASSISTANT	
	IT WAS RESOLVED to extend the Finance Assistant's contract for two months until 31 st July 2024.	Proposed:AP Seconded:LV Agreed unanimously Clerk
FC 034/24	INFORMATION REQUEST	
	A Member reported on an information request received from a resident. IT WAS RESOLVED that the Clerk ask Zurich Insurance for advice and to report back to Council.	Proposed:TBP Seconded:LV Agreed unanimously Clerk

The meeting closed at 8.52 pm.

Signed: Adrian Pells Date: 18/07/24
Chair

MKCC – Milton Keynes City Council
BALC – Buckinghamshire Association of Local Councils
RFO – Responsible Finance Officer