



Kents Hill & Monkston Parish Council
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Kents Hill & Monkston Parish Council

10th October 2025

An **ORDINARY MEETING** of the **PARISH COUNCIL** will be held on **Thursday 16th October 2025** at **7pm at The Woburn Suite, Delta Hotel, Timbold Drive, Kents Hill, MK7 6HL** and the following business will be transacted. All Councillors are summoned to attend.

Members of the press and public are welcome to attend the meeting. In accordance with the Openness of Local Government Bodies Regulations 2014, and subject to Standing Order 3(m), any person present is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later, or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

A handwritten signature in black ink, appearing to be 'Ryan Fuller'.

Ryan Fuller
Chief Officer/Clerk/RFO

AGENDA

ITEM NO.	ITEM
FC 98/25	APOLOGIES FOR ABSENCE To receive apologies for absence.
FC 99/25	DECLARATIONS OF INTEREST To receive declarations of any disclosable pecuniary interests and other interests from Councillors and the nature of those interests relating to any agenda item.
FC 100/25	PUBLIC PARTICIPATION Members of the public will be invited to speak on items relating to this agenda or to raise matters for future consideration. In accordance with Standing Orders 3f and 3g, the public participation period shall not exceed 15 minutes in total, with a maximum of three minutes per person. Public participation will be conducted under the direction of the Chair, who will invite members of the public to speak.
FC 101/25	APPROVAL OF MINUTES To resolve that the minutes of the meeting of the Council held on Tuesday 9 th September 2025 be signed as a correct record.
FC 102/25	COUNCILLOR AND CLERK REPORTS <ul style="list-style-type: none">a) To receive a report from the Clerk.b) To receive reports from Councillors.c) To receive reports from City Councillors.

FC 103/25	COUNCIL RESOLUTIONS LOG To note the Council resolutions log and actions taken.
FC 104/25	CORRESPONDENCE RECEIVED To note the correspondence received.
FC 105/25	FINANCE AND ACCOUNTS <ul style="list-style-type: none"> a) To consider and approve invoices for payment. b) To note the payments made by the Clerk using delegated powers. c) To note income received. d) To note direct debit/standing order payments made. e) To note internal transfers made. f) To note the bank balances.
FC 106/25	BUDGET MONITORING – 2025/26 QUARTER 2 & BUDGET REVIEW <ul style="list-style-type: none"> a) To receive and review budget/financial reports for the period 1st July 2025 to 30th September 2025 and for the 2025/26 financial year to date, and to note any significant variances. b) To consider and approve a series of proposed virements between budget lines and amendments as detailed in the accompanying report.
FC 107/25	INTERNAL CONTROLS AND BANK RECONCILIATION REPORTS <ul style="list-style-type: none"> a) To receive confirmation from Cllr M Hippey that she has undertaken internal control checks and reviewed and signed the bank reconciliation reports and relevant bank statements for the period 1st July 2025 to 30th September 2025. b) To consider and approve the bank reconciliation reports for the period 1st July 2025 to 30th September 2025.
FC 108/25	APPOINTMENT OF AN INTERNAL AUDITOR To consider quotations received and to approve the appointment of an internal auditor to undertake the Council's internal audit for the 2025/26 financial year.
FC 109/25	PERSONNEL COMMITTEE MATTERS <ul style="list-style-type: none"> a) To receive the draft minutes of the meetings of the Personnel Committee held on Tuesday 23rd September 2025 and Tuesday 7th October 2025. b) To consider a recommendation from the Personnel Committee that the Council subscribes to Breakthrough Communication's Data Protection Toolkit at a cost of £695, to strengthen the Council's data protection compliance and to benefit from the ongoing training included in the subscription. Full details can be found at: www.breakthroughcomms.co.uk/data-protection-compliance-toolkit c) To consider a recommendation from the Personnel Committee to adopt a Recruitment Policy. d) To consider a recommendation from the Personnel Committee to adopt an Equal Opportunities Policy. e) To consider a recommendation from the Personnel Committee to adopt a Wellbeing Policy. f) To consider a recommendation from the Personnel Committee to adopt a Grievance Policy. g) To consider a recommendation from the Personnel Committee to adopt a Disciplinary Policy.

	<ul style="list-style-type: none"> h) To consider a recommendation from the Personnel Committee to adopt a Right to Work Policy. i) To consider a recommendation from the Personnel Committee to adopt an Appraisal Policy. j) To consider a recommendation from the Personnel Committee to adopt a Lone Working Policy. k) To consider a recommendation from the Personnel Committee to adopt a Holiday Policy. l) To consider a recommendation from the Personnel Committee to adopt a Whistleblowing Policy.
FC 110/25	WORKING GROUPS <ul style="list-style-type: none"> a) To receive the notes of the meetings of the Wellbeing and Fitness Working Group. b) To receive the notes of the meetings of the Monkston Community Centre Working Group.
FC 111/25	FRITHWOOD CRESCENT ALLOTMENT GATES QUOTATIONS To consider quotations received for the repair of gates at the Frithwood Crescent allotment sites and to determine the appointment of a contractor.
FC 112/25	BIN REPLACEMENT PROGRAMME To consider a report and approve recommendations regarding the parish-wide bin replacement programme, including authorisation of expenditure of up to £35,000.
FC 113/25	REPLACEMENT IT EQUIPMENT To consider approving the purchase of replacement IT equipment as detailed in the associated report.
FC 114/25	LEGAL ADVICE - ANONYMISATION OF QUOTATIONS To consider and resolve upon legal advice received concerning the anonymisation of quotations in council reports and decision-making.
FC 115/25	COMMISSIONING OF AN INDEPENDENT FEASIBILITY STUDY – COMMUNITY CENTRE GOVERNANCE AND MANAGEMENT OPTIONS To consider commissioning the Local Council Consultancy to undertake an independent feasibility study into the future ownership, governance, management, and financial options for both Monkston Community Centre and Monkston Park Community Centre, and to delegate authority to the Clerk/RFO, in consultation with all Members, to accept the quotation when received and commission the feasibility study.
FC 116/25	MOTION ON NOTICE Proposed by Cllr M Hippey and seconded by Cllr D Hippey: That this Council instructs the Clerk to write formally to the Director of Highways and Transport at Milton Keynes City Council requesting that the Rayners Lane (Monkston Park) Redway crossing be subject to an urgent safety review and upgrade. The Council further recommends that additional signage and road markings be considered to improve visibility and assist users in identifying potential hazards.
FC 117/25	PLANNING & LICENSING To consider planning and licensing matters as per the appendix.

FC 118/25	EXCLUSION OF THE PRESS AND PUBLIC To resolve that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the business to be discussed, the press and public be excluded from the meeting.
FC 119/25	MONKSTON COMMUNITY CENTRE FEASIBILITY STUDY QUOTATIONS To consider quotations received and to approve the commissioning of a design-led feasibility study and options appraisal for enhancing Monkston Community Centre, including authorisation of expenditure of up to £10,000.
FC 120/25	GOVERNANCE, LEGAL, AND DATA PROTECTION COMPLIANCE MATTERS <ul style="list-style-type: none"> a) To receive an update regarding governance and legal matters previously considered by the Council on 8th July 2025. b) To receive an update regarding data protection compliance and legal matters previously considered by the Council on 8th July 2025.
FC 121/25	GRIEVANCE INVESTIGATION OUTCOME <ul style="list-style-type: none"> a) To receive a statement from the Personnel Committee. b) To consider a recommendation from the Personnel Committee regarding the content and approval of a letter of apology from the Council to a member of staff (<i>to follow</i>).
FC 122/25	COMPLAINTS INVESTIGATION - WORKNEST <ul style="list-style-type: none"> a) To receive a report on the progress of the WorkNest investigations and note that total costs have exceeded the approved budget cap of £7,500. b) To consider the Personnel Committee's recommendation that Full Council determines the Council's position regarding the additional costs incurred by WorkNest without authorisation, and to agree instructions to WorkNest regarding settlement and release of the final reports. c) If necessary, to authorise further expenditure of up to £5,000 (£12,500 in total) relating to the current WorkNest investigations.
FC 123/25	READMITTANCE OF THE PRESS AND PUBLIC To resolve that the confidential business having been concluded, the press and public be readmitted to the meeting.
FC 124/25	DATE OF THE NEXT MEETING To note that the date of the next Ordinary Council meeting is Tuesday 11 th November 2025.

Members of the press and public are welcome.

APPENDIX

AGENDA ITEM FC 105/25 – FINANCE AND ACCOUNTS

a) Invoices for approval for payment:

Payee	Invoice No	Amount	Description	Power to pay
R Fuller	09.10.25	£486.75	Reimbursement of expenses (postage, printing, Land Registry searches, training bookings, parking, and mileage)	LG Act 1972 ss 111 & 112
Milton Keynes Citizens Advice Bureau	KHMP/01/2526/Q2	£1,181.25	Provision of CAB outreach services at Kingston Library July - September 2025	LG Act 1972 s142
SLCC	SD2516-1	£1,449.00	Staffing review consultancy	LG Act 1972 s111
RTM Landscapes Ltd	INV-0370	£2,364.00	Allotment maintenance and improvement work	Small Holdings and Allotments Act 1908 ss 23, 26 & 42

All invoices are available at the meeting for inspection. A list of invoices and each individual invoice is signed by a Councillor at each meeting. A Councillor also signs bank reconciliations and statements.

b) Invoices paid by the Clerk between meetings using delegated powers:

Payee	Invoice No	Amount	Description	Power to pay
Shurgard UK	2505805751	£138.46	Storage unit rent 07.10.25 – 06.11.25	LG Act 1972 s133
Officers	N/A	£4,260.32	Salaries/WFH - September 25	LG Act 1972 s112
Buckinghamshire Pension Fund	N/A	£1,339.16	Pension liabilities - September 25	LG Act 1972 s112
Marcus Young Environmental Services Ltd	4650	£1,551.96	Bin emptying – September 25	Litter Act 1983 ss 5 & 6
J Kong	N/A	£26.40	Reimbursement of printing and mileage expenses	LG Act 1972 s111
Delta Hotels Milton Keynes	Kents090925	£150.00	Room hire – September Council meeting	LG Act 1972 s111
Delta Hotels Milton Keynes	Kents161025	£150.00	Room hire – October Council meeting	LG Act 1972 s111
Delta Hotels Milton Keynes	Kents090925	£400.00	Venue hire – whole council training day	LG Act 1972 s111
Monkston Community Centre	INV287	£25.50	Room hire – September Personnel Committee meeting	LG Act 1972 s111
Monkston Community Centre	INV317	£12.75	Room hire – 7 October Personnel Committee meeting	LG Act 1972 s111
Monkston Community Centre	INV318	£19.13	Room hire – 28 October Personnel Committee meeting	LG Act 1972 s111

BMKALC	6107	£360.00	Clerk's CiLCA training	LG Act 1972 s111
BMKALC	6132	£35.00	Councillor training	LG Act 1972 s111
WorkNest Limited	SINV089874	£234.00	HR Support	LG Act 1972 s111
Simons Muirhead Burton LLP	RAL/LA/037519.0001	£1,000.00	Payment on account for legal services associated with a data protection matter.	LG Act 1972 s111
SLCC	BK222942-1	£36.00	Clerk training	LG Act 1972 s111
SLCC	BK222943-1	£36.00	Clerk training	LG Act 1972 s111
SLCC	BK222944-1	£36.00	Clerk training	LG Act 1972 s111
SLCC	BK222945-1	£36.00	Clerk training	LG Act 1972 s111
SLCC	BK222946-1	£36.00	Clerk training	LG Act 1972 s111
SLCC	BK222947-1	£36.00	Clerk training	LG Act 1972 s111
SLCC	BK222948-1	£36.00	Clerk training	LG Act 1972 s111
SLCC	BK222949-1	£72.00	Clerk training	LG Act 1972 s111
SLCC	BK223297-1	£36.00	Clerk training	LG Act 1972 s111
SLCC	BK223298-1	£72.00	Clerk training	LG Act 1972 s111
SLCC	BK223299-1	£72.00	Clerk training	LG Act 1972 s111
BMKALC	6236	£90.00	Councillor training	LG Act 1972 s111
CHRGs Ltd	Kents Hill / 02	£781.00	Whole council training	LG Act 1972 s111
Arts for Health MK	038	£1,000.00	Council grant award	LG Act 1972 s137
Youth Mindset	KHM001	£250.00	Council grant award	LG Act 1972 s137
Anglian Water (Wave)	15262476	£146.93	Allotment water	Small Holdings and Allotments Act 1908 ss 23, 26 & 42
Suffolk Association of Local Councils	30538	£91.20	Payroll processing - initial setup and three months of service	LG Act 1972 s111

c) Income received - September 2025:

Source	Bank account	Amount	Description
Milton Keynes City Council	Current Account	£90,306.50	Second half of the precept
Allotment tenant	Allotment Account	£1.00	Allotment rent
Unity Trust Bank	Allotment Account	£8.91	Credit interest
Unity Trust Bank	Deposit Account	£1,013.01	Credit interest

d) Direct Debit / Standing Order payments made - September 2025:

Payee	Payment type	Amount	Description	Power to pay
Unity Trust Bank	SO	£9.00	Service charge - September	LG Act 1972 s111
EE	DD	£56.74	Mobile phone contract - September	LG Act 1972 s111
Anglian Water (Wave)	DD	£669.34	Allotment water	Small Holdings and Allotments Act 1908 ss 23, 26 & 42
Anglian Water (Wave)	DD	£295.98	Allotment water	Small Holdings and Allotments Act 1908 ss 23, 26 & 42

e) Internal transfers - September 2025:

From	To	Amount	Date
Deposit Account	Current Account	£2,000.00	03.09.25
Deposit Account	Current Account	£2,000.00	08.09.25
Current Account	Deposit Account	£10,000.00	15.09.25
Current Account	Deposit Account	£10,000.00	16.09.25
Current Account	Deposit Account	£10,000.00	17.09.25
Current Account	Deposit Account	£10,000.00	18.09.25
Current Account	Deposit Account	£10,000.00	22.09.25
Current Account	Deposit Account	£10,000.00	23.09.25
Current Account	Deposit Account	£10,000.00	24.09.25
Current Account	Deposit Account	£10,000.00	25.09.25

f) Bank balances at 30.09.25:

- 1) Current account: £4,102.91
- 2) Allotment account: £749.46
- 3) Instant access deposit account: £240,841.75
- 4) Cambridge Building Society: £22,343.61
- 5) Cambridge & Counties Bond: £92,441.50

AGENDA ITEM FC 117/25 – PLANNING & LICENSING**Planning Applications Approved by MKCC (For Information Only)****1. Application Reference: PLN/2025/1566**

Proposal: Advertisement consent for the proposed removal of existing signage and the display of 3 no. illuminated fascia signs, 1 no. illuminated pylon sign and 1 no. new illuminated entrance portal at **MARSHALLS MOTOR GROUP LTD, GREYFRIARS COURT, KINGSTON, MILTON KEYNES, MK10 0BN**

2. Application Reference: PLN/2025/1747

Proposal: Certificate of Lawfulness for the proposed loft conversion with rooflights to rear elevation at **7 BRINKBURN CHASE, MONKSTON, MILTON KEYNES, MK10 9GT**

Street Trading Consent Applications

1. MKCC has received a renewal application from MK Ices (Reg KC19 KPP) for one ice-cream van to trade Boroughwide for the following times: **Monday to Sunday - 15:00 to 20:00 (previously 15:00 to 21:00)**

AGENDA ITEM FC 101/25 – APPROVAL OF MINUTES

Draft minutes of the Council Meeting held on Tuesday 9th September 2025 can be viewed at:

<https://khm-pc.gov.uk/wp-content/uploads/2025/10/DRAFT-Full-Council-Minutes-09.09.25-1.pdf>

AGENDA ITEM FC 102/25 a) – CLERK'S REPORT

Allotments

All 108 allotments across the three sites are currently let, with a waiting list of 15 applicants.

Due to the significant changes implemented this year and the large number of new tenants commencing work on their plots, formal inspections have not yet resumed. However, I continue to carry out site visits to monitor conditions and identify any issues requiring attention. Where necessary, individual tenants have been contacted to remind them of their responsibilities regarding cultivation and weed control. To date, only one formal non-cultivation letter has been issued, following unsuccessful informal engagement with the tenant concerned.

The remaining hedge and tree works deferred earlier in the year due to nesting birds have now been completed. I am currently preparing the scope for the autumn/winter maintenance programme and will present quotations for consideration at a forthcoming Council meeting.

Community Survey

In July, the Council resolved to commission Breakthrough Communications to deliver a community survey campaign on behalf of the Council. All Members were asked for their availability, and an online workshop took place on 24th September for Members to inform the themes of the survey. Councillors D Hippey, M Hippey, Fisk, and Miller attended. A first draft of the survey is currently awaited.

Freedom of Information Request

On 15th September, a Freedom of Information (FOI) request was received asking for the following information:

'The amount of legal or advisory fees incurred due to grievances, complaints, or 'non-standard' employment advice. I would be grateful if cost could be supplied for the last 5 full years and this year to date.'

This FOI request was managed in accordance with the Council's adopted Freedom of Information Procedure, and a response was sent on 24th September with the following information:

'The aggregated gross expenditure on legal and advisory fees relating to grievances, complaints, or 'non-standard' employment advice is as follows:

Financial Year	Amount
2025/26 (to 24.09.25)	£8,691.00
2024/25	£120.00
2023/24	£1,008.00
2022/23	£3,961.50
2021/22	£0.00
2020/21	No records available.

Total expenditure across the period: **£13,780.50**

Planning Application: PLN/2025/1405

The above planning application required a response by 10th October and was therefore circulated to Members seeking feedback so that a response could be made using delegated powers if necessary. Following consideration of the comments received, the following objection to the application was made:

'The ground floor elevation appears to be level or just over the existing conservatory line. However, it almost covers the width of the garden, it isn't completely clear how close to the boundary it is, therefore we would be concerned about the impact on the adjoining property. These houses face East / West and in the Western shadow line of the Harlesden Close flats. We would be concerned that there would be significant impact on number 29 Queensbury Lane due to the further erosion of natural light. This may be further impacted on the materials used, although not clear from the planning portal, we suspect the side is solid aspect. You can see from the supplied photography that even on a sunny day there is significant shadowing on the properties, we fear this would be exacerbated by a large solid structure in the format and materials proposed.'

Training

The Personnel Committee agreed at its meeting of 27th May to approve a whole-council training session covering points such as councillor roles and responsibilities, decision-making powers, and legal duties, as well as further training on HR for employers. This training was delivered as an in-person session for all Members on 13th September between 9.30am - 4pm. The following Members attended:

- Cllr Fisk
- Cllr D Hippey
- Cllr M Hippey
- Cllr Miller
- Cllr Pearson

Cllr Reade was unavailable and requested alternative training. He has subsequently completed BMKALC's Councillor Essentials three-part online course that took place in September.

Cllr Deshmukh was also unable to attend and has been booked a place on BMKALC's Councillor Essentials three-part online course starting in February 2026.

Further training has been arranged either in line with Personnel Committee resolutions or under delegated powers exercised by the Clerk:

Cllr Deshmukh: BMKALC - Finance for Councillors Part 2: Budget and Precept Setting - £50

Cllr D Hippey: BMKALC - Chairing Skills - £50
BMKALC - Leadership in the Community - £150

Cllr M Hippey: BMKALC - Chairing Skills - £50
BMKALC - Finance for Councillors Part 2: Budget and Precept Setting - £50
BMKALC - Finance for Councillors Part 3: Year End - £50
Parkinson Partnership - Internal Controls - £35
CHRGs - Staff Appraisal Training - Free

Cllr Fisk: CHRGs - Staff Appraisal Training - Free

Cllr Pearson: BMKALC - Finance for Councillors Part 1: Local Council Finance - £50
BMKALC - Finance for Councillors Part 2: Budget and Precept Setting - £50
BMKALC - Finance for Councillors Part 3: Year End - £50

Cllr Miller: Parkinson Partnership - Finance for Councillors - £35

An additional HR training session has been scheduled for 19th November for Members who were unable to attend the session held on 13th September. The training will be delivered by CHRGs at a cost of £250.

In line with Council resolution FC 218/23, all Members have been offered equality and diversity training. The following Members responded and (in addition to the Clerk) have been booked places:

- **Cllr D Hippey**
- **Cllr M Hippey**
- **Cllr Fisk**
- **Cllr Miller**
- **Cllr Pearson**
- **Cllr Reade**
- **Cllr Patel**

The Personnel Committee has also commissioned two online training sessions on the subject of Civility and Respect at a total cost of £400.

This training will cover:

- **Common challenges** in council settings (disruptive meeting behaviour, poor communication, internal tensions).
- **Emotional resilience and self-protection**, including practical techniques for remaining calm and confident in difficult situations.
- **Understanding challenging behaviour**, focusing on psychological drivers and how councils can foster safer, more respectful environments.
- **Recognising narcissistic and psychopathic traits**, with guidance on how to manage high-conflict personalities and protect officer and Member wellbeing.

This training is designed to equip Members and officers with strategies that support civility, respect, and effective working relationships across the Council.

Finally, the following training events have recently been booked for the Clerk as part of ongoing CPD:

- SLCC - Civility and Respect: Personal Resilience and Self-Protection - £30
- SLCC - Implementing Professional Boundaries When Pushed - £30
- SLCC - Civility and Respect: What Makes People Become Challenging? - £30
- SLCC - Introduction to Understanding Quotes, Tenders and Contract Management - £30
- SLCC - Civility and Respect: Understanding Psychopathic and Narcissistic Behaviour - £30
- SLCC - Mental Health Awareness and Wellbeing at Work - £30
- SLCC - How to Bring Fresh Air to Toxic Situations - £30
- SLCC - Public Procurement for Town, Parish and Community Councils - £60
- SLCC - Transfer of Assets - £30
- SLCC - Charitable Trusts - £60
- SLCC - Developing Action Plans for Town, Parish, and Community Councils - £60

Transparency Reporting

Parish councils are subject to statutory transparency obligations designed to ensure openness and accountability in decision-making and financial management. For Kents Hill & Monkston Parish Council, which is subject to the Local Government Transparency Code 2015, this includes publishing details of how public money is managed and spent, information about contracts and procurement, staff structures and pay, and the land and assets held by the Council.

As the Council did not previously publish this transparency information, I have published the required information on the Council's website for both 2024/25 and 2025/26 here:

<https://khm-pc.gov.uk/your-parish-council/finances>

AGENDA ITEM FC 103/25 – COUNCIL RESOLUTIONS LOG

The resolutions log can be viewed as a supporting document at:

<https://khm-pc.gov.uk/your-parish-council/meetings>

AGENDA ITEM FC 104/25 – CORRESPONDENCE RECEIVED

Emails received:

- MKCC. Emergency planning briefs. (Emailed: Members)
- MKCC. Councillor newsletters. (Emailed: Members)
- MKCC. Road closures. (Emailed: Members)
- MKCC. Brinklow Roundabout Improvement Works Updates. (Emailed: Members)
- MKCC. September partner update. (Emailed: Members)
- National Highways: Roadworks Information: (Emailed: Members)
- Office of the Police & Crime Commissioner. September newsletter. (Emailed: Members)
- NALC. E-newsletters, including events newsletters. (Emailed: Members)
- MKCAN. E-newsletters. (Emailed: Members)
- MK Melting Pot. Newsletter. (Emailed: Members)
- MK Community Foundation. September newsletter. (Emailed: Members)
- The Parks Trust. October newsletter. (Emailed: Members)

AGENDA ITEM FC 105/25 – FINANCE AND ACCOUNTS

Please refer to the appendix above.

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2025 and 30/09/2025)

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Precept	180,613.00	90,306.50	-90,306.50				-90,306.50 (-50%)
1001	Bank Interest	6,000.00	1,021.92	-4,978.08				-4,978.08 (-82%)
1002	Grants	5,120.00		-5,120.00				-5,120.00 (-100%)
1003	s106 Funding	17,000.00		-17,000.00				-17,000.00 (-100%)
1004	Miscellaneous Income							(N/A)
1005	Community Centre Rent	2.00		-2.00				-2.00 (-100%)
SUB TOTAL		208,735.00	91,328.42	-117,406.58				-117,406.58 (-56%)

Staff Costs

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2000	Salaries				69,000.00	14,684.96	54,315.04	54,315.04 (78%)
2001	Employer's NI				8,600.00	1,645.10	6,954.90	6,954.90 (80%)
2002	Pension Contributions				17,000.00	3,180.99	13,819.01	13,819.01 (81%)
2003	Contract Staff							(N/A)
SUB TOTAL					94,600.00	19,511.05	75,088.95	75,088.95 (79%)

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3000	Chair's Allowance				1,200.00	22.65	1,177.35	1,177.35 (98%)
3010	Travel Expenses				1,000.00	203.40	796.60	796.60 (79%)
3020	Recruitment				500.00		500.00	500.00 (100%)
3021	HR Support				10,000.00	5,415.00	4,585.00	4,585.00 (45%)
3022	WFH Allowance				405.00	129.00	276.00	276.00 (68%)
3023	Staff H&S				250.00		250.00	250.00 (100%)
3030	Bank Charges				180.00	27.60	152.40	152.40 (84%)
3040	Office Expenses							(N/A)
3041	Stationery & Supplies				1,000.00	122.49	877.51	877.51 (87%)
3042	Postage				100.00	42.79	57.21	57.21 (57%)
3043	ICO Fee				47.00		47.00	47.00 (100%)
3044	Telephone				1,150.00	127.28	1,022.72	1,022.72 (88%)
3045	PO Box Fees							(N/A)
3046	Printing				250.00	61.50	188.50	188.50 (75%)
3047	Office Equipment				3,000.00		3,000.00	3,000.00 (100%)
3050	Audit Fees				700.00	630.00	70.00	70.00 (10%)
3070	Payroll Processing				700.00		700.00	700.00 (100%)
3080	IT Costs				4,000.00	315.00	3,685.00	3,685.00 (92%)
3090	Memberships & Subscriptions				1,650.00		1,650.00	1,650.00 (100%)
3100	Insurance				1,250.00		1,250.00	1,250.00 (100%)
3110	Legal Fees				6,000.00	1,000.00	5,000.00	5,000.00 (83%)
3111	Asset Transfers				14,000.00		14,000.00	14,000.00 (100%)
3120	Room Hire				1,100.00	313.00	787.00	787.00 (71%)
3130	Communications				10,500.00	3,495.00	7,005.00	7,005.00 (66%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2025 and 30/09/2025)

3140 Training	4,000.00	1,862.53	2,137.47	2,137.47 (53%)
3150 Storage Unit Rent	850.00	230.76	619.24	619.24 (72%)
SUB TOTAL	63,832.00	13,998.00	49,834.00	49,834.00 (78%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	Rent - Monkston Park	1,500.00		-1,500.00				-1,500.00 (-100%)
4010	Rent - Kents Hill	931.20		-931.20				-931.20 (-100%)
4020	Rent - Monkston	1,808.50	1.00	-1,807.50				-1,807.50 (-99%)
4100	Maintenance - Monkston Park				1,750.00	90.00	1,660.00	1,660.00 (94%)
4110	Maintenance - Kents Hill				1,800.00	90.00	1,710.00	1,710.00 (95%)
4120	Maintenance - Monkston				400.00		400.00	400.00 (100%)
4130	Water Charges - Monkston Park				250.00	295.98	-45.98	-45.98 (-18%)
4140	Water Charges - Kents Hill				250.00	220.71	29.29	29.29 (11%)
4150	Water Charges - Monkston				600.00	669.34	-69.34	-69.34 (-11%)
4160	Allotments - Other				8,000.00		8,000.00	8,000.00 (100%)
SUB TOTAL		4,239.70	1.00	-4,238.70	13,050.00	1,366.03	11,683.97	7,445.27 (43%)

Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5000	Fitness Classes				8,000.00	795.00	7,205.00	7,205.00 (90%)
5010	Bin Emptying				16,500.00	3,555.90	12,944.10	12,944.10 (78%)
5030	Landscaping & Maintenance				4,000.00		4,000.00	4,000.00 (100%)
5031	MCC Grounds Maintenance				10,000.00		10,000.00	10,000.00 (100%)
5040	Community Grants				3,500.00	1,000.00	2,500.00	2,500.00 (71%)
5050	MKCAB				4,725.00	1,181.25	3,543.75	3,543.75 (75%)
5060	MKPA Play Sessions				7,800.00	35.00	7,765.00	7,765.00 (99%)
5110	Community Events/Activities				5,000.00		5,000.00	5,000.00 (100%)
5120	Other Community Activities							(N/A)
SUB TOTAL					59,525.00	6,567.15	52,957.85	52,957.85 (88%)

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6020	Defibrillators				1,750.00		1,750.00	1,750.00 (100%)
SUB TOTAL					1,750.00		1,750.00	1,750.00 (100%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8000	Street Furniture				10,000.00		10,000.00	10,000.00 (100%)
8010	New Bins				25,000.00		25,000.00	25,000.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2025 and 30/09/2025)

8020 Play Area Improvements					(N/A)
8030 Website Development			836.85	836.85	836.85 (100%)
8040 Monkston Community Centre			50,000.00	50,000.00	50,000.00 (100%)
8050 Allotment Deposits	300.00	-300.00	300.00	300.00	(0%)
SUB TOTAL	300.00	-300.00	86,136.85	86,136.85	85,836.85 (99%)

Summary

NET TOTAL	213,274.70	91,329.42	-121,945.28	318,893.85	41,442.23	277,451.62	155,506.34 (29%)
V.A.T.		4,365.93			3,137.81		
GROSS TOTAL		95,695.35			44,580.04		

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Precept	180,613.00	180,613.00					(0%)
1001	Bank Interest	6,000.00	2,093.03	-3,906.97				-3,906.97 (-65%)
1002	Grants	5,120.00		-5,120.00				-5,120.00 (-100%)
1003	s106 Funding	17,000.00		-17,000.00				-17,000.00 (-100%)
1004	Miscellaneous Income		0.06	0.06				0.06 (N/A)
1005	Community Centre Rent	2.00		-2.00				-2.00 (-100%)
SUB TOTAL		208,735.00	182,706.09	-26,028.91				-26,028.91 (-12%)

Staff Costs		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2000	Salaries				69,000.00	26,128.29	42,871.71	42,871.71 (62%)
2001	Employer's NI				8,600.00	1,645.10	6,954.90	6,954.90 (80%)
2002	Pension Contributions				17,000.00	6,373.25	10,626.75	10,626.75 (62%)
2003	Contract Staff							(N/A)
SUB TOTAL					94,600.00	34,146.64	60,453.36	60,453.36 (63%)

Administration		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3000	Chair's Allowance				1,200.00	41.00	1,159.00	1,159.00 (96%)
3010	Travel Expenses				1,000.00	636.75	363.25	363.25 (36%)
3020	Recruitment				500.00		500.00	500.00 (100%)
3021	HR Support				10,000.00	8,542.50	1,457.50	1,457.50 (14%)
3022	WFH Allowance				405.00	273.00	132.00	132.00 (32%)
3023	Staff H&S				250.00	30.00	220.00	220.00 (88%)
3030	Bank Charges				180.00	57.04	122.96	122.96 (68%)
3040	Office Expenses							(N/A)
3041	Stationery & Supplies				1,000.00	235.24	764.76	764.76 (76%)
3042	Postage				100.00	49.29	50.71	50.71 (50%)
3043	ICO Fee				47.00	47.00		(0%)
3044	Telephone				1,150.00	247.99	902.01	902.01 (78%)
3045	PO Box Fees							(N/A)
3046	Printing				250.00	175.91	74.09	74.09 (29%)
3047	Office Equipment				3,000.00		3,000.00	3,000.00 (100%)
3050	Audit Fees				700.00	830.00	-130.00	-130.00 (-18%)
3070	Payroll Processing				700.00	287.28	412.72	412.72 (58%)
3080	IT Costs				4,000.00	1,571.66	2,428.34	2,428.34 (60%)
3090	Memberships & Subscriptions				1,650.00	1,241.24	408.76	408.76 (24%)
3100	Insurance				1,250.00	694.73	555.27	555.27 (44%)
3110	Legal Fees				6,000.00	1,000.00	5,000.00	5,000.00 (83%)
3111	Asset Transfers				14,000.00	5,225.00	8,775.00	8,775.00 (62%)
3120	Room Hire				1,100.00	480.50	619.50	619.50 (56%)
3130	Communications				10,500.00	3,495.00	7,005.00	7,005.00 (66%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

3140 Training	4,000.00	2,522.53	1,477.47	1,477.47 (36%)
3150 Storage Unit Rent	850.00	576.90	273.10	273.10 (32%)
SUB TOTAL	63,832.00	28,260.56	35,571.44	35,571.44 (55%)

Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000 Rent - Monkston Park	1,500.00	1,597.80	97.80				97.80 (6%)
4010 Rent - Kents Hill	931.20	931.20					(0%)
4020 Rent - Monkston	1,808.50	1,809.50	1.00				1.00 (0%)
4100 Maintenance - Monkston Park				1,750.00	90.00	1,660.00	1,660.00 (94%)
4110 Maintenance - Kents Hill				1,800.00	90.00	1,710.00	1,710.00 (95%)
4120 Maintenance - Monkston				400.00		400.00	400.00 (100%)
4130 Water Charges - Monkston Park				250.00	487.40	-237.40	-237.40 (-94%)
4140 Water Charges - Kents Hill				250.00	237.91	12.09	12.09 (4%)
4150 Water Charges - Monkston				600.00	959.72	-359.72	-359.72 (-59%)
4160 Allotments - Other				8,000.00	6,306.00	1,694.00	1,694.00 (21%)
SUB TOTAL	4,239.70	4,338.50	98.80	13,050.00	8,171.03	4,878.97	4,977.77 (28%)

Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5000 Fitness Classes				8,000.00	2,769.50	5,230.50	5,230.50 (65%)
5010 Bin Emptying				16,500.00	7,322.70	9,177.30	9,177.30 (55%)
5030 Landscaping & Maintenance				4,000.00	157.05	3,842.95	3,842.95 (96%)
5031 MCC Grounds Maintenance				10,000.00		10,000.00	10,000.00 (100%)
5040 Community Grants				3,500.00	1,000.00	2,500.00	2,500.00 (71%)
5050 MKCAB				4,725.00	2,362.50	2,362.50	2,362.50 (50%)
5060 MKPA Play Sessions				7,800.00	3,395.00	4,405.00	4,405.00 (56%)
5110 Community Events/Activities				5,000.00	379.18	4,620.82	4,620.82 (92%)
5120 Other Community Activities							(N/A)
SUB TOTAL				59,525.00	17,385.93	42,139.07	42,139.07 (70%)

Projects

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6020 Defibrillators				1,750.00		1,750.00	1,750.00 (100%)
SUB TOTAL				1,750.00		1,750.00	1,750.00 (100%)

Earmarked Reserves

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8000 Street Furniture				10,000.00		10,000.00	10,000.00 (100%)
8010 New Bins				25,000.00		25,000.00	25,000.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

8020 Play Area Improvements							(N/A)
8030 Website Development				836.85	836.85		(0%)
8040 Monkston Community Centre				50,000.00		50,000.00	50,000.00 (100%)
8050 Allotment Deposits	300.00	665.00	365.00	300.00	120.00	180.00	545.00 (90%)
SUB TOTAL	300.00	665.00	365.00	86,136.85	956.85	85,180.00	85,545.00 (98%)

Summary

NET TOTAL	213,274.70	187,709.59	-25,565.11	318,893.85	88,921.01	229,972.84	204,407.73 (38%)
V.A.T.		8,174.14			7,503.74		
GROSS TOTAL		195,883.73			96,424.75		

Kents Hill & Monkston Parish Council
Monthly breakdown of Receipts and Payments
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

1 October 2025 (2025-2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Income															
Precept															
Bank Interest															
Grants															
s106 Funding															
Miscellaneous Income															
Community Centre Ren															
Staff Costs															
Salaries	69,000.00	3,718.28	3,774.28	3,950.77	6,164.01	4,008.76	4,512.19							26,128.29	42,871.71
Employer's NI	8,600.00				1,645.10									1,645.10	6,954.90
Pension Contributions	17,000.00	1,045.07	1,045.07	1,102.12	1,063.35	1,063.35	1,054.29							6,373.25	10,626.75
Contract Staff															
Administration															
Chair's Allowance	1,200.00			18.35	22.65									41.00	1,159.00
Travel Expenses	1,000.00	126.90	108.35	198.10	149.85		53.55							636.75	363.25
Recruitment	500.00														500.00
HR Support	10,000.00	1,250.00		1,877.50	2,225.00	2,995.00	195.00							8,542.50	1,457.50
WFH Allowance	405.00	48.00	48.00	48.00	48.00	48.00	33.00							273.00	132.00
Staff H&S	250.00			30.00										30.00	220.00
Bank Charges	180.00	10.07	9.77	9.60	9.15	9.45	9.00							57.04	122.96
Office Expenses															
Stationery & Supplies	1,000.00		0.83	111.92	9.84	110.57	2.08							235.24	764.76
Postage	100.00	6.50			37.80		4.99							49.29	50.71
ICO Fee	47.00	47.00												47.00	
Telephone	1,150.00	40.38	40.33	40.00	40.00	40.00	47.28							247.99	902.01
PO Box Fees															
Printing	250.00	43.60	25.81	45.00	24.00	15.00	22.50							175.91	74.09
Office Equipment	3,000.00														3,000.00
Audit Fees	700.00		200.00			630.00								830.00	-130.00

Kents Hill & Monkston Parish Council

Monthly breakdown of Receipts and Payments

1 October 2025 (2025-2026)

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Payroll Processing	700.00		210.46	76.82				76.00						363.28	336.72
IT Costs	4,000.00	766.52	415.14	75.00		315.00								1,571.66	2,428.34
Memberships & Subscri	1,650.00		1,241.24											1,241.24	408.76
Insurance	1,250.00		694.73											694.73	555.27
Legal Fees	6,000.00						1,000.00							1,000.00	5,000.00
Asset Transfers	14,000.00	5,225.00												5,225.00	8,775.00
Room Hire	1,100.00			167.50	125.00	37.50	150.50							480.50	619.50
Communications	10,500.00				3,495.00									3,495.00	7,005.00
Training	4,000.00	210.00		450.00	100.00	113.37	1,649.16	90.00						2,612.53	1,387.47
Storage Unit Rent	850.00	115.38		230.76		230.76		115.38						692.28	157.72
Allotments															
Rent - Monkston Park															
Rent - Kents Hill															
Rent - Monkston															
Maintenance - Monkston	1,750.00				90.00									90.00	1,660.00
Maintenance - Kents Hill	1,800.00				90.00									90.00	1,710.00
Maintenance - Monkston	400.00														400.00
Water Charges - Monks	250.00			191.42			295.98							487.40	-237.40
Water Charges - Kents Hill	250.00	17.20			73.78		146.93							237.91	12.09
Water Charges - Monks	600.00			290.38			669.34							959.72	-359.72
Allotments - Other	8,000.00		6,306.00											6,306.00	1,694.00
Services															
Fitness Classes	8,000.00	390.00	1,129.50	455.00	795.00									2,769.50	5,230.50
Bin Emptying	16,500.00	1,166.40	1,296.00	1,304.40	1,128.60	1,293.30	1,134.00							7,322.70	9,177.30
Landscaping & Maintenance	4,000.00		142.51	14.54										157.05	3,842.95
MCC Grounds Maintenance	10,000.00														10,000.00
Community Grants	3,500.00						1,000.00							1,000.00	2,500.00
MKCAB	4,725.00	1,181.25			1,181.25									2,362.50	2,362.50
MKPA Play Sessions	7,800.00	3,240.00	120.00			35.00								3,395.00	4,405.00
Community Events/Activities	5,000.00		379.18											379.18	4,620.82
Other Community Activities															

Kents Hill & Monkston Parish Council
Monthly breakdown of Receipts and Payments
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

1 October 2025 (2025-2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Projects															
Defibrillators	1,750.00														1,750.00
Earmarked Reserves															
Street Furniture	10,000.00														10,000.00
New Bins	25,000.00														25,000.00
Play Area Improvement:															
Website Development	836.85	836.85												836.85	
Monkston Community C	50,000.00														50,000.00
Allotment Deposits	300.00		70.00	50.00										120.00	180.00
	318,893.85	19,484.40	17,257.20	10,737.18	18,517.38	10,945.06	11,979.79	281.38							
														Total:	89,202.39
														Variance:	229,691.46

Kents Hill & Monkston Parish Council
Monthly breakdown of Receipts and Payments
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

1 October 2025 (2025-2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
Income															
Precept	180,613.00	90,306.50					90,306.50							180,613.00	
Bank Interest	6,000.00			1,071.11			1,021.92							2,093.03	-3,906.97
Grants	5,120.00														-5,120.00
s106 Funding	17,000.00														-17,000.00
Miscellaneous Income		0.02	0.02	0.02										0.06	0.06
Community Centre Ren	2.00														-2.00
Staff Costs															
Salaries															
Employer's NI															
Pension Contributions															
Contract Staff															
Administration															
Chair's Allowance															
Travel Expenses															
Recruitment															
HR Support															
WFH Allowance															
Staff H&S															
Bank Charges															
Office Expenses															
Stationery & Supplies															
Postage															
ICO Fee															
Telephone															
PO Box Fees															
Printing															
Office Equipment															
Audit Fees															

Kents Hill & Monkston Parish Council
Monthly breakdown of Receipts and Payments
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

1 October 2025 (2025-2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Payroll Processing															
IT Costs															
Memberships & Subscri															
Insurance															
Legal Fees															
Asset Transfers															
Room Hire															
Communications															
Training															
Storage Unit Rent															
Allotments															
Rent - Monkston Park	1,500.00	1,539.80	29.00	29.00										1,597.80	97.80
Rent - Kents Hill	931.20	931.20												931.20	
Rent - Monkston	1,808.50	1,808.50					1.00							1,809.50	1.00
Maintenance - Monkston															
Maintenance - Kents Hill															
Maintenance - Monkston															
Water Charges - Monks															
Water Charges - Kents Hill															
Water Charges - Monks															
Allotments - Other															
Services															
Fitness Classes															
Bin Emptying															
Landscaping & Maintenance															
MCC Grounds Maintenance															
Community Grants															
MKCAB															
MKPA Play Sessions															
Community Events/Activities															
Other Community Activities															

Kents Hill & Monkston Parish Council
Monthly breakdown of Receipts and Payments
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

1 October 2025 (2025-2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Projects															
Defibrillators															
Earmarked Reserves															
Street Furniture															
New Bins															
Play Area Improvement:															
Website Development															
Monkston Community C															
Allotment Deposits	300.00	525.00	105.00	35.00										665.00	365.00
	213,274.70	95,111.02	134.02	1,135.13			91,329.42								
														Total:	187,709.59
														Variance:	-25,565.11

Kents Hill & Monkston Parish Council**BANK ACCOUNTS**

Current Account - Unity	£3,783.25
Deposit Account - Unity	£240,841.75
Allotment Account - Unity	£749.46
Cambridge Building Society	£22,343.61
Cambridge & Counties Bank	£92,441.50

Total in Banks	360,159.57
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Cash

GRAND TOTAL (Banks and Cash)	£360,159.57
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Kents Hill & Monkston Parish Council**TRANSFERS**

Date	Desc	From	To	Amount
04/04/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	5,000.00
09/04/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	5,000.00
23/04/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
24/04/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
25/04/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
28/04/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
29/04/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
30/04/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
01/05/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
02/05/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
12/05/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	10,000.00
20/05/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	5,000.00
29/05/2025	Bank to Bank Transfer	Allotment Account - Unity	Current Account - Unity	4,000.00
16/06/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	5,000.00
24/06/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	3,000.00
04/07/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	5,000.00
08/07/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	5,000.00
09/07/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	5,000.00
05/08/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	5,000.00
20/08/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	3,000.00
26/08/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	3,000.00
03/09/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	2,000.00
08/09/2025	Bank to Bank Transfer	Deposit Account - Unity	Current Account - Unity	2,000.00
15/09/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
16/09/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
17/09/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
18/09/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
22/09/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
23/09/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
24/09/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
25/09/2025	Bank to Bank Transfer	Current Account - Unity	Deposit Account - Unity	10,000.00
Total.....				227,000.00

Kents Hill & Monkston Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Monkston Community Centre	19,148.36	60,851.64			80,000.00
New Bins	4,500.00	25,500.00			30,000.00
New Website	2,737.85	-1,901.00	836.85		0.00
Play Area Improvements	7,500.00	-7,500.00			0.00
Street Furniture	3,000.00	22,000.00			25,000.00
Allotment Deposits		3,000.00	120.00	665.00	3,545.00
Total Earmarked	36,886.21	101,950.64	956.85	665.00	138,545.00
TOTAL RESERVE	36,886.21	101,950.64	956.85	665.00	138,545.00
GENERAL FUND					221,614.57
TOTAL FUNDS					360,159.57

AGENDA ITEM: FC 106/25 b)

Subject: 2025/26 Budget Monitoring

Meeting date: Full Council - 16 October 2025

Author: Clerk/RFO – R Fuller

Purpose: To review budget performance for 2025/26, highlight projected overspends, and recommend virements to ensure no budget line is exceeded. The report also recommends an adjustment to the bin replacement programme budget to reflect external grant funding.

RECOMMENDATIONS: That the Council resolves to:

1. **Consider a request from the Personnel Committee to approve a budget virement of £5,000 to increase the 2025/26 HR Support budget.**
2. **Approve the virements detailed in Table 1 to address projected overspends.**
3. **Increase the budget for the bin replacement programme from £25,000 to £35,000, funded by the £10,000 grant from Milton Keynes City Council.**

1. 2025/26 Budget review and virements

A review of year-to-date expenditure and commitments has identified several budget lines at risk of overspend by year-end. Virements from underspent lines are therefore proposed. These do not require use of general reserves.

Table 1 – Proposed Virements

Expenditure	Budget 2025/26	Projected spend by 31.03.26	Budget to be vired from	Amount to be vired
Travel Expenses	£1,000	£1,500	Salaries	£500
WFH Allowance	£405	£550	Salaries	£145
HR Support	£10,000	£15,000	Salaries	£5,000
PO Box Fees	£0	£309.50	MCC Grounds Maintenance	£309.50
Printing	£250	£350	Stationery & Supplies	£100
Audit Fees	£700	£830	Payroll Processing	£130
Subscriptions	£1,650	£2,500	Communications	£850
Room Hire	£1,100	£1,500	MCC Grounds Maintenance	£400
Storage Unit Rent	£850	£1,500	MCC Grounds Maintenance	£650
Allotment Water - MP	£250	£600	MCC Grounds Maintenance	£350
Allotment Water - KH	£250	£450	MCC Grounds Maintenance	£200
Allotment Water - M	£600	£1,100	MCC Grounds Maintenance	£500

2. Explanations for Variances

A. Impact of Monkston Community Centre Transfer Delay

The Council's 2025/26 budget assumed the transfer of Monkston Community Centre by 31 March 2025, with an office base and facilities established on site by the second quarter of the financial year. As the transfer has been delayed by MKCC, the following costs have arisen:

- **Travel Expenses** - Additional mileage incurred without a fixed office base.
- **Working from Home Allowance** - A full year of allowance is now payable, whereas only part-year was budgeted.
- **PO Box Fees** - Renewal is required in the absence of a permanent office address.
- **Printing Costs** - External printing remains necessary as central facilities are not yet available.
- **Room Hire** - Alternative venues have been used due to lack of availability at the Community Centre, alongside an increase in the number of Personnel Committee meetings.
- **Storage Unit Rent** - Continued use of external storage pending the asset transfer. The monthly rent for the storage unit will also increase by £15.06 per month from November 2025.

B. Staffing and Governance Costs

- **HR Support** - External HR investigations have increased costs beyond the original budget. The budget increase of £5,000 has been requested by the Personnel Committee (Minute reference: P 69/25).
- **Audit Fees** - The Council moved into a higher audit fee band due to income/expenditure levels.
- **Subscriptions** - Expenditure has risen due to minor membership fee increases and the potential subscription to Breakthrough Communications' Data Protection Toolkit (recommended by the Personnel Committee).

C. Service Delivery Costs

- **Allotment Water** – Water charges are inherently variable, depending on weather and occupancy levels. Dry conditions in 2025 and full occupancy of all plots have increased usage significantly compared to previous years.

3. Budget Adjustment - Bin Replacement Programme

The Council allocated £25,000 for the 2025/26 bin replacement programme. Since then, a grant of £10,000 has been awarded by Milton Keynes City Council. It is therefore recommended that the total budget line be increased to £35,000, with the increase being fully funded by external grant income.

Kents Hill & Monkston Parish Council

Prepared by: _____

Date: _____

Ryan Fuller – Clerk/RFO

Approved by: _____

Date: _____

Cllr Michaela Hippey

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		261,020.25
	ADD Receipts 01/04/2025 - 30/09/2025		195,883.73
	SUBTRACT Payments 01/04/2025 - 30/09/2025		456,903.98 96,424.75
	Cash in Hand 30/09/2025 (per Cash Book)		360,479.23
B	Cash in hand per Bank Statements		
	Current Account - Unity 30/09/2025	4,102.91	
	Deposit Account - Unity 30/09/2025	240,841.75	
	Allotment Account - Unity 30/09/2025	749.46	
	Cambridge Building Society 30/09/2025	22,343.61	
	Cambridge & Counties Bank 30/09/2025	92,441.50	
			360,479.23
	Less unrepresented payments		
			360,479.23
	Plus unrepresented receipts		
	Adjusted Bank Balance		360,479.23
	A = B Checks out OK		

Kents Hill & Monkston Parish Council

Prepared by: _____

R Fuller (Clerk/RFO)

Date: _____

Approved by: _____

Cllr Michaela Hippey

Date: _____

A	Bank Reconciliation at 31/08/2025		
	Cash in Hand 01/04/2025		261,020.25
	ADD Receipts 01/04/2025 - 31/08/2025		104,554.31
	SUBTRACT Payments 01/04/2025 - 31/08/2025		365,574.56 83,893.44
	Cash in Hand 31/08/2025 (per Cash Book)		281,681.12
B	Cash in hand per Bank Statements		
	Current Account - Unity 31/08/2025	1,362.40	
	Deposit Account - Unity 31/08/2025	163,828.74	
	Allotment Account - Unity 31/08/2025	1,704.87	
	Cambridge Building Society 31/08/2025	22,343.61	
	Cambridge & Counties Bank 31/08/2025	92,441.50	
			281,681.12
	Less unrepresented payments		281,681.12
	Plus unrepresented receipts		
	Adjusted Bank Balance		281,681.12
	A = B Checks out OK		

Kents Hill & Monkston Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2025		
	Cash in Hand 01/04/2025		261,020.25
	ADD Receipts 01/04/2025 - 31/07/2025		104,554.31
	SUBTRACT Payments 01/04/2025 - 31/07/2025		365,574.56
			71,802.78
	Cash in Hand 31/07/2025 (per Cash Book)		293,771.78
B	Cash in hand per Bank Statements		
	Current Account - Unity 31/07/2025	2,453.06	
	Deposit Account - Unity 31/07/2025	174,828.74	
	Allotment Account - Unity 31/07/2025	1,704.87	
	Cambridge Building Society 31/07/2025	22,343.61	
	Cambridge & Counties Bank 31/07/2025	92,441.50	
			293,771.78
	Less unrepresented payments		
			293,771.78
	Plus unrepresented receipts		
	Adjusted Bank Balance		293,771.78
	A = B Checks out OK		

AGENDA ITEM: FC 108/25

Subject: Appointment of an Internal Auditor

Meeting date: Full Council - 16 October 2025

Author: Clerk/RFO – R Fuller

Purpose: This report outlines quotations received for the provision of internal audit services.

RECOMMENDATIONS: That the Council resolves to:

- 1. Appoint 'Auditor 3' as the Council's internal auditor for 2025/26.**

Background

Under the Accounts and Audit Regulations 2015, the Council is legally required to appoint an independent internal auditor each financial year to review and assess its financial management and internal controls. The appointed auditor must be both independent of the Council's decision-making processes and sufficiently competent and experienced to carry out an objective review of financial procedures and governance.

Four internal auditors were contacted to provide quotations for undertaking the 2025/26 internal audit. Three confirmed availability and have provided quotations:

- 1. Auditor 1 - £500.00**
- 2. Auditor 2 - £425.00**
- 3. Auditor 3 - £200.00**

Matters for Consideration

- All the auditors have demonstrated the necessary experience and qualifications to undertake the audit, and all are independent of the Council's decision-making processes.
- Auditor 3 is the Council's current internal auditor and has undertaken the audit for the last two financial years.
- While legislation requires that an internal auditor be appointed annually, there is no maximum term or legal requirement for councils to rotate auditors. However, best practice suggests that councils should, if possible, consider rotating their internal auditor every 3 - 5 years to support ongoing independence and fresh scrutiny.

Conclusion

It is recommended that the Council reappoints 'Auditor 3' for 2025/26. This will ensure continuity at a time when the Council is continuing to address significant ongoing governance challenges. Auditor 3 has also provided the lowest cost quotation.

AGENDA ITEM FC 109/25 – PERSONNEL COMMITTEE MATTERS

a) – Committee Minutes

1. Draft minutes of the Personnel Committee Meeting held on Tuesday 23rd September 2025 can be viewed at:

<https://khm-pc.gov.uk/wp-content/uploads/2025/09/DRAFT-Personnel-Committee-Minutes-23.09.25.pdf>

2. Draft minutes of the Personnel Committee Meeting held on Tuesday 7th October 2025 can be viewed at:

<https://khm-pc.gov.uk/wp-content/uploads/2025/10/DRAFT-Extraordinary-Personnel-Committee-Minutes-07.10.25.pdf>

b) – Data Protection Toolkit

To consider a recommendation from the Personnel Committee that the Council subscribes to Breakthrough Communication's Data Protection Toolkit at a cost of £695, to strengthen the Council's data protection compliance and to benefit from the ongoing training included in the subscription.

Full details can be found at:

www.breakthroughcomms.co.uk/data-protection-compliance-toolkit

c) – I) – Draft Staffing Policies

All draft policies can be viewed as supporting documents at:

<https://khm-pc.gov.uk/your-parish-council/meetings>

Agenda Item FC 110/25 a)

Kents Hill & Monkston Parish Council

Fitness and Wellbeing Working Group – Meeting Notes

Date: Monday 6th October 2025

Time: 9:30am

Venue: Online via Microsoft Teams

Present:

- Cllr Barry Pearson
- Cllr Taimyr Bounbou-Pouaty (*removed from meeting at 9:35am*)
- Cllr Lee Reade (*joined at 9:40am due to technical issues*)
- Cllr Michaela Hippey
- Ryan Fuller (Clerk)

Apologies:

- Cllr Anthony Wong

Meeting Conduct

The meeting began with some disruption due to behaviour by Cllr Bounbou-Pouaty, who expressed a strong desire to focus on restarting the former fitness classes. The Clerk clarified that these had concluded following the completion of the trial period in accordance with the resolutions of Council, and that the group's wider remit was to also consider the broader view of community fitness and wellbeing needs as detailed in the objectives agreed by Full Council in May. Despite several requests to remain on topic, and a warning about shouting and being offensive, Cllr Bounbou-Pouaty continued to interrupt the meeting and was removed at 9:35am.

Review of Terms of Reference

The group reviewed the objectives within the TOR, agreeing that the initial focus should be on:

- Assessing current community fitness and wellbeing needs.
- Identifying existing local services and opportunities for collaboration.
- Considering how future activities can be facilitated effectively and in line with governance and data protection requirements.

While the Terms of Reference indicate that a Chair shall be appointed from among the Councillor members, it was agreed that a more relaxed, conversational approach would be preferable for the working group's initial meetings.

Discussion took place around the previous Council-run fitness classes. While these were valued by participants, concerns were raised about:

- The high Council-funded subsidy per participant.

- Administrative inefficiencies and GDPR implications from how participant data was managed.

The group agreed that future initiatives should ideally be facilitated through external organisations or agencies experienced in delivering community fitness and wellbeing programmes for local authorities.

It was noted that the group is not opposed to the concept of fitness classes but wishes to consider the wider wellbeing picture before focusing on any single activity.

Discussion – Potential Areas of Focus

Ideas for future initiatives included:

- Youth clubs and community events (e.g. discos, BBQs, Easter egg hunts, Santa’s Grotto, fireworks).
- Activity-based sessions such as martial arts, self-defence, community football or rounders.
- Coffee or breakfast mornings / afternoon tea.
- Outdoor gym equipment.
- Community groups for socially isolated residents.
- Community Larder or Foodbank.
- Drop-in counselling or support sessions.

The Clerk noted existing partnerships and grants, including:

- Citizens Advice Bureau (CAB) sessions at Kingston Library (part-funded by KH&M Parish Council).
- Renew Café warm space/drop-in at Kents Hill, also supported through grant funding.
- The Broughton Pavilion Community Larder and Mobile Top-Up Shop, operated by Broughton and Milton Keynes Parish Council, which already serves some KH&M residents.

The group discussed the importance of signposting residents to these existing resources, potentially through improved communication channels.

It was also noted that Cllr Bounbou-Pouaty is reportedly involved with the Steps to Grow community initiative. It was suggested that he be asked to provide further information on this project, as it may have relevance to the group’s aims.

The Clerk advised that the current Fitness and Wellbeing budget stands at £5,230, which operates on a *use-it-or-lose-it* basis within the financial year. It was agreed that, while spending should be considered carefully, efforts should be made to ensure that the budget supports meaningful initiatives that contribute to the Parish’s broader wellbeing objectives.

Communication and Engagement

The group recognised that communication is currently a limiting factor, with minimal social media presence and no consistent newsletter or leaflet distribution. Developing a communications strategy will be important for public engagement and awareness.

The Clerk confirmed that a community survey is currently being commissioned and that this would be an ideal opportunity to gather data on residents' wellbeing needs and interests. Ryan will follow up on the progress of the survey this week.

Actions and Next Steps

Ryan Fuller (Clerk) to provide:

- The latest Citizens Advice Bureau report and statistics relating to their KH&M grant.
- ONS demographic data for the Parish area.

Research:

- Lee Reade, Barry Pearson, and Michaela Hippey to arrange visits to:
 - Broughton Pavilion (to observe community larder/wellbeing activities).
 - Renew Café, Kents Hill (to learn more about their warm space/drop-in model).

Next Meeting

Date to be confirmed following feedback from the above visits and receipt of the survey update.

AGENDA ITEM: FC 111/25

Subject: Frithwood Crescent Allotment Gates Quotations

Meeting date: Full Council - 16 October 2025

Author: Clerk/RFO – R Fuller

Purpose: To update Members on the outcome of the Council's resolution of 9 September 2025 (Minute FC 86/25) to seek quotations for the repair or replacement of the Frithwood Crescent allotment gates.

RECOMMENDATIONS: That the Council:

1. **Notes the quotations received for the repair of the Frithwood Crescent allotment gates.**
2. **Considers whether to commission works, and if so, which quotation to approve, allowing the Kents Hill Allotments Maintenance budget to overspend pending a future budget virement if necessary.**

Background

At its meeting of 9 September 2025, the Council considered ongoing concerns from some allotment tenants regarding the operation of the Frithwood Crescent allotment entrance gates. Although previous realignment works had been undertaken and subsequent inspections found the gates to be operating normally, tenants continue to report intermittent issues.

The Council therefore resolved to seek specialist quotations for professional assessment and possible remedial works, including the option of full gate and post replacement if required.

Current Position

In accordance with the Council's resolution, the Clerk contacted four specialist fencing/gate contractors to request written quotations.

- **Number of responses received:** Two contractors responded.
- **Number of quotations received:** Two.

Quotations Comparison Table

Contractor	Scope of Works	Quotation (excl. VAT)	Notes
Contractor A	Resetting of existing gates and posts and removal of the last tree from each hedgerow either side of the posts to avoid the roots affecting them again in the future.	£2,900	The hedge does not belong to the Parish Council as it is located on land belonging to Milton Keynes City Council. Permission to remove part of it would therefore be required.
Contractor B	Resetting of existing gate posts.	£700	

Financial Implications

A parish council is not obliged to accept the lowest priced quotation. In line with good practice and procurement guidance, the Council should instead consider which quotation represents the most advantageous balance of cost, quality, reliability, and suitability for its needs.

The Council has £1,590 remaining in the maintenance budget for Kents Hill allotments for the remainder of the financial year. Further expenditure of several hundred pounds is expected to be required from this budget to deliver the autumn/winter maintenance programme. There is no other allotment related budget provision that could be utilised.

However, if necessary, the Council could agree to allow the Kents Hill maintenance budget to overspend by the required amount and then consider a budget virement at the next meeting.

AGENDA ITEM: FC 112/25

Subject: Bin Replacement Programme

Meeting date: Full Council - 16 October 2025

Author: Clerk/RFO – R Fuller

Purpose: To seek Council approval to implement a parish-wide litter and dog waste bin replacement programme, covering the renewal, relocation, consolidation, and upgrading of existing bins, and the installation of bins in additional locations where required.

RECOMMENDATIONS: That the Council resolves to:

1. **Approve the proposed parish-wide bin replacement programme as set out in this report and with an agreed budget of up to £35,000 and authorise the Clerk/RFO to place the necessary orders and incur expenditure up to this limit.**
2. **Confirm that the bin replacement programme is to be delivered as an extension of the existing contract with Marcus Young Environmental Services Ltd, in accordance with the exemption provided by Financial Regulation 5.12(iii) and authorise the Clerk/RFO to proceed on this basis.**
3. **Delegate authority to the Clerk/RFO, in consultation with the Chair and Cllr M Hippey, to finalise bin locations, bin types, installation, and associated costs, subject to landowner and Highways consent.**
4. **Note that the proposed increase in bin provision will add an estimated £2,246.40 per annum to servicing costs under the current contract, bringing the total annual equivalent cost to £16,988.40. Further note that, following re-tendering in April 2026, the total cost of servicing all proposed bins is projected to rise to between £18,876 and £22,022 per annum, with a possible further increase to between £20,124 and £23,478 per annum if the proposed eight additional litter bins require twice-weekly emptying. Agree that these ongoing costs are factored into the Council's medium-term financial planning.**
5. **Note that a final implementation summary will be brought to a subsequent Council meeting.**

1. Executive Summary

This report seeks approval for a parish-wide bin replacement programme to replace, upgrade, and relocate bins across the parish, as well as provide additional bins in new locations where needed. The project is fully funded through **£25,000** of earmarked reserves and a **£10,000** grant from Milton Keynes City Council and can be delivered under the existing bin servicing contract, ensuring compliance with the Council's Financial Regulations. Proposed delegation to the Clerk, in consultation with the Chair and Cllr M Hippey, will allow final details to be confirmed with landowners and Highways and ensure the project is delivered within the 2025/26 financial year.

2. Background

The Council currently maintains 59 litter and dog waste bins across the parish. Many of these are reaching the end of their serviceable life, are of inconsistent design, or are insufficient in capacity for current usage.

In October 2024 the Council established a Bin Working Group comprising Councillors M Hippey, Bounvou-Pouaty, and the Parish Warden, with a remit to investigate options for a parish-wide bin replacement and improvement programme. However, the group has struggled to convene quorate meetings and therefore has been unable to progress the project formally through that structure.

To ensure momentum was maintained, investigatory research and evaluation work has instead been undertaken by Cllr M Hippey together with the Parish Warden, supported by other officers as required. The proposals set out in this report therefore represent the outcome of that work and provide a deliverable scheme for Council consideration.

Following site audits carried out by Cllr M Hippey and officers, a detailed review has been undertaken. The review identified:

- Several bins that are missing, damaged, or beyond repair and require replacement.
- Locations where capacity should be increased through larger or dual-purpose bins.
- Opportunities to relocate bins to better serve footpaths, open spaces, and play areas.
- The option to consolidate some single-function dog bins and litter bins into dual bins.
- Several new locations where provision is required to address community need.

3. Proposal

The proposed programme therefore involves:

- Replacement of existing dog and litter bins with new, durable models.
- Upgrading to higher-capacity bins in areas of heavy use.
- Consolidation of dog waste and litter bins into dual bins where appropriate.
- Relocation of certain bins to improve accessibility and convenience.
- Installation of additional bins at new priority locations.

The schedule at (confidential) Appendix A sets out proposed actions for each bin and the indicative costs. Appendix B shows the proposed bin types.

4. Public Benefit and Outcomes

The proposed bin replacement programme is more than an operational upgrade; it represents a visible investment in the quality of the parish environment. By renewing and upgrading bins, consolidating where appropriate, and adding provision in new locations, the Council will:

- Support the reduction of littering and improve cleanliness across the parish by ensuring bins are suitably located, visible, and of sufficient capacity.
- Support community pride and wellbeing by enhancing the look and feel of public spaces, demonstrating that the Council invests in maintaining high standards.

- Improve accessibility and convenience, particularly in areas of high footfall, play areas, and green spaces.

5. Legal Power

The Council has the legal power to provide and maintain litter and dog waste bins under Section 5 of the Litter Act 1983, which permits local councils to provide and maintain receptacles for the deposit of litter.

6. Consultations and Permissions

Most of the relocations and new installations require consent from landowners or highway authorities, specifically:

- Milton Keynes City Council (Highways) - for bins on adopted highways.
- Milton Keynes City Council - for bins sited on MKCC amenity land.
- The Parks Trust - for bins within green spaces under their ownership or management.

The Parks Trust has given its consent to the proposals. Discussions are ongoing with the other parties. Final locations cannot therefore be confirmed until all permissions are agreed.

7. Project Funding

The full implementation of a parish-wide bin replacement programme, covering all proposed replacements, upgrades, relocations, consolidations, and new installations, is estimated to cost up to **£35,000**. This figure is based on current supplier quotations and includes the supply of new bins, delivery, posts and fixings where required, and associated installation costs.

In setting the 2025/26 budget, the Council made a specific allocation of **£25,000** from earmarked reserves to deliver this project. In addition, the Council has been successful in securing a **£10,000** grant from Milton Keynes City Council for the project.

This means that the full **£35,000** required to deliver the programme as proposed is available within the 2025/26 financial year, combining the Council's earmarked budget and the external grant funding.

No further call on reserves should be necessary to complete the project, although it should be noted that the Council has a further **£5,000** in earmarked reserves for new bins in addition to the **£25,000** allocated.

8. Revenue Implications (Ongoing Costs)

In addition to the one-off costs of implementing the bin replacement programme, the Council must also consider the ongoing revenue implications of servicing the proposed additional bins.

Current Servicing Costs

- Dog Waste Bins: The Council maintains 36 dog waste bins; each emptied twice a week at a cost of **£2.70** per empty. (Annual cost = **£10,108.80**)
- Litter Bins: The Council maintains 23 litter bins, of which 13 are emptied once a week and 10 are emptied twice a week, also at **£2.70** per empty. (Annual cost = **£4,633.20**)
- Total current annual servicing cost: **£14,742.**

Impact of Additional Bin Locations

While some existing bins will be removed or consolidated, the overall net effect will be an increase in the proposed number of bins to be provided, including up to four additional dog waste bins (emptied twice a week) and eight additional litter bins (emptied once a week).

- Four additional dog bins emptied twice a week: **£1,123.20** per annum.
- Eight additional litter bins emptied once a week: **£1,123.20** per annum.
- Total additional annual cost (at current rates): **£2,246.40**.

This would increase the Council's overall servicing bill to **£16,988.40** per annum based on the current pricing held under the existing contract.

Future Cost Increases

The Council's contractor has confirmed that existing pricing will be honoured until the end of the present contract period. From April 2026, however, costs are expected to rise due to general inflationary pressures, landfill tax increases, and the requirement to re-tender the contract. Benchmarking against comparable contracts suggests a price range of **£3.00 - £3.50** per empty.

- At **£3.00** per empty, the annual cost with the additional bins would be approximately **£18,876 - (£2,496** of which would be the cost of servicing the proposed additional bins).
- At **£3.50** per empty, the annual cost could rise to **£22,022 - (£2,912** of which would be the cost of servicing the proposed additional bins).

This indicates a potential increase in annual servicing costs of between **£4,134** and **£7,280** over and above the current contract.

If subsequent demand requires up to eight of the additional litter bins to be moved onto the twice a week emptying cycle (which will not be known for certain until the bins are installed), this would incur further annual revenue costs of between **£1,248** and **£1,456**, depending on the contract rate applied.

Summary

The proposed addition of bins in additional locations would result in an immediate full year equivalent increase of **£2,246.40** per annum under current contract prices, rising further from April 2026 when a new contract is procured. The Council should therefore plan for an increased ongoing revenue commitment of between **£20,124** and **£23,478** per annum starting in 2026/27 to service the proposed full complement of bins in future years. The Council would therefore need to factor these increased revenue commitments into its medium-term financial planning to ensure the service remains sustainable.

9. Procurement and Compliance with Financial Regulations

The Council's Financial Regulations set out the requirements for procurement and contracting. Regulation 5 requires officers to obtain value for money and sets thresholds for quotations and tenders depending on the contract value.

The total estimated value of the bin replacement programme is **£35,000**. Ordinarily, this would fall within the range where three fixed-price quotations would be required (Financial Regulation 5.8).

However, Regulation 5.12(iii) states that the requirement to obtain competitive prices does not apply to *'works, goods or services that constitute an extension of an existing contract.'* The existing contract with Marcus Young Environmental Services Ltd, originally entered into in March 2021, explicitly includes the supply, replacement, and installation of dog waste and litter bins in addition to routine servicing. The proposed replacement programme therefore represents an extension of services already provided under the current contract and falls within the exemption at Regulation 5.12(iii).

Accordingly, the project can be commissioned under the existing contract, ensuring continuity of service, compliance with procurement rules, and value for money.

10. Governance and Risks

The grant funding received from Milton Keynes City Council for this project requires delivery within the current financial year, and several of the bins identified for replacement or upgrade have a lead time of up to three months from order to delivery. It is therefore suggested that the Council agrees the scope of the project in principle and delegates the determination of the final details to the Clerk, in consultation with the Chair and Cllr M Hippey, once final agreements on locations and other permissions have been reached with landowners and Highways, to enable the project to be commissioned and delivered within the 2025/26 financial year.

There is a risk that not all proposed locations will receive landowner or Highways consent. In such a case, the scope of the project would reduce accordingly, and both the total capital outlay and the associated ongoing revenue costs would be proportionately lower once the final scheme is delivered. Delegation of authority will enable these risks to be managed actively and effectively to ensure the project remains deliverable within the financial year.

11. Conclusion


The proposed bin replacement programme represents a significant visible investment in the parish. It is fully funded for delivery within the 2025/26 financial year, compliant with the Council's Financial Regulations, and deliverable under the existing contract. Delegating authority for final implementation details will allow the project to proceed without delay, ensuring that the benefits of cleaner, more accessible, and better-quality facilities are delivered to the community.

In addition to the one-off capital investment, the proposed programme commits the Council to higher ongoing servicing costs. Under the current contract, the addition of new bins will increase annual revenue costs by **£2,246.40**, bringing the total equivalent annual servicing bill to **£16,988.40**. From April 2026, when the contract is re-tendered, the total annual cost of servicing all bins is projected to rise to between **£18,876 and £22,022**, depending on contract pricing. If demand requires the proposed eight new litter bins to be emptied twice a week, the total cost could increase further to between **£20,124 and £23,478** per annum.

The Council should therefore ensure that these increased servicing costs are incorporated into its medium-term financial plan to maintain the long-term sustainability of the service.

Agenda Item FC 112/25 - Appendix B

A. Dog Waste Bin – 40ltr / 60ltr (on post)



Search store

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Compare list

Wishlist

£9.00 incl Vat

ALL CATEGORIES

RESET YOUR PASSWORD HERE CLEANING & HYGIENE PAPER CATERING FLOORCARE WASTE MANAGEMENT PPE CLEARANCE MANUFACTURERS



Home > Waste Management > Dog Bins > 60lt Dog Bin with Metal Lift Up Lid Post Mounted - Green

60lt Dog Bin with Metal Lift Up Lid Post Mounted - Green

Manufacturer: Trevor Iles

SKU: TI705G

Share: [X](#) [f](#) [p](#) [e](#)

IN STOCK

£168.29 excl Vat


1

+

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ADD TO CART

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Home > Waste Management > Dog Bins > 40lt Dog Bin with Metal Lift Up Lid Post Mounted - Red

40lt Dog Bin with Metal Lift Up Lid Post Mounted - Red

Manufacturer: Trevor Iles

SKU: TI708R

Share: [X](#) [f](#) [p](#) [e](#)

IN STOCK

£141.62 excl Vat


1

+

-

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Home > Post - Concrete Fixing 1.5m High - Galvanised

Post - Concrete Fixing 1.5m High - Galvanised

Manufacturer: Trevor Iles

SKU: TI702

Share: [X](#) [f](#) [p](#) [e](#)

IN STOCK

£65.76 excl Vat

1

+

-

ADD TO CART

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B. Dog Waste Bin – 112ltr (freestanding)

We're here to help
Mon - Fri. 7:00am - 6:00pm
017

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[Home](#) / [Street Furniture](#) / [Dog Waste Bins](#) / [Heavy Duty Steel Dog Waste Bin](#)

Heavy Duty Steel Dog Waste Bin

SKU BS-WYB-MDB112LRED

Available Options (Prices ex. VAT)

Colour *

Bin Capacity *

112 Litres +£99.22

Optional Extras

From

£445.10 ex. VAT

£534.12 inc. VAT

☒ Anchor Tool Kit + £103.34 ex. VAT

1 [Add to Basket](#)

We also recommend...

☐ Set of 4 M10 x 140 Steel RAWL Bolts

£13.27 ex. VAT

[More Info](#)

Lead Time: **8-10 weeks**

UK Mainland Delivery From: **£67.50 + VAT**

Exclusions apply - [Click here for more details](#)

C. Combined Dog/Litter Bin

Trevor Iles Ltd

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Home > Waste Management > Dog Bins > 200lt Terrace Litter & Dog Waste Bin - Black / Red

200lt Terrace Litter & Dog Waste Bin - Black / Red

Manufacturer: Trevor Iles

The Terrace 200lt litter bin is perfect for larger foot fall areas and can be customised to accept dual waste streams i.e. general and plastics or as the image suggests general and dog waste or both the same doubling capacity in high usage areas.

SKU: TI028

Share: [X](#) [f](#) [p](#) [e](#)


IN STOCK

£661.27 excl Vat

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D. Compact Litter Bin



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Derby Compact Litter Bin

4 Questions \ 4 Answers

BX45G 2550-CMP

From: **£259.00** Ex. VAT

The Derby Compact Litter Bin which is manufactured from 2mm galvanised steel has a capacity of 120 litres.

Top *

-- Please Select --

Cigarette Disposal *

-- Please Select --

Colour *

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐


Optional Extras

☐ Fixing Kit + £9.95
☐ External Resin Plinth 30.5Kg + £128.00
☐ Soft ground fixing spike + £85.00

Additional Options - POA

☐ Anti Fly Coating
☐ Anti Graffiti Coating
☐ Corporate Vinyl Logo


E. Double Litter Bin



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Derby Double E Litter Bin

2 Questions \ 2 Answers

BX45G 2550-D-E

From: **£469.00** Ex. VAT

The Derby Double E litter bin is an economic version of our standard Derby Double litter bin.

(Price includes vinyl litter text under each aperture, 3x vinyl bands and 2x vinyl tidyman logos).

Top *

Flat Top(Standard)

Cigarette Disposal *

-- Not Required --

Colour *

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐


Optional Extras

☐ Fixing Kit + £9.95
☐ Internal Concrete Ballast + £60.00

Additional Options - POA

☐ Anti Fly Coating
☐ Anti Graffiti Coating
☐ Corporate Laser Cut Logo
☐ Corporate Vinyl Logo
☐ Corporate Polycarbonate Plaque
☐ A4 Advertising Panels
☐ Bait Base + £38.00

F. Double Litter Bin (Seagull Flaps needed)




Search...





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Home > Litter Bins > Derby Double Litter Bin



<



>

Derby Double Litter Bin

1 Questions 1 Answer

BX45G 2550-D

From **£585.00** Ex. VAT

[+ Add to spec](#) [Download BIM object](#)

****Industry-leading, extra tough 10mm galvanised steel base****

The Derby Double Litter Bin, houses two galvanised 120L liners.

Supplied with the Litter laser cut text, 3 vinyl bands and 2 vinyl Tidyman logos.


Top *

Flat Top (Standard) ▾

Cigarette Disposal *

-- Not Required -- ▾

Colour *



Optional Extras

- ☐ Fixing Kit + £9.95
- ☐ Ball Base + £38.00
- ☐ Internal Concrete Ballast + £60.00

Additional Options - POA

- ☐ Alloy Banding
- ☐ A4 Advertising Panels
- ☐ Anti Fly Coating
- ☐ Anti Graffiti Coating
- ☐ Corporate Laser Cut Logo
- ☐ Corporate Polycarbonate Plaque
- ☐ Seagull Flaps

G. Kids Novelty Litter Bin

Sign up for our newsletter

Call one of our experts - 01253 600410 or Request a callback

enquiries@glasdon-uk.co.uk

0 items: £0.00 View Quote

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Froggo™ Novelty Litter Bin

Ideal for Schools and Classrooms

The Froggo™ Novelty litter bin provides a fun, engaging way to encourage children to use waste bins. Litter is 'fed' into the bin characters shaped mouth, ideal for either internal or external.

£378.66
excluding VAT
£454.39 inc. VAT
Includes free delivery*

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How can I get a quote?

Quick Quote

Quantity:

Fixing Options:

☐ Paving Slab Fixing Bolts x 3 (B) +£21

☐ Ground Lock fixing tool +£36.79

☐ Box of 30 Black Sacks - Sack B - 014/2023 + £9.45

'making a visible difference'

Call: 01773 830 930
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Bins > Educational bins > Bird Litter Bins



Bird Litter Bins

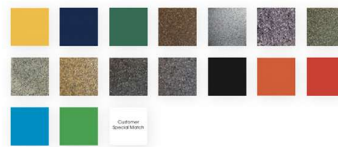


Bird Litter Bins

From RRP £422.00 +VAT

Four delightful fun options, from the ever popular Penguin bin to the bright yellow chick. These 90Lt bins, with optional voice box, are fun and engaging way to encourage children to keep our environment rubbish free.

Available colours & textures



Product details

PEN-1P	Height 1230mm Width 730mm Depth 650mm
ROB-1P	Height 1230mm Width 730mm Depth 650mm
CHK-1P	Height 1230mm Width 730mm Depth 650mm
PAR-1P	Height 1230mm Width 730mm Depth 650mm

AGENDA ITEM: FC 113/25

Subject: Replacement IT Equipment

Meeting date: Full Council - 16 October 2025

Author: Clerk/RFO – R Fuller

Purpose: To seek Council approval to purchase replacement IT equipment, as the existing equipment is outdated and increasingly unreliable.

RECOMMENDATIONS: That the Council resolves to:

1. **Approve, in accordance with paragraph 5.12 of the Council's Financial Regulations, the use of a single quotation from Kee IT Services Ltd on the basis that the procurement constitutes an extension of the Council's existing IT support arrangements and includes specific configuration and installation not available from high street or online retailers.**
2. **Approve the purchase of a new laptop, monitor, keyboard, mouse, associated accessories, warranty, setup, and delivery from Kee IT Services Ltd at a cost of £1,901.00, to be funded from the 2025/26 IT Costs budget.**

1. Background

The Clerk/RFO currently uses a laptop which is several years old, and which is beginning to show signs of dysfunction, including slowing performance, reduced battery life, and intermittent faults. Reliable IT equipment is essential for the effective and secure delivery of the Clerk's duties.

2. Proposal

That the Council approves the purchase of:

- 1 x Laptop (business specification).
- 1 x Monitor.
- 1 x Keyboard and mouse.
- Associated accessories, warranty, setup, and delivery.

A quotation has been sought from the Council's current IT support provider, Kee IT Services Ltd. This approach ensures that the new equipment will be delivered, configured, and installed ready for use in line with the Council's existing IT support arrangements.

The quotation is included as Appendix C.

3. Financial Implications

The quotation provided is **£1,901**. Funding is available within the IT Costs budget for 2025/26 (£2,428.34 remaining).

4. Legal and Governance Implications

Section 111 of the Local Government Act 1972 empowers the Council to purchase equipment to enable the effective discharge of its functions.

In line with the Council's Financial Regulations, the Clerk sought a quotation for replacement IT equipment from the Council's existing IT support provider. This approach was taken for the following reasons:

- **Continuity of service** - the current provider supplies ongoing IT support arrangements and is therefore best placed to specify equipment suited to the Council.
- **Configuration and installation** - the provider will deliver the equipment fully set up, configured, and ready for immediate use, minimising downtime and technical risk.
- **Value for money** - the quoted price is considered competitive for business-grade equipment, and the cost can be met within the approved 2025/26 IT Costs budget.

In accordance with paragraph 5.12 of the Council's Financial Regulations, only one quotation has been sought. This is because the Council's existing IT provider is uniquely placed to supply, configure, and integrate the new laptop and accessories in line with our current IT support arrangements. High street and online retailers may supply hardware but cannot provide the specific service of secure configuration, installation, and continuity of IT support. The procurement therefore constitutes an extension of the Council's existing IT support arrangements and falls within the permitted exceptions set out in the Regulations.

5. Conclusion

The replacement of the IT equipment used by the Clerk is necessary to ensure the continued secure and efficient operation of the Council's functions. The proposed procurement route complies with paragraph 5.12 of the Council's Financial Regulations, recognising that the inclusion of configuration and installation services makes Kee IT Services Ltd the most appropriate provider. Funding is available within the approved IT Costs budget, and the proposal represents value for money. Approval of the recommendations will provide reliable, business-grade equipment, minimise operational downtime, and maintain continuity of the Council's IT support arrangements.

Agenda Item FC 113/25 - Appendix C



Client: *Kents Hill & Monkston PC*

Project: *RF Laptop*

No.	Description	Unit	Total
Dell Pro 16 Plus			
1	Dell Pro 16 Plus Intel Core Ultra 7 268V / up to 5 GHz vPro Enterprise Win 11 Pro Intel Arc Graphics 140V 32 GB RAM 512 GB SSD NVMe 16" IPS 1920 x 1200 (Full HD Plus) Wi-Fi 7 with 1 Year Basic Onsite Weight: 2.96 KG	1369.00	1369.00
1	Dell Upgrade from 1Y Basic Onsite to 3Y Onsite Extended service agreement parts and labour on-site 10x5	69.00	69.00
Sub Total			£1,438.00
Accessories			
1	Dell UltraSharp 24" Display 60.5 cm (23.8") Full HD WLED LCD Monitor - 16:9 Platinum Silver - 609.60 mm Class - I (IPS) Black Technology - 1920 x 1080 - 250 cd/m² HDMI - DisplayPort - USB Hub with USBC Dock & Ethernet	227.00	227.00
1	Dell Premier Keyboard & Mouse QWERTY - English (UK) - USB Wireless Bluetooth/RF Keyboard/Keypad Color: Titan Gray - USB Wireless Bluetooth/RF Mouse - Optical - 4000 dpi - 7 Button - Scroll Wheel - Pointing Device Color: Titan Gray	69.00	69.00
1	Dell EcoLoop Pro Carrying Case Black - Water Resistant Exterior - Foam Interior Material Hand Grip, Shoulder Strap	32.00	32.00
Sub Total			£328.00
Professional Services			
1	Delivery to KEE, Flight Check, Update, User Setup and courier to end user with activation call. All accessories & Display - Direct Delivery	135.00	135.00
Total Cap-Ex			£1,901.00



AGENDA ITEM: FC 114/25

Subject: Legal Advice – Anonymisation of Quotations

Meeting date: Full Council - 16 October 2025

Author: Clerk/RFO – R Fuller

Purpose: To report back to the Council on the responses received from the Monitoring Officer, BMKALC/NALC, and external legal advisers following the Council's resolution to seek authoritative advice on the lawfulness and appropriateness of the Clerk scoring quotations using a matrix and anonymising quotations when presenting them to the Council.

RECOMMENDATIONS: That the Council resolves to:

1. **Note the responses received from the Monitoring Officer, BMKALC/NALC, and Roger Taylor (Solicitor - Wellers Law Group).**
2. **Confirm that the procurement practice of scoring quotations using a matrix and anonymising the results when presented to Council is lawful, appropriate, and consistent with sector best practice.**
3. **Confirm that the Clerk/RFO may continue to apply this approach, where appropriate and proportionate to the procurement, unless otherwise resolved by Council.**

Background

At its meeting on 11 March 2025 (minute reference FC 232/24), the Council considered the appointment of a payroll provider; however, two Members raised concerns regarding the use of a scoring matrix and the anonymisation of quotations when presented to Council.

The Council resolved to defer the issue and seek authoritative advice from:

- The Monitoring Officer at Milton Keynes City Council,
- BMKALC/NALC, and
- A legal adviser.

Advice Received

1. Monitoring Officer (Milton Keynes City Council)

The Monitoring Officer confirmed that she has no jurisdiction in relation to this matter and that it would not be appropriate for her office to offer advice.

2. BMKALC/NALC

BMKALC/NALC advised that, given the Council's resolution specified legal advice, they would not provide a view themselves but would instead seek advice from Roger Taylor, a solicitor at Wellers Law Group who specialises in local government law.

3. Legal Advice (Wellers Law Group – Roger Taylor, Solicitor)

Roger Taylor advised:

‘There is nothing unlawful about the method adopted by the Council. It is used by many councils. No system is perfect or free from criticism but this does not mean that it should not be used.’

This legal advice confirms that the practice of the Clerk scoring quotations using a matrix, and anonymising quotations and outcomes where necessary when reporting to Council, is both lawful and a common practice within the local council sector.

It should also be noted that during the 2024/25 annual internal audit process, the Council’s independent internal auditor commented in her formal audit report to the Council (dated 25 April 2025) that:

‘...when considering contractor quotations on a meeting agenda and during the meeting, it is good practice to anonymise the quotations on a scoring matrix by use of Provider A, B, & C...’

Conclusion

The advice obtained confirms that:

- There is no legal impediment to the Clerk scoring quotations using a matrix.
- The anonymisation of quotations and scores when reported to Council is lawful, appropriate, and widely used across the council sector.
- While no system is immune from criticism, the approach ensures an objective, fair, and transparent procurement process.

AGENDA ITEM: FC 115/25

Subject: Commissioning of an Independent Feasibility Study – Community Centre Governance and Management Options

Meeting date: Full Council - 16 October 2025

Author: Clerk/RFO – R Fuller

Purpose: To seek approval to commission the Local Council Consultancy (LCC) to undertake an independent feasibility study into the future ownership, governance, management, and financial options for both Monkston Community Centre and Monkston Park Community Centre, and to delegate authority to the Clerk/RFO, in consultation with all Members, to accept the quotation when received, subject to being within budget, and commission the feasibility study accordingly.

RECOMMENDATIONS: That the Council resolves to:

1. **Approve in principle the commissioning of the Local Council Consultancy (LCC) to undertake an independent feasibility study into the future ownership, governance, management, and financial options for Monkston Community Centre and Monkston Park Community Centre.**
2. **Note that only one quotation has been sought, from the LCC, in accordance with Financial Regulation 5.12(i), due to the specialist nature of the services required and the proven quality of the company's prior work for the Council.**
3. **Delegate authority to the Clerk/RFO, in consultation with all Members, to:**
 - a) **Consider and accept the quotation once received;**
 - b) **Confirm that the proposed costs are reasonable and within the available budget; and**
 - c) **Commission the feasibility study accordingly.**
4. **Note that the completed feasibility study will be reported to Full Council for consideration of its findings and recommendations.**

Background

In August 2024, it was resolved *'that the Parish Council take over the freehold for the Monkston Community Centre and the Monkston Park Community Centre but a business plan to be in place first, and liaison with MKCC and the centre committees.'*

The Council is progressing towards taking on the freehold of Monkston Community Centre from Milton Keynes City Council (MKCC) and has stated an intention to base its permanent office within the building in the future. The Council has also already agreed to explore options for the future refurbishment, expansion, or redevelopment of the building.

To ensure that the Council adopts the most appropriate and sustainable model for future operation, an independent feasibility study is suggested to evaluate the governance and management options available.

The study could consider:

- Whether the Council should manage and operate the centre directly or transfer operational management to a community trust or other local organisation while retaining ownership of the freehold;
- The implications of each model for governance, finance, insurance, staffing, and day-to-day operations;
- The potential interaction of these options with the design-led feasibility and options appraisal currently being explored for refurbishment, expansion, or redevelopment of the building; and
- The alignment between the preferred management model and the Council's recently commissioned staffing review report.

The Council has also agreed to assume the freehold ownership of Monkston Park Community Centre, which is currently in the process of being leased by MKCC to a church group on a long-term lease. It is anticipated that the Council would not receive rental income under this arrangement but would assume landlord responsibilities.

It is suggested that the feasibility study should therefore also examine:

- The risks, benefits, and long-term financial and governance implications of accepting the asset transfer on these terms; and
- The strategic, operational, and reputational considerations of taking on the freehold of a community facility over which the Council has no direct management role or income stream.

Consultant Appointment

It is proposed that the Local Council Consultancy (LCC) - the professional consultancy arm of the Society of Local Council Clerks (SLCC) - be appointed to carry out this work. The LCC provides independent, specialist advice to the local council sector, with extensive experience in governance, staffing, and asset management.

Only one quotation has been sought, from the LCC, in accordance with Financial Regulation 5.12(i), which provides that the requirement to obtain multiple quotations does not apply to specialist services such as those provided by professional consultants. The LCC's work is regarded as specialist given its exclusive focus on the parish and town council sector and its national reputation for sector-specific expertise.

The Council should also note the high quality and value of the LCC's recent work on the staffing structure review, which was delivered to a professional standard. The proposed feasibility study is a continuation of that work, applying similar specialist governance and organisational expertise to community asset management.

This arrangement is therefore fully compliant with the Council's Financial Regulations.

The LCC has indicated that a formal quotation for the feasibility study will be provided but not in time to be considered at this meeting. To avoid delays to the planning of the Council's asset transfer programme, it is proposed that authority be delegated to the Clerk/RFO, in consultation with all Members, to review the quotation once received and make the appointment.

Financial Implications

While the cost of the proposed feasibility study is currently unknown, the Council has sufficient funds available within existing budgets to cover the anticipated expenditure:

- Asset Transfer Budget: £8,775 remaining.
- Monkston Community Centre Budget: £50,000 remaining (+£30,000 in earmarked reserves).

The cost of the feasibility study is expected to represent only a small proportion of the funds available within these budget lines. For context, the recent LCC staffing review consultancy work cost the Council £1,207.50.

Legal and Governance Basis

Section 111 of the Local Government Act 1972 provides the Council with a power to do anything conducive or incidental to the discharge of Council functions.

Commissioning an independent feasibility study demonstrates sound governance, due diligence, and compliance with best practice.

Conclusion

The commissioning of a feasibility study represents a prudent and necessary step to ensure that the Council makes an informed decision about the future management and ownership of both Monkston Community Centre and Monkston Park Community Centre.

The proposed appointment of the Local Council Consultancy (LCC) complies fully with Financial Regulation 5.12(i) and demonstrates due diligence, transparency, and value for money given the specialist nature of the work and the proven quality of the LCC's previous consultancy.

Sufficient budgetary provision exists to meet the anticipated costs. Delegating authority to the Clerk/RFO, in consultation with all Members, will enable the Council to progress this matter efficiently without delay to its wider asset transfer and community facilities plans.

AGENDA ITEM: FC 116/25

Subject: Motion on Notice

Meeting date: Full Council - 16 October 2025

Proposed by: Cllr M Hippey

Seconded by: Cllr D Hippey

MOTION: That this Council instructs the Clerk to write formally to the Director of Highways and Transport at Milton Keynes City Council requesting that the Rayners Lane (Monkston Park) Redway crossing be subject to an urgent safety review and upgrade. The Council further recommends that additional signage and road markings be considered to improve visibility and assist users in identifying potential hazards.

Background

Rayners Lane, Monkston Park near to the parish boundary is crossed by a Redway. This Redway runs parallel with the H7 Chaffron Way, with a descent to cross Rayners Lane and an ascent to rejoin the parallel running of the H7. This Redway allows pedestrians, cyclists and battery scooter traffic to commute between Kingston & Magna Park towards Central & West Milton Keynes. The Redway also serves routes to the main campus of MK College and Oakgrove Secondary School.

Rayners Lane connects Monkston Park to Oakgrove via a road underpass where the H7 crosses overhead. The route is often used as access to Oakgrove Primary School and Waitrose Supermarket, along with a method of accessing the H7 from either estate.

A Redway also runs parallel to Rayners Lane where the road passes into Oakgrove, this is a common walking route for Oakgrove Primary & Secondary Schools for those living on Monkston Park and over the Ousel Valley.

Rayners Lane narrows to one lane at the point of the Redway crossing, as can be seen from the photographs below. Whilst there is a change of road surface, this is not raised or completely obvious and for Redway users it gives the impression of a 'right of way' rather than a traditional stop and check crossing. Very recently it was the scene of a collision between a hire cycle and a car, with the cycle users sustaining a leg injury and the vehicle a broken windscreen.

Anecdotally, there have been numerous near misses and possible unreported collisions. Not every collision would be police reportable, the law does not require damage only incidents to be reported. However, it can be seen from the images that visibility is poor for both vehicles on Rayners Lane and Redway users in the Westbound direction.



Rayners Lane Southbound towards Monkston Park



Rayners Lane Northbound towards Oakgrove



Redway H7 Westbound towards Woughton on the Green / Woolstones



Redway H7 Eastbound towards Monkston / Kingston

From the images, it can be noted in all but one direction the view of road and Redway users is restricted. The Westbound Redway view is particularly bad as a wall obstructs much of the view up to the junction.

Whilst this doesn't cause particular issues for pedestrians, scooter and electrically assisted cycle users are a particular risk here. Those forms of transportation can travel at speeds of 13.5mph assisted with speeds possible above that. This is especially prevalent here as the crossing is at the base of an incline.

There are no road signs to warn drivers of the Redway crossing, equally there are no signs to warn Redway users of the need to stop and give way. Redway markings that are present have been damaged by previous roadworks and are no longer in the prescriptive format.



Damaged and incorrectly reinstated Give Way markings.

Whilst it could be argued that users may simply ignore markings or signage, warning of the danger provides all users the opportunity of knowing that a danger may exist and therefore take a more cautious approach.

Rayners Lane is an adopted road with MKCC being the relevant highways authority, the Redway network is also the responsibility of the highways authority. Therefore the Parish Council have no authority to maintain or add additional safety signage to the highway.

The approaches from all directions would benefit from 'SLOW' road markings, together with rumble stripes to warn users approaching of the poor visibility. Rayners Lane would benefit from advisory 'Cycles' signage for approaching vehicles, however it is recognised that this may draw attention away from the Redway crossing itself, therefore being counterproductive. This would be a matter for a suitably trained advisor to review.

The Redway 'Give Way' markings need to be replaced as they currently do not conform to regulatory requirements, they do not identify the give way requirement. Both directions would benefit from 'Give Way' warning signage on both approaches on the Redway to reinforce the user priority.

Cllr M Hippey and Cllr D Hippey