



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

5th March 2026

An **ORDINARY MEETING** of the **PARISH COUNCIL** will be held on **Tuesday 10th March 2026 at 7pm at Monkston Community Centre, St. Bartholomews, Monkston, MK10 9JF** 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.

Philip Truppin

Philip Truppin
Locum Chief Officer/Clerk/RFO

AGENDA

ITEM NO.	ITEM
FC 210/25	APOLOGIES FOR ABSENCE To receive apologies for absence.
FC 211/25	DECLARATIONS OF INTEREST To receive declarations of any disclosable pecuniary interests and other interests from Members and the nature of those interests relating to any agenda item.
FC 212/25	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 213/25	APPROVAL OF MINUTES To resolve that the minutes of the meeting of the Council held on Tuesday 10 th February 2026 be signed as a correct record.
FC 214/25	PERSONNEL COMMITTEE MATTERS a) To receive the draft minutes of the meeting of the Personnel Committee held on Tuesday 24 th February 2026. b) To review current membership of the committee. To consider the appointment of Cllr B Pearson for the remainder of the Municipal year 2025/26.

FC 215/25	<p>MARCUS YOUNG ENVIRONMENTAL SERVICES The current contract with Marcus Young Environmental Services to empty dog waste and litter bins is due to expire on 31/03/2026. The Council has been requested to consider extending the contract for a further 12-month period and to continue under the same pricing as is currently in place. Given the situation that the Council has no permanent Chief Officer/Clerk at the present time and the imminent end to the current financial year, it would be prudent to grant the extension and for the new Clerk, when appointed, to review the contract for 2027 onwards. Additionally, the bin replacement programme being carried out by Marcus Young is a work in progress. Councillors to consider the extension under financial regulation 5.12.iii.</p>
FC 216/25	<p>RECRUITMENT OF CHIEF OFFICER/CLERK/RFO Having successfully recruited to the Administration Officer post, the next task will be to move to filling the permanent, full-time clerk vacancy. The recruitment process for the Administration Officer was very professionally handled by CHRGS and resulted in an appointment. Given the knowledge CHRGS have of the Council, and also being the contracted HR advisers, it would be advisable to follow the same process for the clerk role and to agree an extension of existing contract under financial regulation 5.12.iii. The overriding reason is to preserve a continuity of service in recruitment and HR advice.</p>
FC 217/25	<p>FINANCE AND ACCOUNTS To note the payments made by the Clerk / RFO using delegated powers under financial regulation 6.9.iii.</p>
FC 218/25	<p>COUNCIL BANK ACCOUNTS Consequent upon the appointment of Amanda Harmsworth as Administration Officer it is proposed for add Amanda Harmsworth as an authorised signatory on all Council bank accounts.</p>
FC 219/25	<p>GRANT APPLICATION To consider an application from Friends of Heronsgate on behalf of Heronsgate School. Supporting documentation has been received by the Clerk.</p>
FC 220/25	<p>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.</p>
FC 221/25	<p>INTERNAL AUDIT ARRANGEMENTS To review Internal Audit arrangements following notification to the Locum Clerk that the appointed person is unable to carry out the Internal Audit.</p>
FC 222/25	<p>READMITTANCE OF THE PRESS AND PUBLIC To resolve that the confidential business having been concluded, the press and public be readmitted to the meeting.</p>
FC 223/25	<p>DATE OF THE NEXT MEETING To note that the date of the next Ordinary Council meeting is Tuesday 14th April 2026.</p>

Members of the press and public are welcome.

APPENDIX

AGENDA ITEM FC 217/25– FINANCE AND ACCOUNTS

Invoices paid by the Clerk/RFO between meetings using delegated powers:

Invoices awaiting payment

Payee	Invoice No	Amount	Description	Power to pay
CHRGs	INV-0088	£1,182.00	Recruitment Costs	Paid 03/03/26
Christ the King Church	FC203/25	£1,000.00	Renew Café Grant	Paid 03/03/26
Marcus Young Environmental Services	4777	£6,662.58	Supply & Installation of bins	Paid 03/03/26
Marcus Young Environmental Services	4796	£5,299.20	Supply & Installation of bins	Paid 03/03/26
Marcus Young Environmental Services	4783	£1,360.80	Bin Emptying – February 2026	Paid 03/03/26
Monkston Community Centre	INV-1791	£31.88	Meeting Room Hire on 24/01/2026	Paid 03/03/26
Parish Council Websites	INV-4276	£396.00	Web Hosting & Domain Renewal	Paid 03/03/26
LGPS	Pension-Dec'25	£1,051.24	Pensions – December '25	Paid 03/03/26
LGPS	Pension-Feb'26	£324.19	Pensions – February'26	Paid 04/03/26
	TOTAL	£16,983.70		
<i>Internal Transfer from Instant Access</i>	<i>To Current Account</i>	<i>£15,000.00</i>		Paid 03/03/26

AGENDA ITEM FC 219/25– GRANT APPLICATION

THESE PAPERS WILL BE SENT SEPARATELY