

**HANSLOPE PARISH COUNCIL, CASTLETHORPE ROAD, HANSLOPE, MK19 7LG.**

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**Minutes of the Annual Meeting of Hanslope Parish Council, on Monday 15th May 2023 at 7pm at the Hanslope Community Hall, MK19 7LG.**

**MINUTES**

**Present:**

Parish Councilors: -

D Courtman (Chairman)

S Proctor

F Scott

E Price

R Simpkins

Cllr C Wardle (MKCC)

Clerk: G Merry

1 member of Public

**22.054 Election of Chairman and Vice Chairman for the year to May 2024**

Outgoing chairman Cllr M Palmer presided over the first item:

**MOTION:** To agree the chairman for 2023-24, will be Cllr D Courtman, PROPOSED by Cllr Palmer  
SECONDED by Cllr Scott and AGREED

**MOTION:** To agree the vice chair for 2023-24, will be Cllr R Simpkins PROPOSED by Cllr Courtman  
SECONDED by Cllr Palmer and AGREED

*Mr Palmer left at 7.10pm and Cllr Courtman took the chair. Councillor Acceptance and Declaration of Interest forms were signed in presence of clerk.*

**22.055 Apologies:** Apologies were received and accepted from Cllr Andrew.

**22.056 Minutes from previous meetings held 17<sup>th</sup> and 24<sup>th</sup> April 2022**

**MOTION:** to approve the minutes of the last 2 meetings, both sets PROPOSED by Cllr Simpkins  
SECONDED by Cllr Price and AGREED

**22.057 Declarations of Interest:** No items

**22.058 Public Participation:** No items

**22.059 Governance, Working Groups and Processes**

Documents had been circulated and read prior to the meeting: -

- i. **Governance Documents:** Review and re-adoption of Standing Orders, Financial Regulations and Councillor Code of Conduct
- ii. **Working Groups and Committees:** Review and agree membership and Terms of Reference.
- iii. **Processes, Policies and Procedures:** Review of Data Protection Policy & Privacy Statement, Equal Opportunities Policy and Health and Safety Policy.
- iv. **Land, Assets and Insurance:** Review and re-adopt Asset Register, Risk Register, and level of insurance cover.
- v. **Financial Approvals:** Review Internal control procedure, bank mandate/signatories, rents/tenancies.

Cllr Proctor pointed out that Standing Orders stated meetings should last no longer than 2.5 hours and asked that this is kept to. He also advised that the council should arrange for Business Interruption insurance, as part of the insurance package and the clerk agreed to investigate. Working parties were agreed (Appended). It was agreed to retain 3 signatures on the bank mandate: Cllrs Courtman and Proctor and the clerk.



- iv. **Weekly Equipment Checks:** The auditor's recommendation to implement a system of checking for the gym equipment and the MUGA was discussed. It was agreed this would be a common-sense check, highlighting any damage etc. The clerk will prepare a tick list and Cllrs will take it in turns on a rota system to check the equipment.
- v. **Request for New Football Goals:** The football club had requested new wheels to replace the broken ones on the goals and advised that the PC had bought the last set. It was discussed and agreed to buy the new wheels @ £182.50 and also that the PC would pay for the start-of-season white lining @ £100.

#### 23.064 Village Projects

- i. **Painting of Bus Shelters:** Deferred to the next meeting as quotes had not arrived in time.
- ii. **Update on Handover of Bloor's Land:** The scheduled meeting between Cllrs Simpkins and Proctor, with Bloors, had not taken place. Bloors had advised that the landscaping work was not complete so could not yet be handed over. They will advise when this can take place and are in touch with the councilors. The subject of signage in the new car park was discussed and it was agreed to wait until handover to then assess what is needed.
- iii. **Christmas Lights:** MKCC had advised the cost of reconnection would be £4000 and requested that the PC pay half of this. This was discussed and agreed.  
**MOTION:** To agree MKCC's proposal @ £2000 PROPOSED by Cllr Courtman SECONDED by Cllr Proctor and AGREED.
- iv. **Request for Grit Boxes:** Cllr Scott advised there was only one grit box and this was somewhat hidden behind the Dr's Surgery. She suggested there was a need for grit boxes for all 4 new estates and this was agreed. However, this could not be completed until the land is transferred to the PC.
- v. **Remembrance Day:** With the departure of Cllr Palmer, the clerk requested a volunteer to attend and lay the wreath on the 2 x occasions: The church service on Remembrance Day and the outdoor ceremony by the memorial for armistice. Cllr Proctor offered to attend on behalf of the PC

#### 23.065 S106 Projects:

- i. **Updates:** Mr Palmer had finalised the project plan for the Dr's Surgery extension and the clerk was waiting for confirmation of which S106 amounts would apply. If not received soon, she would submit the application anyway, on behalf of the project team.
- ii. **Development of Longer-term Plan:** It was discussed and agreed that there was a need to evaluate what S106 is available and for what projects. This could then be formed into a long-term strategy, as a means of pre-empting project planning and securing the S106 money before it is potentially lost. Cllrs Simpkins, Proctor, Scott and Price agreed to work on this.

**23.066 Allotments – any updates:** The clerk advised that the cost of repairing the gate would be within the amount she can authorise, so the motion was not required. Cllr Scott reported that a skip had been hired to facilitate removal of large quantities of debris and a team of volunteers from the allotments had helped. This had also cleared 2 communal areas, which the committee could now regularly trim.

**23.067 Date of Next Meeting:** 12<sup>th</sup> June 2023 at 7pm

Signed: Dy. Courtman.

Date: 12th. June 2023



landscaping. They had agreed to be in touch as soon as this is complete. Cllr Simpkins also reported that he had not yet been able to progress the solar panels project but it was agreed to look into a grant from the Carbon Credit Fund re. feasibility and price.

### 23.061 Planning

**i. New Planning Applications:** The following new applications were considered and it was agreed, no comments were needed:

Ref. No.	Location	Plans	Consultee Closing	PC Decision
23/01013/HOU	48 St James Close Hanslope MK19 7LF	Erection of a two-storey side extension	30/05/2023	No Comments
23/00747/HOU	63A Hartwell Road Hanslope MK19 7BY	Erection of a wooden shed to the rear garden	08/06/2023	No comments

**MOTION:** To agree responses to applications, as above PROPOSED by Cllr Price SECONDED by Cllr Courtman and AGREED

**ii. Revision of Neighbourhood Plan:** Cllr Price stated that the group will meet again in June. Cllr Proctor enquired whether the committee was looking at allocation of any further builds and advised the Cttee should look at allocating sites. If no sites are proposed the concern is that the NP could be weakened and subject to challenge.

### 23.062 Finance

**i. Reconciliations and Financial Situation Report:** Cllr Price had checked the reconciliation reports to 30/04/23 and all accounts balanced. The Accounts by Budget had been circulated and there were no questions.

**ii. Internal Audit and Reappointment of Internal Auditor:** The auditor's report had been circulated and is available on the PC website. Cllr Courtman thanked the clerk for her work on this.

**MOTION:** To reappoint Tina Charteress as Internal Auditor PROPOSED by Cllr Price SECONDED by Cllr Scott and AGREED

**iii. AGAR:** The Annual Governance and Return had been approved by the internal auditor and circulated. The clerk asked each individual question of the Annual Governance Statement and responses were 'yes' throughout. Both the Governance Statement and Accounting Statement were then signed by both chairman and clerk.

**MOTION:** To agree the Annual Governance Statement PROPOSED by Cllr Price SECONDED by Cllr Simpkins and AGREED

**MOTION:** To agree the Accounting Statement PROPOSED by Cllr Price SECONDED by Cllr Simpkins and AGREED

**iv. Payments to be Agreed:** The list of payments had been circulated as follows:

Date	Invoice from	For	Net	Vat	Total
29/03/2023	Apple MK	Domain Reg/hosting for Village Website, since Feb '21	£ 255.00		£ 255.00
24/04/2023	PropertyCare Bucks	Conversion of toilets in Hall	£15,700.00	£ 3,140.00	£18,840.00
28/04/2023	RTM Landscaping	April Landscaping	£ 2,077.51	£ 415.50	£ 2,493.01
28/04/2023	Rialtas Business Solutions Ltd	Annual License and Support	£ 143.47	£ 28.70	£ 172.17

*DJB*



28/04/2023	Rialtas Business Solutions Ltd	Year-end close down - 50% discount applied	£ 247.50	£ 49.50	£ 297.00
28/04/2023	Tina Charteress	Internal audit services 2022-23	£ 200.00		£ 200.00
30/04/2023	Tove Landscaping	April Rec Ground Maintenance	£ 788.33	£ 157.67	£ 946.00
01/05/2023	Marcus Young Landscapes	April bins and dog bins	£ 646.80	£ 129.36	£ 776.16
03/05/2023	Anne Washington	April caretaking	£ 297.00		£ 297.00
05/05/2023	Tara Davies	April pavilion/hall cleaning (£75 = Hall, £60 = Pavilion)	£ 135.00		£ 135.00
09/05/2023	PropertyCare Bucks	Installation of ramp to Hall entrance	£ 80.00	£ 16.00	£ 96.00
11/05/2023	G Merry	April Expenses	£ 8.33		£ 8.33
<b>PAID -</b>					
19/04/2023	Adobe	Subscription	£ 12.64	£ 2.53	£ 15.17
20/04/2023	British Gas	Elec - Hall March-April	£ 49.99	£ 2.50	£ 52.49
20/04/2023	British Gas	Gas - Hall March-April	£ 234.19	£ 11.71	£ 245.90
24/04/2023	British Gas	Pavilion Elec - Mar-April	£ 104.59	£ 5.23	£ 109.82
28/04/2023	2and2print Ltd	Coronation Banner	£ 300.00	£ 60.00	£ 360.00
28/04/2023	G Merry	April Salary	£ 1,503.02		£ 1,503.02
28/04/2023	HMRC	April tax and NI	£ 328.74		£ 328.74
28/04/2023	LGPS	April pension	£ 521.33		£ 521.33
28/04/2023	LGPS	Feb Arrears	£ 7.29		£ 7.29
28/04/2023	SWCAA	3 x allotment memberships	£ 10.50		£ 10.50
05/05/2023	Smiths recycling Ltd	Advance payment for skip for allotments	£ 275.00	£ 55.00	£ 330.00
09/05/2023	MoSounds	Balance payment for big screen (half)	£ 2,597.50	£ 519.50	£ 3,117.00

The clerk pointed out that the council cannot pay for supplies in advance, although an up-front deposit may be paid if the council agrees by motion.

**MOTION:** To agree the payments as presented PROPOSED by Cllr Simpkins SECONDED by Cllr Price and AGREED

### 23.063 Recreation Ground

- i. **Need for Local Council and Oversight:** With the departure of Cllr Palmer, who had always been on-call for contractor appointments, site visits etc, the clerk expressed concern that she would need support in this area. It was agreed that all councilors on the Rec. Ground working party would be happy to attend site visits etc. and Cllr Scott has construction experience. Members also agreed that hall hirers could have their contact numbers, for any in-the-moment issues with the hall, where the clerk was not available.
- ii. **Development of Community Hall:** There was an immediate need for more storage and the clerk suggested a short-term upgrade to include storage, new tables and a new door. The Community Infrastructure Fund could be applied to for this. In the longer term, the clerk circulated plans drawn up in 2019 for an extension, to join the 2 buildings and make extra space. This could potentially be funded from S106 and the working party agreed to develop this project.
- iii. **Car Park Surfacing:** The clerk circulated the original agreed quote from 2021 and it was discussed and agreed to action this now. There was also a need for lining to facilitate more economical parking and the format of this was discussed.

**MOTION:** To agree to action the surfacing work from the agreed supplier DJT Surfacing PROPOSED By Cllr Simpkins SECONDED by Cllr Proctor and AGREED.

*Dylo*



**MOTION:** to agree the re-adoption of the above, PROPOSED by Cllr Price SECONDED by Cllr Scott and AGREED.

### 23.060 Council

- i. **Clerk's Report:** Receipts for the year to April 30th were £75,259 (55% of budget) and is high because the first instalment of the precept has been received. Expenditure was £11,306 (8.3% of budget), which is accurate for the one month. The internal audit was successfully completed and the report circulated. The PC is on target to submit the AGAR by the beginning of June. No further applications for new councilors - please help spread the word. It just remains to thank Cllr Andrew and her team for a fantastic coronation event. The following was read out from Cllr Andrew: -  
*The Coronation event was a great success. Best estimates were that around 2.5k+ people attended during the day and evening. The Hornets raised funds with their BBQ, the local businesses who turned up had a great day selling their wares. And all the Hanslopians and those from farther afield treated the place with respect and had fun. I would ask that we formally recognise the efforts of the team involved - Dezni Grove for all her tremendous efforts coordinating and organising so much of the event and on the day - Dave Grove, Waldo & Caroline Pacheco, Hanslope Hornets Team, Mason Stewart and Cllrs Chris Wardle and Liam Andrews.*
- ii. **Storage of council archives:** Cllr Courtman suggested that as a temporary measure the boxes can be moved to a garage space, until a time has been found to reduce the amounts. The clerk had obtained 2 quotes and it was agreed that with both @ £12.50 per week, JTS at Rose Lane Farm was preferable, due to the ease of moving the boxes. The clerk will arrange a date in the summer for a working party to go through the documents.  
**MOTION:** To agree the items will be stored at JTS once reduced, @ £12.50/month PROPOSED by Cllr Price SECONDED by Cllr Scott and AGREED
- iii. **Highways and Crime Updates:** Cllr Courtman reported from the Northwest Rural Community Crime Forum: Attendance was still almost entirely parish councilors and speeding & parking were the 2 most common issues. The SID had been in situ for 8 weeks and although excessive speeds were still recorded, there was an overall reduction. It was agreed the clerk will look into the cost of a 3<sup>rd</sup> SID. Cllr Courtman acknowledged that the PC has no powers of enforcement re. parking. However, the area adjacent to the Watts Arms had been identified as a hazard spot, with sightlines reduced due to inconsiderate parking. PCSO Huckle was arranging for MKCC's Road Safety Officer to attend on site to assess this. Anecdotal evidence gathered via social media re. the proposed pedestrian crossing on Castlethorpe Road, had been circulated. This was found to be inconclusive with people both for and against. It was agreed to capture further evidence via images/videos when football starts in September.
- iv. **Community Speed Watch:** Cllr Andrew is working on getting volunteers to operate this.
- v. **Bylaws:** No progress. However, Cllr Proctor agreed to circulate the standard bylaws for consideration.
- vi. **Insurance Renewal:** The clerk presented 2 quotes with BHIB (current provider) @ £3064.36 and Zurich @ £2997.58. It was agreed to remain with BHIB and the clerk will investigate the inclusion of business interruption cover.  
**MOTION:** To agree BHIB as the insurance provider for 2023-24 PROPOSED by Cllr Proctor SECONDED by Cllr Price and AGREED
- vii. **Reports from Cllrs:** Cllr Simpkins reported that the meeting with Bloor Homes re. handing over of the POS and car park, had not taken place, as Bloor had not completed the necessary



## **APPENDIX**

### **HPC WORKING PARTY MEMBERSHIP – agreed May 2023:**

The following appointments were agreed:

- i Recreation Ground Management: Cllrs Andrew, Simpkins and Scott
- ii Skatepark Feasibility: Cllrs Simpkins and Mr. Glanville
- iii Rights of Way: Cllr Courtman
- iv Newsletter: Cllrs Andrew and Scott
- v Tree Warden: Cllr Simpkins
- vi Parishes Assembly (*inactive*): Cllrs Courtman and Price
- vii Neighbourhood Action Group (*inactive*): Cllrs Courtman and Price
- viii Neighbourhood Plan: Cllrs Courtman, Price and Andrew, plus volunteer non-councillors.
- ix Traffic and Road Safety: Cllrs Courtman
- x School: Cllrs Courtman
- xi Planning: Cllrs Price, Proctor, Courtman and Andrew.
- xii Assets and Insurance: Cllr Proctor
- xiii Parking: Cllr Courtman

### **Allotments Committee (Standing Committee):**

Cllrs Simpkins, Scott and Proctor, Mr. Laurie and Mrs. Cook.

**Internal Financial Officer:** Cllr Price