

**Minutes of the Parish Council Meeting of Hanslope Parish Council held on
Monday 20th April 2020 at 7.00pm - remotely.**

(in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of
Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020).

Present:

Parish Councillors: -

M Palmer (Chair)

J Cass

R Simpkins

D Courtman

S Proctor

Absent: B Green, R Green

Clerk: G Merry

0 Members of Public

20.033 Apologies for Absence:

Apologies were received from Cllr Price.

20.034 Declarations of Interest:

There were no declarations

20.035 To Approve the Minutes of the Parish Council Meeting held on 9th March 2020:

The minutes had been previously circulated and were PROPOSED by Cllr Palmer, SECONDED by Cllr Courtman, AGREED and SIGNED.

20.036 Public Time: No items

20.037 Council:

- i. **Clerk's Report:** The financial year ended with income of £127,917 and expenditure of £82,698, meaning a surplus to add to reserves of £46,561, less £1,340 held as allotment deposits. Over the year £54,866 in VAT was refunded, including the 2018-19 VAT, received in March. The figures show that more was spent on maintenance for the village and projects, than in administration. An indication of a good parish council. No complaints were received when council tax bills went out and the first half of the precept for the financial year 2020-21 has been received. Due to the emergency government measures during Coronavirus, this year parish councils do not have to submit their audited accounts and governance statement by the end of June. However, that timeframe is still being worked to. RBS software will do the year-end closedown on April 30th and open up next year's books. After that it should be straightforward to prepare the Annual Return and have it signed off in June. The internal audit will be in May and conducted remotely this year.
- ii. **School Land Transfer:** Cllr Proctor reported that the school governors are keen to have the school expansion land transferred to them, via the parish council, as they are concerned this land should remain in the village. It was agreed that the PC wished to support this position and would write to MKC with this view. Cllr Proctor and the clerk would devise a letter to this effect. Cllr Proctor confirmed the land designated for the Dr's surgery was still in the S106 agreement. However, some time ago, Cllr Cass had met with the planning Inspector for Malt Mill Farm, who had queried this. The developer had then written to her, to confirm the wording was for a parcel of land of not less than 0.26 of an acre, but not necessarily adjacent to the surgery.



- iii. **MK Futures Consultation:** The briefing note had been circulated to councillors and Cllr Cass offered to read it and report back. This would be reviewed at the May PC meeting as the deadline had been extended to 22/5/2020.

20.038 Planning: The clerk had circulated the updated planning log and Cllr Cass reported on the following applications: -

- i. **19/00043/REF** – Cuckoo Hill Farm – 4 Dwellings — APPROVED ON APPEAL
20/00575/FUL – 2 Castlethorpe Road – single storey extensions – NO OBJECTION, although reservations re. the window design.
20/00864/FUL: 34, St James Close – division of existing into 2 dwellings - Concern was expressed regarding parking congestion as the plans will mean the loss of the garage.
20/00869/FUL - 69 Williams Close – new 2 bed dwelling – Concern was raised about the access to this plot. There had been a previous application for a single storey dwelling that was approved but access to the new dwelling has moved from Williams Close to Green End Lane. This would make a link between them, with Green End Lane being an unadopted road and bridleway. The lane is in poor condition and this will likely deteriorate further if this application goes ahead.
Cllr Cass agreed to make the necessary comments on the planning portal.

20.039: Finance:

- i. **Reconciliations and Financial Situation Report:** Reconciliation checks had been carried out by Cllr Price and the 3 accounts balanced. The clerk circulated accounts to March 31st and these showed income of £127,917 and expenditure of £82,698 (66.5% of budget). There were no further questions.
- ii. **VAT Update:** All outstanding VAT had been reclaimed and the Option to Tax application withdrawn. The clerk advised that charges could not now be brought for Pavilion usage, for the foreseeable future.
- iii. **Insurance Renewal:** The clerk had circulated the renewed policy for approval and advised this was a Parish Council Standard Policy, so the War Memorial cannot be removed. The amount insured for the Pavilion was not an accurate re-build value and Cllr Proctor confirmed none of the PC assets had an accurate rebuild valuation. He recommended commissioning a full valuation to obtain an accurate insurance schedule. The clerk had received an additional QS quote for £750 . However, this was only for the Recreation Ground and Pavilion. **It was discussed and agreed to implement the original quote of £825, to include all village assets.**
- iv. **Approval of Payments:** The clerk had circulated the list of payments to be agreed and these were reviewed:

Date	Invoice from	For	Net	Vat	Total
01/02/2020	AJ Design and Build Ltd	Hanslope Pavilion Additional Works and Retention	£ 10,520.65	£ 2,104.13	£ 12,624.78
01/03/2020	Marcus Young Landscapes	Dog and waste bins - Feb	£ 472.00	£ 94.40	£ 566.40
31/03/2020	Barbara Osborne Business Services	Payroll services Jan-March 2020	£ 78.00	£ -	£ 78.00
30/03/2020	RTM Landscapes Ltd	Landscape Maintenance Month 1	£ 979.17	£ 195.83	£ 1,175.00
01/04/2020	Roy Courtman	Storage of documents Jan-March 2020	£ 45.00	£ 9.00	£ 54.00

01/04/2020	Roy Courtman	Operation of SID Jan-March 2020	£ 240.00	£ 48.00	£ 288.00
01/04/2020	Marcus Young Landscapes	Dog and waste bins - March	£ 484.50	£ 96.90	£ 581.40
03/04/2020	BMKALC	BALC and NALC subs 2020	£ 234.68	£ -	£ 234.68
05/04/2020	BHIB Councils Insurance	2020-21 insurance	£ 1,955.32	£ -	£ 1,955.32
06/04/2020	Lotte Landscapes Ltd	April Maintenance - Rec Ground	£ 788.33	£ 157.67	£ 946.00
17/04/2020	G Merry	Expenses - page 2			£ 45.86
PAID					
27/03/2020	G Merry	March Salary			
27/03/2020	HMRC	March Tax and NI			
27/03/2020	Bucks CC	LGPS - March pension contribution			
02/04/2020	Cartridge Save	Printer ink	£ 19.66	£ 3.93	£ 23.59
07/04/2020	John Sharpe	Caretaking - March	£ 408.98		£ 408.98
07/04/2020	Almars Tring	Printing & Stationery	£ 13.50	£ 2.69	£ 16.19
08/04/2020	Zoom	Standard Pro - monthly	£ 11.99	£ 2.40	£ 14.39
15/04/2020	Microsoft	Installation and subs to Office365	£ 181.90	£ 36.38	£ 218.28

The invoice from AJ Design and Build was discussed. Cllr Palmer confirmed that Cllr R Green had agreed to discuss the amounts with the supplier, with a view to getting the bill reduced. There was no report on this, and it was agreed this bill would not yet be paid. An invoice had been received for repair work at the allotments that had not been ordered by the clerk. Cllr Palmer confirmed he had ordered this work in the early days of the clerk's tenure. On this basis, it was agreed the bill could be paid. The clerk reminded all, that orders must come through her, as stated in Financial Regulations.

MOTION: to agree the payments for April 2020 as above, PROPOSED by Cllr Courtman SECONDED by Cllr Cass and AGREED.

20.040 Recreation Ground and Village Projects:

- i **Pavilion/Rec. Ground:** Cllr Palmer reported on an email from MKC stating that as owners of the land, the PC is responsible for the play area, despite MKC carrying out repairs and inspections. The clerk advised that this grey area may mean that in the event of a claim, the PC could be liable and advised taking on responsibility for regular checking. This was discussed and it was agreed the clerk would implement a suitable tick-list and the caretaker would be asked to carry out a simple weekly check. The clerk also reported that the Ward Cllrs grant of £300 for kitchen equipment had been spent and equipment purchased, ready for installing once the building was usable again.
- ii **Progress on New Signs:** There was no update and it was agreed this matter would remain on the agenda.
- iii **Key Holding/Fob System and access arrangements:** The clerk had circulated a revised key/fob-holding agreement. It was agreed this needed more detail on the process for signing over of keys/fobs. Cllr Simpkins stated that since the installation of the new Synthetic Turf Pitch could not take place for a while, it may be sensible to implement the new agreement, although a fob system for the Pavilion alone may not be worth installing yet. It was discussed and agreed this matter would be brought to the next agenda for formal decision. Cllr Palmer stated that the caretaker should have keys for the Pavilion, and this was agreed.

20.041 S106 Projects

- i. **Update from MKC:** An encouraging email had been received from MKC, supporting the plans for the STP project and starting to outline available S106 money. The clerk stated that she needs more accurate figures to convey to MKC. It was agreed the next stage would be to obtain formal quotes, with a view to agreeing this at the next meeting. Cllr Palmer agreed to chase Cllr R Green for the details and costs he had obtained.

20.042 Allotments

- i. **Update:** There had been several new tenants, as allotment work was one of few activities sanctioned by the government during the pandemic.
- ii. **Damaged Culvert:** The agreed contractor was not currently working, and a 2nd quote had been obtained, from a contractor who could carry out the work @ £1750 + VAT. It was agreed this should be implemented.

MOTION: to agree the new contractor - Philwell - for the culvert work at £1750 + VAT
PROPOSED by Cllr Cass **SECONDED** by Cllr Courtman and **AGREED**.

20.043 Date of Next Meeting: Monday 11th May 2020 at 7pm, via Zoom

Signed Date 12 MAY 2020.