

Minutes of the Parish Council Meeting of Hanslope Parish Council held on Monday 13th July 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

J Gregory

A Geary (Ward Councillor MKC)

D Courtman

S Proctor

E Price

G Bowyer (Ward Councillor MKC)

Clerk: G Merry

1 Member of the Public

20.068 Apologies for Absence and Co-option of New Councillors:

There were no apologies. Cllr Palmer announced the resignation of Cllr R Green. Mr James Gregory was co-opted onto the council.

MOTION: To agree to co-opt Mr James Gregory onto the council PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED.

20.069 Declarations of Interest:

Cllr Proctor declared an interest in 20.074 iv.

20.070 To Approve the Minutes of the Parish Council Meeting held on 8th June 2020:

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

20.071 Public Time:

A representative of the cricket club stated they would like to start playing friendlies and would need access to toilets and an area in case of injuries. The clerk outlined the measures implemented for the Pavilion, including risk assessment, installation of hand sanitiser dispenser, first aid supplies and accident reporting system. It was agreed that the club could use the middle section of the Pavilion and the new Terms and Conditions for key-holding would apply. The clerk agreed to organise a deep clean.

20.072 Council:

- i. **Clerk's Report:** This month had been busy including writing Risk Assessments for the Recreation Ground and Pavilion, sending out allotment letters, opening the play equipment, and getting the AGAR ready to submit. Cllrs were invited to add to the risk assessments. There has been a change in the law re. website accessibility and where possible, websites need to be accessible to a range of disabilities and learning needs. An accessibility statement must be published by September 2020 and the council is legally responsible for meeting the requirements. The Statement must include a timeline of when further improvements can realistically be made. The clerk had undertaken a 2-day course which although confusing, would help to produce the statement in time. It was agreed the clerk would network with other PC's to obtain further help and that if more was needed, this could be bought in.
- ii. **Land Transfers:** Cllr Proctor confirmed that MKC had agreed that the school land is transferred to the Parish Council, subject to a 125-year lease granted to MKC, reflecting the school expansion plans. There had been no further communication from MKC who had promised



- Heads of Terms. It was agreed Cllr Proctor would direct the PC's solicitor in this matter. The Green End Lane parcel of land would be transferred in due course by Bloors. The Pond will be registered to the PC and Cllr Palmer will get the Statutory Declaration signed and witnessed. The land surrounding Lincoln Court was MKC-owned and the village green is maintained as an asset of Highways. As such there was no point on the PC aiming to adopt either.
- iii. **Covid 19 Roadmap out of lockdown:** As stated in 20.071. The clerk had made arrangements for the required signage to allow the MUGA and the playground to re-open, in line with Government directives, and the wording of the signage had been agreed by the council via email. The changing room side of the pavilion would not yet be opened.
 - iv. **Baden Lodge – update:** Cllrs Palmer and Simpkins had taken possession of the building from the Scouts on 30/6/2020 but it will remain unused for time being. Cllr Gregory enquired how much the building is used and it was confirmed it is used by 4 groups on 4 weekday evenings, although the plan was to open it up to other groups. A 'wish list' of needs and confirmation of usage was awaited from the Scouts and the clerk agreed to chase this.
 - v. **Highways Updates:** Tathall End Bridge replacement works have been rescheduled for 3/8/2020, over a three-week period and the MKC officer will be writing to local residents to advise. The clerk had written to Highways to advise the heightened risk at the eastern side of the Long St/Gold St junction and had requested installation of bollards. This had not been taken up but a new siting for the damaged sign had been supported and agreed. Cllr Palmer agreed to take the sign to the blacksmith to start the repair work. MKC had advised that the zebra crossing planned for the school was currently on-hold as all spending was deferred.

20.073 Planning:

- i. **Update:** Cllr Cass reported on the following applications:
 - 20/01282/FUL - The 'Globe' site with access off Hartwell Road. Cllr Cass advised she is still going through the paperwork for this application and suggested a meeting of the planning group. The clerk advised that all meetings of the PC must be publicly notified and transparent and suggested an extraordinary meeting be convened. It was discussed and agreed this would be held on 27/7/2020 at 7pm.
 - 20/01511/FUL 25 Keswick Road would also be included for discussion at the meeting. Cllrs Cass and Price stated that no other recent applications required a PC response.
- ii. **Enforcement:** There had been several queries and objections re. construction work taking place at the Eventing Centre, and the landowner had contacted Cllrs Courtman and Cass, to discuss. He confirmed he will be applying for retrospective planning permission, with access from Castlethorpe Road. Re. Davidson's Development: Raw sewage had been seeping from the new development and onto the neighbouring property. The resident had requested the PC's support and the clerk had raised the matter with Environmental Health and Anglian Water, both of whom had visited the site and taken some action. Planning Enforcement had not responded. It was agreed the clerk would continue to follow-up on all agencies.

20.074: 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 June 30th, and these showed receipts to-date of £71,838 and payments of £34,724. There were no further questions and it was agreed the clerk would send Cllr Gregory any supplementary paperwork.
- ii. **Earmarking of Reserves:** The clerk advised that reserves built up over the last couple of years should be earmarked against identified projects. Cllr Palmer asked the clerk to prepare a proposal on this for the next meeting.
- iii. **Audit – Review of Auditor's Report and Review of AGAR:** The internal audit report had been circulated and was discussed. It was agreed the main area of concern was the CCTV, the

details of which had not been passed on. It was agreed Cllr Palmer would write to the former councillor and request the details. The clerk was thanked for her work in getting the council compliant over the past year. The Governance Statement was reviewed, with the clerk asking each question in turn, to which all replies were 'yes', making the council's governance processes fully compliant (see hanslopeparishcouncil.org).

MOTION: To agree each clause of the Governance Statement (P4 of the AGAR) PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED.

The Accounting Statement was reviewed and approved (see hanslopeparishcouncil.org).

MOTION: To agree the Accounting Statement (P5 of the AGAR) PROPOSED by Cllr Cass SECONDED by Cllr Price and AGREED.

Cllr Palmer signed the AGAR and it was agreed the clerk would collect this by-hand, prior to then signing her sections.

- iv. **Approval of Payments:** The clerk had circulated the list of payments to be agreed (below) and these were reviewed. The clerk advised that the council should consider not renewing the Ellis-Whittam contract once it expired in 2020. All contractual and employment services were offered by the SLCC as part of the council's membership:

Date	Invoice from	For	Net	Vat	Total
15/05/2020	Ellis Whittam	Employment Services Contract - year 3	£ 1,750.00	£ 350.00	£ 2,100.00
10/06/2020	Rubbish to Go	Allotments clearance	£ 455.83	£ 91.17	£ 547.00
10/06/2020	Parishes Online	Subscription renewal - mapping software	£ 150.00	£ 30.00	£ 180.00
12/06/2020	BHIB Insurance	Increased premium due to re-valuation	£ 535.58	£ -	£ 535.58
19/06/2020	Sign Wizard	MUGA signage	£ 31.47	£ 6.29	£ 37.76
24/06/2020	Geoffrey Leaver Solicitors	Baden Lodge Termination work	£ 500.00	£ 100.00	£ 600.00
29/06/2020	MKALC	Subscription renewal	£ 80.00	£ -	£ 80.00
30/06/2020	Barbara Osborne Business Services	Payroll services Apr-June 2020	£ 81.00	£ -	£ 81.00
30/06/2020	John Sharpe	Caretaking - June	£ 354.00	£ -	£ 354.00
30/06/2020	RTM Landscapes	Landscaping - June	£ 979.17	£ 195.83	£ 1,175.00
01/07/2020	Roy Courtman	SID Operation & data collection	£ 80.00	£ 16.00	£ 96.00
01/07/2020	Roy Courtman	Storage of documents	£ 45.00	£ 9.00	£ 54.00
01/07/2020	Marcus Young Environmental	Bins and Dog Bins June	£ 484.50	£ 96.90	£ 581.40
05/07/2020	Lotte Landscapes	Rec. Ground - June	£ 788.33	£ 157.67	£ 946.00
06/07/2020	Sign Wizard	Playground signage	£ 31.47	£ 6.29	£ 37.76
10/07/2020	Proctor Chartered Surveyors	Land registry investigations	£ 18.00	£ 3.60	£ 21.60
10/07/2020	G Merry	Expenses reimbursement			£ 105.01
PAID					
29/06/2020	G Merry	June Salary			
29/06/2020	HMRC	June Tax and NI			
29/06/2020	Bucks CC	LGPS - June pension contribution			
07/07/2020	Zoom Communications	Monthly fee			£ 14.39

MOTION: to agree the payments for June/July 2020 as above, PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED.

20.075 Recreation Ground and Village Projects:

- i **Update and Progress on Signs:** The clerk had obtained the proofs and was working with Cllr Courtman on suitable wording. It was agreed Cllr Courtman and herself would be delegated to organise the signage, starting with a walk with the supplier on-site.
- ii **Request for Kickboxing Classes:** A request had been received to hold kickboxing classes on the Rec. Ground. Although the council did not disagree in principle, both the Hornets and adult football training had started back and in addition, the applicant had not provided a risk assessment and therefore the request was turned down.
- iii **Play Events:** MKPA had proposed an amended schedule to comply with Covid guidelines which included extending the session to a full day, in order to space out the children. The clerk had circulated the details, and these were agreed, with new dates now being: 30th July, 6th & 13th August. Cllr Proctor asked for more clarification on the various options proposed and the clerk agreed to settle this with MKPA, as well as advertise the events on the website and Facebook page.
- iv **Damaged Signpost:** This had been discussed at 20.072 v and it was agreed that confirmation is awaited from Highways re. Bloors paying for the re-siting.

20.076 S106 Projects

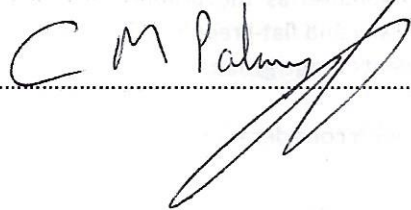
- i. **MUGA update from working group:** The working group had seen 3 suppliers on-site to refine the requirements and the clerk had circulated an outline specification (appended). It was agreed that Cllr Gregory would join the working group and help with fine-tuning the spec. prior to publishing the tender in late summer/autumn.
MOTION: To agree the proposed outline specification for the new Multi-Use Games Area, PROPOSED by Cllr Simpkins SECONDED by Cllr Courtman and AGREED
- ii. **Car Parks Resurfacing:** 9 tenders had been received and the working group had honed this down to 3. After further research, one contractor was recommended and the clerk had circulated a summary document. It was discussed and agreed to offer the contract to the recommended supplier. The clerk agreed to submit the application to MKC and speak to the Dr's surgery once funding was confirmed.
MOTION: To agree the preferred contractor, as proposed by the working group: DJT Surfacing Ltd @ £15,704.33 PROPOSED by Cllr Simpkins SECONDED by Cllr Courtman and AGREED.
- iii. **Allotments – Proposal from working group:** The allotments working group had developed a proposal and outline business case for a storage container facility, on-site toilet, new gates etc and Cllr Cass had circulated this. The clerk would discuss funding with MKC.
MOTION: To agree the proposal from the working group PROPOSED by Cllr Palmer SECONDED by Cllr Simpkins and AGREED.
- iv. **Public Art:** Cllr Geary had begun progressing his idea to request funding for the Hanslope church bells, under the umbrella of 'Public Art'. Cllr Palmer confirmed that a further £16,900 was needed for the bells and asked if this could be completed by Christmas. Cllr Geary agreed to push MKC and revert back to the clerk. In addition, Cllr Cass suggested ornate gates for the allotments could also be considered 'Public Art' and Cllr Palmer advised that approx. £40K was allocated in the Public Art funding. He also suggested adding repair of the church clock. It was agreed Cllr Cass would work on the gates project, including obtaining approx. costings.

20.077 Allotments - Update

The matter of bonfires as discussed, and it was agreed that although it is not illegal to have bonfires at the allotments, common sense and consideration for neighbours should be applied.

20.078 Date of Next Meeting: Monday 14th September 2020 at 7pm, via Zoom

Signed



Date

14 Sept 2020

APPENDIX 1: REPORT AND RECOMMENDATIONS FROM MUGA WORKING GROUP – July 2020

Group: MP, RS, JC and GM

During June/July we have met with 3 well-known suppliers, to gain ideas of what products are available and would meet our needs. These were: Wicksteed, Kompan and Play Innovation. MP has brochures available from some of these, but the type of products can easily be seen on their websites.

Recommended Size and Spec:

- **Priorities:** Junior football must be accommodated as the primary user but other sports identified are tennis, basketball, netball, hockey and flat-green bowls
- Facility to be attractive to full range of residents & age groups
- Free access model
- Storage to be accommodated in the design with consideration for keypad or fob system
- Family-friendly

Size Recommended = 38 metres by 18 metres (current MUGA = 17 x 34.6).

This is large enough to allow use by all the sports we have identified as being possible users – 5 a side football, football training, tennis, netball/basketball, mini hockey and flat green bowls (the size would accommodate three lanes), plus give that extra space that could be used and would not make the facility seem cramped. It also does not impede the current full-size football pitch.

Surface Options (preferred colour would be green):

- Short pile 'carpet' / sand dressed – this is similar to what is currently there but newer quality. It is especially suitable for football training, tennis and flat-green bowls.
- Polymeric Type 4 - Polymeric Rubber Surfacing, where a layer of 12-15mm of Rubber is laid down onto a good tarmac top and provides good grip and good bounce - the Type 4 Polymeric Surface is a good all-round option.
- Matchplay 2 - Matchplay 2 Synthetic Surface, which is laid down onto a good tarmac top is recommended for use with Tennis, Netball, Football, Basketball and Hockey. A good all-round option for all sports.

Other

- In addition to extra size (in particular lengthways) the group is recommended innovative free-play options on the outside to the north-western edge – see examples on P2.
- All should be enclosed by a good quality high fence (4m – as for current MUGA),
- Necessary floodlighting – likely to need to be moved to provide symmetry within new length.
- Adequate storage facilities as part of the overall design – current 'hut' likely to have to move.

Recommended Timeframe:

July 2020 – Develop Spec.

Summer 2020 – Obtain necessary permissions and advertise tender

Autumn 2020 – Tender assessment and appointment of supplier

Spring 2021 – Installation