

Minutes of the Annual Meeting of Hanslope Parish Council held on Thursday 6th ^{May}~~April~~ 2021 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

Clerk: G Merry

0 Members of the Public

21.053 Election of chairman and vice chairman for the year 2021-22

Cllr Palmer was PROPOSED as Chairman by Cllr Simpkins, SECONDED by Cllr Cass and AGREED

Cllr Courtman was PROPOSED as Vice Chairman by Cllr Palmer, SECONDED by Cllr Cass and AGREED

The clerk reminded Cllrs Palmer and Courtman to sign and return the Acceptance forms.

21.054 Apologies:

Apologies were received and accepted from Cllr Price and Cllr Gregory.

21.055 To Approve the Minutes of the Parish Council Meetings held on 12th April 2021

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

21.056 Declarations of Interest:

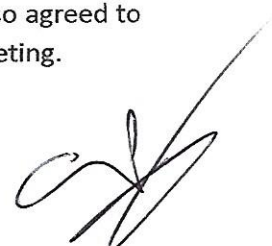
There were no declarations of interest.

21.057 Public Time:

No items

21.058 Council:

- i. **Clerk's Report:** *One month into the new financial year, expenditure is at £7717, and income at £68,399. The first instalment of the precept, and the grant for landscape maintenance have been received. Year-end closedown took place on 29/4/21 with the software company and the accounts for the new year opened. Cllr Price had signed off on the reconciliation reports for April. It has been a busy month, organising the scout hall, Dr's surgery bench and new defibrillator, as well as having an allotment committee meeting. Disappointingly, planning approval has still not been received for the MUGA and is now well overdue. The bench at the doctor's was not installed in the end, as it rained on the day concreting was to be done and the surgery will only allow access on certain days. However planning approval came through for the allotments.*
- ii. **Co-options update:** Interviews were held with the applicants for the 2 vacancies, and both will be co-opted at the June meeting. The clerk agreed to circulate the interview notes to all.
- iii. **Arrangements for June meeting:** There had been no change to the ruling stating that councils must return to in-person meetings from 7/5/21. It was discussed and agreed to use the community hall in June and the clerk agreed to organise a deep clean. It was also agreed to install broadband at the Pavilion, in line with the prices discussed at the April meeting.



- iv. **The Great British Spring Clean – 13/6/21:** The clerk reported there had been some interest and that people must register, to be issued with equipment and covered by the insurance. Cllr Proctor suggested that groups should be organised into areas and offered to oversee this on the day. The clerk agreed to get posters out and generally increase publicity.
- v. **Highways and Traffic Update:** There had been an increase in complaints about parking in the village, in particular the High Street and Cllr Courtman had passed this on to PCSO Richardson. Traffic was back up to pre-lockdown levels. However, a letter had been received from the Head of Highways, replying to the PC's complaint re. the overlapping road closures on Castlethorpe Road and lack of notice. She was investigating how this had come about and appeared supportive.
- vi. **Flooding – risk assessment working party:** There had been no progress on this.
- vii. **School Land Transfer to PC:** Cllr Proctor reported that the transfer has been agreed and the land will be transferred to the PC from Bloors. The documentation will require signature in due course. The PC will then lease the land to MKC for use as school land. MKC had wanted the PC to indemnify them against chancel repairs and Cllr Proctor advised against this, as it was not possible to know what detail for this was contained in the Deed. It was agreed HPC would not grant indemnity and Cllr Proctor agreed to instruct the solicitor.
- viii. **Reports from Outside Bodies:** There were no reports.

21.059 Governance, Working Groups and Processes

- i. **Governance Documents:** Standing Orders, Financial Regulations and Councillor Code of Conduct were reviewed and re-adopted.
- ii. **Working Groups:** It was agreed to review membership of working parties at the June meeting; however the Allotments Committee would remain the same with Terms of Reference unchanged.
- iii. **Processes, Policies and Procedures:** The Data Protection Policy & Privacy Statement, Equal Opportunities Policy and Health & Safety Policy, were **approved** without change.
- iv. **Land, Assets and Insurance:** The Asset and Risk Registers were discussed, especially regarding valuation levels for the allotments, Pavilion and Community Hall. It was agreed to keep to those values stated in the Kirby-Diamond report of June 2020, which had been passed to the insurance company with their quotes based on this. Both registers were re-approved. It was agreed the MUGA would need to be added to the policy later in the year and Insurance quotes were further discussed at 21.061 ii.
- v. **Financial Approvals:** Bank mandate/signatories were agreed without change. Re. allotment rents, it had been agreed in 2018, that rent would increase by 10p a pole per year for the subsequent 5 years.

MOTION: To agree to re-adopt all Policies as above, PROPOSED by Cllr Palmer SEC ONDED by Cllr Courtman and AGREED.

21.060 Planning: Cllr Cass reported on the following:

- i. **20/03339/FUL** - The Globe, Hartwell Road (re-submission of 20/01282/FUL) - Entry-level housing exception scheme - 30 dwellings - **Refused - May 2021**
21/00262/FUL - Eventing Centre, Malt Mill Farm, Castlethorpe Rd (re-sub 20/01693/FUL) - Outdoor menage, replacement clubhouse, access track - **Decision still awaited and deadline extended.**
21/00455/FUL - Cuckoo Hill Farm, MK19 7HQ - 2 new commercial buildings – There was a new case officer and the **deadline had been extended.**
21/00461/FUL - Hanslope Allotments, Newport Road MK197ND - **Approved**
21/00612/FUL - 1 Hartwell Road, Mk19 7BY - Single storey rear and side ext. replace garage with 1st floor annex & study - **Full Permission - 26/4/21**

Cllr Cass stated that the planning portal had been down, and so could not report on the smaller applications for extensions etc. However, the council's view would be needed before the next meeting and it was agreed to discuss these via email. Cllrs Cass and Courtman expressed concern re. 21/00810/DISCON - Salcey Green Farm, MK197DE., which was underway. The flooding authority had stated flooding was inadequately addressed, however there was evidence of a large structure being developed on the site. Cllr Cass offered to check with the case officer. Concern was expressed about the building work on Green Lane, and it was reported there had been a condition to upgrade the road and entrance. The school development was discussed, and Cllr Proctor confirmed there would be a temporary roadway for site traffic, via the new estate.

- ii. **Enforcement:** No reports.

21.061: Finance:

- i. **Reconciliations and Financial Situation Report:** Reconciliation and invoice checks had been carried out by Cllr Price. The clerk had circulated accounts to April 30th 2021, with payments and receipts reported as per 21.058 i. There were no questions.
- ii. **Insurance Quotes:** The clerk had obtained 2 quotes, one with current insurer BHIB @ £2501.82 (£2296.60 for 3-year agreement) or Came and Company (Hiscox) @ £2237.46 (or £2080.59 for 3-year agreement). The clerk recommended taking the 3-year deal. However, it was agreed that since the MUGA would need to be added later in the year, it was preferable to stay with a one-year arrangement and then change to a 3-year one from next year. It was agreed to continue with BHIB on the 1-year deal @ £2501.82 (plus insurance tax).
- iii. **Timeframe for audit/AGAR and Period of Elector's Rights:** The clerk circulated the following dates and explained that council needed to agree the Period of Elector's Rights:

29/4/21	Year-end closedown with RBS	Complete
6/5/21	Agree dates for exercise of public rights	
May	Prepare AGAR	
May	Internal audit between 12 th -31 st May	
14/6/21	Start of exercise of public rights	
14/6/21 – 30/6/21	Submit audit and AGAR	
2/7/21	External audit deadline	
23/7/21	End of period of elector's rights	

MOTION: To agree the dates for the Period of Elector's Rights as 14/6/21 – 23/7/21, PROPOSED by Cllr Palmer, SECONDED by Cllr Cass and AGREED.

- iv. **Approval of Payments:** The clerk had circulated the list of payments to be agreed for April/May (below) and these were reviewed: -

Date	Invoice from	For	Net	Vat	Total
08/04/2021	British Gas	Pavilion Elec - Mar-April	£ 21.95	£ 1.09	£ 23.04
08/04/2021	British Gas	Pavilion Gas - Mar-April	£ 26.79	£ 1.33	£ 28.12
08/04/2021	British Gas	Pavilion Elect - Mar-April (2)	£ 65.88	£ 3.29	£ 69.17
23/04/2021	BMKALC	Annual Subs	£ 404.29		£ 404.29
30/04/2021	Lockforce	Change Locks - Community Hall	£ 150.00		£ 150.00
30/04/2021	RBS Software Ltd	Year End close down	£ 360.00	£ 72.00	£ 432.00
30/04/2021	EON	Elec - Scout Hall	£ 37.65	£ 1.88	£ 39.53

30/04/2021	Tara Davies	Pavilion Cleaning April	£ 45.00		£ 45.00
30/04/2020	John Sharpe	April Caretaking + materials	£ 399.97		£ 399.97
30/04/2021	RTM Landscaping	April Landscape Maint	£ 979.17	£ 195.83	£ 1,175.00
30/04/2021	Marcus Young Environmental Services	Bins and dog Bins – April	£ 565.00	£ 113.00	£ 678.00
05/05/2021	Tove Landscapes (Lotte)	April Rec Ground Maintenance	£ 788.33	£ 157.67	£ 946.00
06/05/2021	G Merry	Expense's reimbursement			£ 43.42
01/05/2021	Milton Keynes Council	Business Rates - Scout Hall Monthly	£ 194.00		£ 194.00
04/05/2021	Rubbish2Go	Skip for Scout Hall	£ 155.00	£ 31.00	£ 186.00
PAID					
22/04/2021	Zoom Communications	Monthly fee			£ 14.39
28/04/2021	Adobe	Monthly subscription	£ 12.64	£ 2.53	£ 15.17
28/04/2021	G Merry	April Salary			
28/04/2021	HMRC	April Tax and NI			
28/4/21	Bucks CC	LGPS - April pension contribution			

MOTION: to agree the payments for April/May as above, PROPOSED by Cllr Courtman
SECONDED by Cllr Simpkins and **AGREED**.

21.062 Recreation Ground:

- i **Community Hall Updates:** The clerk reported that scouts and guides had confirmed they would not be starting back indoors until September and this gave plenty of time for the renovations to be completed, a risk assessment carried out and Covid clean arranged. The clerk planned on implementing the same agreement as she had for the Pavilion and users must sign this before being issued with keys. It was agreed to inventory the kitchen only. Cllr Palmer confirmed more clearance would be needed in due course, as there were unused items in the upstairs storage. It was agreed users should not access the upstairs area. The clerk advised she would need to obtain advice re. charging for use of the hall, as it may affect the reclaim of VAT on the refurbishments. Cllr Palmer proposed a rent-free period for users, until the VAT situation as known, and this as broadly agreed providing users were village-based.
- ii **Defibrillator Awareness:** The defibrillator is now installed and registered with the ambulance service. An awareness training session had been arranged for 27/5/21 at 7pm, in the Rec. Ground. The clerk advised that training was provided by the Community First Responders who are a charity and ask for a donation in return for their continued work in the community. It was discussed and **agreed** to donate £100 to the MKVCFR group.

21.063 Village Projects

- i. **Long Street/Gold Street Sign:** Cllr Palmer reported that the blacksmith had agreed to a deadline of 30/6/21. The installation company were standing by but may invoice for their work to-date.
- ii. **Bins and Dog Bins:** Cllr Simpkins reported that the work had been ordered. However, the clerk was waiting on responses from residents in St James Close, whose homes would be adjacent to 2 of the new bins.

- iii. **Treescaping Fund:** Cllr Simpkins stated with a minimum application of £50K and an end of May deadline, it would be impossible to develop an application in time. It would be reconsidered for next year.
- iv. **Bench and Bush for pond:** Cllr Courtman had proposed the 'Lowther' bench in a light colour @ £720.30 plus £500 for installation. The wording of the plaque was discussed and agreed as well as the location for the bench. Cllr Cass advised there was an official HRH Duke of Edinburgh rose and she would investigate whether this would be suitable for installation at the pond.
MOTION: to agree to purchase the Lowther bench @ £720.30 plus install @ £500, PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED.
- v. **Adoption of Landscape Maintenance on Bloor's estate - offer to fence:** The clerk had emailed her contact at Bloors requesting the new location for potential installation of a fence. However, she had heard nothing back. Cllr Palmer expressed approval of the level of open space and landscaping on the Hanslope Fields estate.

21.064 S106 Projects

- i. **Allotment Project:** The clerk requested clarity on the timings of orders, as these must be placed through herself. Cllr Cass agreed to check and advise. Cllr Palmer suggested the committee consider a mural to cheer up the outside of the new container.
- ii. **MUGA Project:** The contractor urgently needed to schedule dates for the groundwork, drainage and demolition phase. The clerk reported there was an extremely narrow window for this to take place, working around football and cricket commitments and expressed frustration that planning approval had still not been received and was now well overdue. It was discussed and agreed to schedule dates from mid-June, so that football and cricket would be affected as little as possible. Cllr Palmer suggested a walking football game between parish councillors and the adult team, to celebrate the opening of the new MUGA.

21.065 Allotments Update: The clerk agreed to circulate the minutes from the recent allotment committee meeting.

21.066 Date of Next Meeting: 14th June at 7pm, in the Community Hall.

Signed

Date

14 JUNE 2021