

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

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**Minutes of the meeting of Hanslope Parish Council, on Monday 17th April 2023 at 7pm at the Hanslope Pavilion, MK19 7LG.**

**MINUTES**

**Present:**

Parish Councillors: -

D Courtman (Chairing)

E Price

R Simpkins

Clerk: G Merry

A Andrew

S Proctor

F Scott

1 member of Public

**MOTION:** To exclude the public for item 23.044 i) in accordance with the Public Bodies (Admission to Meetings) Act 1960. PROPOSED by Cllr Courtman SECONDED by Cllr Simpkins and AGREED

**23.037 Apologies:** Apologies were received and accepted from Cllr Palmer.

**23.038 Minutes of previous meeting held 13/03/23:** The minutes which had previously been circulated were PROPOSED by Cllr Price SECONDED by Cllr Proctor and AGREED.

**23.039 Declarations of Interest:** There were no declarations.

**23.040 Public Participation:**

The 'webmaster' of the village website advised that she and her colleagues wish to step down from this role and asked that the PC considers taking this on, in conjunction with the proposed new village newsletter. For the website to continue to run in the interim, an SSL certificate is required at a cost of £45. However, the website has no income and it was asked that the PC covers this expense. She also advised that historically the PC had paid the annual webhosting/domain name registration cost. However, no one present remembered this to be the case. The clerk asked that historic paperwork regarding this should be emailed to her ASAP. Cllr Courtman felt that the £45 could be covered by the PC and Cllr Andrew stated that councilors would be open to amalgamating the 2 websites but not until around June.

**23.041 Council**

- i. **Clerk's Report:** The financial year closed with receipts at £183,972 and payments at £249,559 with the difference of £65,587 accounted from EMRs. These amounted to the cost of the outdoor gym and the cost of the white gates. Over £300K is still in reserves, some of which has been allocated to this year's projects. The internal audit will take place this week and the AGAR signed off at the May meeting. The internal auditor agreed that some councilor training is in order, for new councilors but also for everybody as a refresher, and it is hoped to organise for someone to come to Hanslope. An E.M. will be scheduled for 24/4/23 at 8pm, to approve the use of the Rec. ground for bootcamp sessions on Saturday mornings over the summer.
- ii. **Arrangements for the new council:** The clerk stated that following the close of nominations, there will be just 6 members and the process for co-opting another 3 has been started. The current council is in place until 9/5/23 and the new council is considered to be active, also from the 9/5/23. Acceptance of Office forms will be signed at the May meeting, which is also

*D.J. Courtman*

the Annual Meeting of the Parish Council where we re-approve our policies etc. for the year ahead. The first order of business is always to elect the chairman for the year, even in a non-election year. The clerk advised that there is a misconception about the chairman's role as they are not required to do any more than just effectively chair meetings. There are few other duties e.g. signing off on minutes etc., so no extra work involved.

- iii. **Storage of council archives:** Cllr Courtman stated that it will soon not be possible to store council documents at Rose Lane Farm and the options were discussed. It was agreed that although ideally the current boxes would be sorted into what must be kept and what may be destroyed, there was not time or resources to do this at present. The loft space at the community hall was not a suitable option, due to the logistics of transporting the boxes and lifting them up the ladder. It was agreed that the clerk would obtain a storage price from the commercial storage company at Rose Lane Farm, due to the ease of moving everything across and councilors will find a date in the summer to go through the documents properly.
- iv. **Highways and Crime Updates:** Cllr Courtman reported that the permanent SID is now working well. It is still recording excess speeds, although between the 2 SIDs there may have been a slight reduction in speeding over time. The data from the mobile SID will be used to decide where to site the permanent one.
- v. **Community Speed Watch:** Cllr Andrew has completed the online course and will be taking part in a CSW session with Haversham PC and will report back.
- vi. **Bylaws:** The clerk searched the archives and no bylaws could be found. Cllr Proctor expressed concern that without these in place, it would be difficult to enforce penalties at the Rec. Ground. Model bylaws could be implemented following the correct process and it was agreed Cllr Proctor would continue to investigate this whilst enforcement options are still being discussed.
- vii. **Parish Newsletter:** Cllrs Andrew and Scott agreed that merging the village website with the new website for the proposed newsletter was possible and they agreed to work on this but after the May local elections.

**MOTION:** To agree the development of the newsletter/ website as above PROPOSED by Cllr Courtman SECONDED by Cllr Simpkins and AGREED

- viii. **Reports from Cllrs:** Cllr Simpkins along with the clerk, attended a site meeting with the MKCC Road Safety Officer and looked at the 'Watts Arms' junction, as well as Castlethorpe Road. He had advised that Community Speedwatch would be effective in the case of the Watts junction and the equipment could be borrowed from the police for 6 months. He asked that data is collected (anecdotal and photographic) re. parking on Castlethorpe Road, adjacent to the Rec. Ground, especially at weekend. Cllr Andrew agreed to take photos/videos with the aim of collating this by the next meeting. Cost of a new crossing would need to be from S106 money. Cllr Proctor thanked all for taking part in the litter pick on 16/4/23 but advised that next time there needs to be a scheduled finish time.

### 23.042 Planning

**i. New Planning Applications:** The list of current applications was circulated and the following were the only new ones for the month:

PLANNING REF.	ADDRESS	DETAILS	DEADLINE FOR COMMENTS	RESPONSE AGREED
23/00836/FUL	Bramblings, Higham Cross Road, MK19 7HL	Change of use from agricultural to equestrian & construction of menage for private use	11/5/23 (falls before May PC meeting)	NO COMMENTS - AGREED

*Handwritten signature: Cllr Courtman*

23/00713/HOU	2 Hazel Row Newport Road Hanslope MK19 7NB	Single storey rear extension	12/5/23 (falls before May PC meeting)	<b>NO COMMENTS - AGREED</b>
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Re. The 'Globe' appeal, Cllr Price advised that no examiner had been appointed yet and she is monitoring this

**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 would meet again 26/4/23. Cllr Andrew stated that the intention is to increase communications with the residents and encourage feedback. A leaflet is being finalised and will be distributed throughout the village. The cost of distribution will be £141 and this was AGREED.

### 23.043 Finance

i. **Reconciliations and Financial Situation Report:** Cllr Price checked the reconciliation reports to 31/03/23 and all accounts balanced. The Accounts by Budget and year-end Balance Sheet had been circulated and there were no questions.

ii. **Year-End update and dates for Period of Elector's Rights:** Year-end closedown had been delivered by RBS software but the service had not been up to the usual standard and the clerk had requested a reduced bill. The Period of Elector's Rights is a 6-week period during which residents may inspect the accounts, and the council AGREED the dates as 5/6/23 to 14/7/23.

iii. **Investment of Commuted Sum from Bloor Homes:** Bloor Homes had confirmed a commuted sum of £419,044, payable to the PC to fund landscaping and other maintenance on the Hanslope Fields estate into the future. The clerk suggested this could be invested separately from the regular bank accounts. It was agreed the clerk and Cllr Price would look into the options for this. Cllr Proctor pointed out that this, in addition to the current reserves and available \$106 would mean the council would have robust funds and should consider future needs and projects. This was briefly discussed but it was also acknowledged that the sum from Bloors should be ringfenced for maintenance at Hanslope Fields.

iv. **Retroactive approval of NHP consultancy invoices:** The clerk advised that if invoices for the consultants were not paid by 31/3/23, any unspent part of the Localities grant would need to be paid back. This needed to be decided quickly in the days before 31/3/23 and the invoices had been paid. This decision was supported.

**MOTION:** To retroactively agree to the action taken, PROPOSED by Cllr Price SECONDED by Cllr Simpkins and AGREED.

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

Date	Invoice from	For	Net	Vat	Total
12/12/2022	Philwell Developments	Install fingerpost (invoice not rec'd until March '23)	£ 1,460.00	£ 292.00	£ 1,752.00
08/02/2023	Almar	Printing - NHP Docs	£ 23.00		£ 23.00
20/02/2023	Almar	Printing for APM Display	£ 12.90		£ 12.90
28/02/2023	Almar	Printing for APM Display	£ 48.98	£ 9.80	£ 58.78
13/03/2023	Almar	Printing for APM Display	£ 43.49		£ 43.49
28/03/2023	RTM Landscaping	March Landscaping	£ 1,028.13	£ 205.63	£ 1,233.76
31/03/2023	Barbara Osborne Business Services	Payroll services Jan-March 2023	£ 82.50		£ 82.50

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31/03/2023	Roy Courtman	Storage of documents Jan-March	£ 45.00	£ 9.00	£ 54.00
31/03/2023	Roy Courtman	Operation of SID Jan-March	£ 240.00	£ 48.00	£ 288.00
01/04/2023	Tove Landscaping	March Rec Ground Maintenance	£ 788.33	£ 157.67	£ 946.00
01/04/2023	Marcus Young Landscapes	March bins and dog bins	£ 794.75	£ 158.95	£ 953.70
04/04/2023	Tove Landscaping	Extra seeding and rolling cricket fairway and outfield	£ 687.80	£ 137.56	£ 825.36
04/04/2023	2and2print Ltd	Banner for Coronation Event	£ 300.00	£ 60.00	£ 360.00
05/04/2023	Anne Washington	March caretaking	£ 480.00		£ 480.00
05/04/2023	BMKALC	2023-24 Subscriptions (BALC and NALC)	£ 460.88		£ 460.88
11/04/2023	Groundwork UK	Repayment of unused NHP Grant	£ 189.09		£ 189.09
11/04/2023	G Merry	March Expenses	£ 8.33		£ 8.33
11/04/2023	Tara Davies	March pavilion (£75)/hall cleaning (£105)	£ 180.00		£ 180.00
<b>PAID -</b>					
16/03/2023	British Gas	Gas - Hall Jan-March	£ 218.75	£ 10.94	£ 229.69
20/03/2023	British Gas	Elec - Hall Dec-March	£ 36.05	£ 1.80	£ 37.85
21/03/2023	Adobe	Subscription	£ 12.64	£ 2.53	£ 15.17
21/03/2023	Serco	Bags and recycling bags for next 3 months	£ 351.09	£ 70.22	£ 421.31
24/03/2023	Amazon	Printer paper	£ 13.88	£ 2.77	£ 16.65
25/03/2023	Amazon	Toilet rolls (bulk)	£ 17.57	£ 3.52	£ 21.09
27/03/2023	G Merry	Mar Salary			
27/03/2023	HMRC	Mar tax and NI			
27/03/2023	LGPS	Mar pension			
27/03/2023	RCOH (O'Neil Homer Consultants)	Hanslope NHP Review Consultancy - 9 days (PC Budget)	£ 900.00	£ 180.00	£ 1,080.00
27/03/2023	RCOH (O'Neil Homer Consultants)	Hanslope NHP Review Consultancy - 9 days (from Grant)	£ 5,000.00	£ 1,000.00	£ 6,000.00
27/03/2023	RCOH (O'Neil Homer Consultants)	Hanslope NHP Review Consultancy - 1.5 days (PC budget)	£ 150.00	£ 30.00	£ 180.00
27/03/2023	RCOH (O'Neil Homer Consultants)	Hanslope NHP Review Consultancy - 1.5 days (from Grant)	£ 875.00	£ 175.00	£ 1,050.00
29/03/2023	British Gas	Pavilion Gas Feb-Mar	£ 112.20	£ 5.61	£ 117.81
29/03/2023	Daryl English	Allotment pole installs	£ 140.00		£ 140.00
29/03/2023	Daryl English	Allotment plot Clearance	£ 345.00		£ 345.00
29/03/2023	Daryl English	Williams Close Car park Hedge	£ 350.00		£ 350.00
30/03/2023	BT	Phone and Broadband	£ 49.95	£ 9.99	£ 59.94

The clerk pointed out that the cost of the banner for the Coronation event had not been agreed in the original budget and this was discussed. It was agreed to pay the bill and Cllr Andrew confirmed there would be no further costs. The clerk confirmed that the Serco bill was for refuse and recycling bags to cover the busy summer months and the village litter pick, so extra had been ordered.

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

(Cllr Andrew left at 20.15)

#### 23.044 Recreation Ground

- i. **Hall Rent Payments:** A regular hirer of the hall was in significant rent arrears and the clerk requested guidance. It was discussed and agreed to write, giving a deadline for payment,

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following which their rental agreement would be terminated and the door code changed, if no payment was received.

ii. **Update on proposed new play equipment:** The MKCC officer sent his proposed recommendations along with approx. costs. The recommended upgrades were agreed and the clerk will request a final cost as well as clarification on who would apply for the S106 funding.

iii. **Applying for pitch maintenance grant:** The clerk had circulated a PowerPoint from MKCC detailing a specialist offering football pitch upgrades, along with information re. applying for a grant from the Football Foundation's Grass Pitch Maintenance Fund. It was agreed to pursue this and the Rec. Ground working group will prepare the application.

**MOTION:** To agree to apply for the grant PROPOSED By Cllr Simpkins SECONDED by Cllr Proctor and AGREED.

iv. **HCC Request to pay in 2 installments:** Hanslope Cricket Club had requested to pay their annual pitch permit in 2 installments. This was discussed and agreed.

**MOTION:** To agree to the request to pay in 2 installments PROPOSED by Cllr Simpkins SECONDED by Cllr Proctor and AGREED.

v. **Contracting Private Enforcement:** Cllr Andrew had circulated a proposal for contracting private enforcement for the Rec Ground. Concern was expressed however, that without the bylaws in place, enforcement would be difficult. Cllr Proctor agreed to circulate model bylaws which may be adopted and in due course, consultation with the public would be sought via social media. It was agreed to defer the decision on enforcement until further work was completed on the bylaws issue.

**MOTION:** MOTION deferred

### 23.045 Village Projects

i. **Landscape Maintenance Tenders – recommendation from tenders working group:** Cllrs Simpkins and Price, along with the clerk and 3 members of Castlethorpe PC, had evaluated the 4 tenders received. A summary of their findings was circulated and discussed. The recommended contractor was agreed, (based on price and track record) and it was agreed to offer the contract for one year with the option to renew for a further 2.

**MOTION:** To agree to award both landscaping contracts to contractor 1: verges/hedges @ £12,300 p.a. and Rec. Ground/Ponds @ £9,460 p.a. PROPOSED by Cllr Courtman SECONDED by Cllr Simpkins and AGREED

ii. **Landscape Maintenance Contract, increased payments over growing season:** The current contractor invoices for the value of the contract divided by 12, therefore the same amount monthly. This essentially means they work for less when the bulk of the work takes place i.e. during the growing season. Anticipating the contract coming to an end on August 31<sup>st</sup>, they had advised increased prices for the period April-August, in the event they are not awarded the new contract and would then be out of pocket. The cost over the 5 months will be £10,387.56 and this was agreed. The new contractor will be asked to commence in March 2024 to counteract this increased cost.

**MOTION:** To agree the revised price of £10,387.56 until August 31<sup>st</sup> 2023 PROPOSED by Cllr Courtman SECONDED by Cllr Price and AGREED.

iii. **Proposal to paint the inside of the brick bus shelters:** This was suggested at the Annual Parish Meeting and after discussion was supported. An off-white, anti-graffiti paint, similar to that in Castlethorpe was agreed. The clerk agreed to obtain quotes for 3 shelters: Williams Close,

  
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Castlethorpe Road and Long Street, and revert to the agenda.

**MOTION:** To agree the painting of the bus shelters in this year's programme PROPOSED by Cllr Scott SECONDED by Cllr Price and AGREED.

**iv. Proposal to develop green space adjacent to Lincoln Court:** The clerk had circulated a proposal from a resident and Tree Officer for MKCC, for landscaping and a small children's play area. This was discussed and it was agreed to support the proposal on the condition that if the PC is to maintain and manage the site, the land must be transferred to the PC's ownership.

**MOTION:** To support the proposal to develop this space PROPOSED by Cllr Proctor SECONDED by Cllr Simpkins and AGREED.

**v. Update on Bloor's handover of land:** Cllr Proctor advised as follows: All planting completed; Most seeding completed with remainder to be completed in April; Bottom car park completed; Carters has completed works to Dr. Surgery car park. He is checking if this is still fenced off, if not Bloor will arrange fencing until completion of transfer to avoid any disputes following use by public etc. Work outstanding to footpaths ongoing; Transfer plan being prepared; lawyers for both sides appointed; Commuted maintenance sum to be paid to PC £419,044.50 (subject to indexation to point of transfer); Early transfer payment to avoid 1<sup>st</sup> year maintenance period suggested at - £20,952.22. A site meeting is arranged for 10/5/2023 to agree final snagging. The proposed £20,952 to be considered whilst reflecting the S106 maintenance plan/obligations. Since the car park is not officially open, it was agreed signage could not be installed by the PC until transfer, scheduled for late 2023. Cllr Courtman stated this car park had originally been intended for school drop off/pick up and this may affect the wording of any signage. Cllr Simpkins advised that the small open space on Repton Close will also be transferred to the PC in due course.

**vi. Coronation Event:** Leaflets will go to every household in the village and the event will commence at 5.30 with food and drink stalls etc. available.

**vii. Christmas Lights:** The clerk had again met with Highways who had received a quote for reconnection from Ringway and were awaiting a budget code from the Head of Highways. She had advised if the money could not be found, the PC could potentially pay for this. She will continue to nag Highways on this matter.

**viii. Request for grit boxes – update on current locations:** Item deferred to next agenda

#### **23.046 S106 Projects:**

**Updates:** Cllr Palmer had helped the Dr's surgery to finalise their application and this was ready to submit, once the S106 allocation had been identified. The clerk stated that with several projects requiring S106, it would be useful for someone to check Exacom and look at the different amounts and criteria for Hanslope.

**23.047 Allotments – any updates:** Cllr Simpkins confirmed that the plots are now all fully let and a summer barbecue is planned. Mr. Walmsley had stood down from the committee and Cllr Scott had joined. The clerk reported that a professional service for the tools/machines would be arranged and that the PC would need to pay for this for reasons of liability.

**23.048 Date of Next Meeting:** E.M. - 24th April 2023 at 8pm and AMPC – 15<sup>th</sup> May at 7pm

Signed: ..... Date: .....

Castlethorpe was agreed. The clerk agreed to obtain quotes for 3 shelters. Williams, Cllr