

Minutes of the Parish Council Meeting of Hanslope Parish Council, held on 10<sup>th</sup>  
June 2019 at 7.30pm  
at Hanslope Pavilion, Recreation Ground, Hanslope.

**Present:**

Parish Councillors: -

M Palmer (Chairman)

E Price

J Cass

R Green

D Courtman

S Proctor

R Simpkins

B Green (Ward Cllr)

Clerk: G Merry

0 Members of Public

**19.070 Apologies for Absence:**

Apologies were received from Cllrs A Geary and G Bowyer (MKC - Ward). Cllr Palmer introduced the clerk to Cllrs R and B Green and asked Cllr B Green to arrange keys to the Pavilion for the clerk.

**19.071 Declarations of Interest:**

There were no declarations

**MOTION:** to agree to exclude the public from the meeting for part of item 19.074 i) in accordance with the Public Bodies Act (1960) and Local Government Act (1972), PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED.

**19.072 To Approve the Minutes of the Parish Council Meetings held on 13th May 2019:**

The minutes for both the AMPC and the PC meeting held 13/5/19 had been previously circulated and were AGREED and SIGNED.

**19.073 Public Time:** There were no items.

**19.074 Council:**

- i. **Clerk's Report:** The clerk stated this section is to: report on actions taken, correspondence received & any updates for the month; report on any concerns or issues; report on financial matters and any matters brought by residents. She outlined what actions had been taken for the past month and stated that her concerns would be addressed under the Auditor's Report. The clerk's working hours are Mondays, Tuesdays and Wednesdays – normal office hours, with phone calls and emails checked on Fridays.
- ii. **Future of the Website:** Cllr Palmer outlined that the council had originally operated its website via the village one but had then also developed its own. The latter had proved limited in scope and he felt that it was time to revert to one site only. This was discussed and the clerk added that for compliance purposes, the PC must display certain documents and should therefore have its own website. It was discussed and agreed that the clerk would develop ideas for a brand-new website and report back to council. There would only be a link from the village website to the PC one, and for now, payments would continue to be made to the existing hosting service.
- iii. **'Welcome to Hanslope' Pack:** Cllr Cass presented a welcome pack she had been developing and stated she had consulted with the church, village hall committee and Dr's website. She asked what else might be included and Cllr Courtman asked that information on all village

churches could be included. It was agreed the PC would purchase the materials necessary for 50 packs but initially 20 would be collated. Cllr Cass offered to take on this project for the first year and was thanked for her work to-date. It was agreed the information would also go on the website.

- iv. **Grant Policy and Funding Applications:** 2 applications for donations had been received and the clerk asked if the PC had a Grants/Donations policy. Cllr Palmer advised that it does not but has its regular beneficiaries, who receive donations and for which there is a budget. The clerk advised that a policy could be implemented so that payments are not seen as ad hoc, and that local groups know what the criteria are. It was agreed that the overriding criteria must be that donations are 'For the Benefit of the Village' and the clerk agreed to develop some wording. It was agreed a donation of £100 would be made to Lincoln Court as requested.
- v. **V.E. Day:** The clerk had circulated information re. events planned for next year's VE Day anniversary. It was discussed and agreed that if village groups wish to organise an event, the PC is happy to help publicise it. Cllr Courtman agreed to put a shortened version of the information on the noticeboard.

#### 19.075 Planning:

- i **Update on New Planning Applications:** Cllrs Price and Proctor reported that only minor updates to the 2 applications for Hanslope Park, previously reported on, had been received.
- ii **Update on Response to Large-Scale Planning Appeals:** Cllr B Green stated there had been no response to-date. Cllr Geary will advise on dates for appeals when these are known.
- iii **Update on Meeting Between the PC, Bloors/Davidsons and Highways (re. change to roundabout adjacent to Watts Arms and change of Priority at Forest Road/Hartwell Road junction):** Cllr B Green reported that the consultation documents re. the school crossing had been sent to Highways, but the only information to-date was that the engineers were working on it and no progress is expected until 2020. He offered to update on the proposed joint meeting.

#### 19.076: Finance:

- i **Financial Situation Report:** The clerk had circulated a set of accounts and a budget statement. This showed a total expenditure to May month-end at £10,041.27 and income at £69,519.52. She had prepared reconciliation forms for each bank account to check against the statements and Cllr Price had signed-off on these.
- ii **Insurance:** The council's insurance had become due during May, meaning it was not possible to agree the payment at a meeting. It had been necessary to agree the renewal via email, so the council did not risk a period without insurance. This had been agreed and paid. However, Cllr Palmer suggested that quotes are obtained well in advance next year, to ensure value, as well as checking on levels of cover.  
**MOTION:** to agree the insurance renewal (retroactive) PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED.
- iii **Audit and Annual Return:** The clerk had circulated the Annual Governance Statement and Return (AGAR) and explained that there are 2 sections to be agreed. The Accounting Statement (**appended**) has been finalised by the accountant and signed off by the auditor. The clerk thanked Cllr Price for her work on this and recommended it for approval. The Governance Statement had issues which the auditor had reported on, largely due to the lack of clerk for a significant period. Each of the statements was discussed and the AGAR completed accordingly. It was agreed the clerk would write a cover letter to be submitted with the AGAR, outlining the internal controls that had been employed.

**MOTION:** to agree the Governance Statement as stated on the AGAR, PROPOSED by Cllr Palmer SECONDED by Cllr Cass and AGREED

**MOTION:** to agree the Accounting Statement as stated on the AGAR, PROPOSED by Cllr Palmer SECONDED by Cllr Price and AGREED

The clerk explained that it was necessary for council to agree the period of Elector's Rights, whereby any resident of the parish may inspect the accounts for last year. She recommended the period 17/6/19 to 26/7/19 and this was agreed. The clerk gave Cllr Courtman the Notice announcing the Period of Elector's Rights, to be displayed on the board by 16/6/19.

**MOTION:** to agree the Period of Elector's Rights as above, PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED.

- iv **Bank:** The clerk advised that allotment deposits are being paid into the current account but must be considered liabilities, as they will ultimately need to be refunded. She suggested a solution whereby the 2 savings accounts are consolidated into one, leaving one account clear. This could then be used for the deposits and kept separate from PC finances. This was agreed.
- v **VAT update:** Cllr Price advised that invoices for 2017-18 cannot be found and this was discussed. It was agreed Cllr Price would request copy invoices from existing contractors with a view to reclaiming some of the VAT. The clerk expressed concern that due to the Pavilion refurbishment during 2018-19, the council may have reached the de minimis limit for the year, meaning it may not be eligible to reclaim all the VAT. She agreed to obtain correct advice on this and report back.
- vi **Making Tax Digital:** The clerk was currently keeping the accounts on Excel sheets. However, when 'Making Tax Digital' comes into force in October, there will be a need to have software capable of uploading the information directly to HMRC. She had circulated a quote for the parish council-bespoke Alpha package, which she is experienced in using, along with comparative costs of QuickBooks. It was agreed that the clerk should purchase the Alpha software package as soon as possible.
- vii **S106 Tracking Options – report on potential use of S106 within the village:** Cllr Palmer had prepared a list of sums payable.
- viii **Payments to be Agreed:** The clerk circulated the list of payments to be agreed as follows:

Date	Invoice from	For	Invoice No.	Net	Vat	Total	Chq No
Jan-19	BALC	Annual Subscription		£ 366.41	£ -	£ 366.41	3022
06/05/2019	G Merry - reimbursement	Stationery		£ 42.80	£ -	£ 42.80	
17/05/2019	G Merry - reimbursement	Printer		£ 83.33	£ 16.67	£ 100.00	3023
24/05/2019	Tanswell Technology Ltd	Supply laptop, Office 365, Bitdefender, & set-up	3703	£ 511.00	£ 102.20	£ 613.20	3025
21/05/2019	HMRC	PAYE underpayments Dec 2018 and Jan 2019		£ 169.18	£ -	£ 169.18	3024
31/05/2019	John Sharpe	Caretaking @ 39 hours + reimburse paint @ £10.98		£ 400.98	£ -	£ 400.98	3026
01/06/2019	Marcus Young Landscapes Ltd	Bins and dog Bins - May	3108	£ 452.00	£ 90.40	£ 542.40	3027
02/06/2019	Lotte Landscapes	Rec Ground Maintenance	11613	£ 694.17	£ 138.83	£ 833.00	

02/06/2019	Lotte Landscapes	Mowing of rides – allotments	11612	£ 110.00	£ 22.00	£ 132.00	3028
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Cllr Palmer queried the lack of invoice from Ellis Whittam and Cllr R Green agreed to chase this. Cllr Price enquired whether the Grounds Maintenance contractor had ever had a formal contract and Cllr Simpkins confirmed they had not but there had been an agreement by email. **MOTION:** to agree the payments for May 2019 as above, PROPOSED by Cllr Proctor SECONDED by Cllr Simpkins and AGREED.

#### 19.077 Recreation Ground Development:

- i **Update on the Refurbishment Works:** Outstanding items discussed included installation of a barrier, completion of fencing and yellow ground-lining. Cllr R Green advised that these items were not in the original specification and it would therefore be necessary to engage a local contractor to carry them out. He agreed to progress this, and the clerk asked that 3 quotes are obtained where possible. Cllr Green advised that this is difficult in the area, due to lack of suitable contractors willing to quote. There was a discussion regarding the amount defined in Financial Regulations, below which only one quote is necessary. It was agreed to revisit the level of this at the next meeting.
- ii **Income To-Date:** Cllr R Green confirmed there has been no income from rentals/permits yet, although the sports clubs are ultimately expecting to be charged.
- iii **Report on the Proposed Management and Payment Structure:** There was a need for clarity on the implications of reclaiming the VAT on the refurbishments and whether any charging structure would affect the ability to claim this back. The amount of VAT reclaimable exceeds what may be charged to the clubs, so it may transpire that it is not worth charging them. Cllr Palmer stated the PC is there to support village groups and does not seek to profit from them. It was agreed this would be revisited once there was clarity on the VAT situation. Cllr Green confirmed there is a verbal agreement for an annual permit fee and himself and Cllr B Green manage key-holding, opening and closing of the Pavilion. Additionally, there were clauses re. charging, written into the original S106 agreement for the works and Cllr R Green agreed to send the information on this to the clerk.
- iv **Potential for Further Redevelopment of Building on Pavilion Site:** It was agreed not to have further development for the time being. Cllr Proctor expressed concern that the solicitor, Gilroy Steel, had not progressed registration of the land at the site of the pavilion and recreation ground. After a discussion, it was agreed to transfer this matter to Geoffrey Leaver Solicitors who had actioned the registration of the allotments. Cllr Proctor agreed to implement this.

#### 19.078 Allotments – Update and New Equipment:

Cllr Simpkins reported that a site meeting had been held and the new mower will be stored either at the lock-up in the Pavilion, or in Cllr and Mr Cass's shed as a temporary measure, and this was agreed. In the longer term, a shed will need to be installed at the allotments. Cllr Cass agreed to send the clerk the details of the new mower so that payment could be arranged. Cllr Simpkins reminded all that 115 posts were needed to mark out the plots @ £3.42 each. The payment would need to be agreed at the next meeting.

#### 19.079 Village Maintenance

- i **Grass Cutting and Devolved Services:** Grass cutting of verges and hedge maintenance are to be devolved out to the parish councils. Cllr Simpkins and the clerk will meet with members of Castlethorpe PC, with a view to agreeing a joint arrangement. Cllr Simpkins introduced the idea of a wildlife policy, whereby some verges would be left longer, to sustain wildflowers etc. He had consulted with councillors and Cllr Courtman had suggested initially leaving just

Newport Road to grow, whilst maintaining the cutting scheduling everywhere else. This was discussed and Cllr Cass stated it would be advisable to consult with the residents of Newport Road before making a final decision.

- ii. **Village Pond Maintenance:** There was general agreement that the village ponds were in a poor state and Cllr Simpkins suggested meeting with the contractor, who had ideas to bring them back into order. Cllrs Courtman and Palmer expressed interest in attending this. The possibility of filling-in the Harkness Pond was discussed. However, it was agreed the pond was important for local ecology. Additionally, there had been stipulations in the original S106 agreement for its preservation. Cllr Simpkins agreed to set up the site meeting.
- iii. **Bin Installation:** The new bin had not yet been installed and Cllr R Green agreed to obtain a quote for this.
- iv. **Long Street Bench:** MKC had responded that their contractors could install a wooden bench, or the PC could supply its preferred bench, at the risk of potential damage on installation. It was agreed to ask MKC to arrange for installation, but the PC would like to see their specification first. The clerk agreed to request the information.
- v. **Neville Close Tree Request:** A resident had asked that the tree removed by MKC at Nevill Close, could be replaced. Cllr Palmer agreed to site-visit and report back before deciding on any action.
- vi. **Dog Fouling on Recreation Ground and village footpaths:** Cllr Geary had circulated dates for MKC to debate a new Public Spaces Protection Order which would allow for enforcement against dog fouling in the villages. It was discussed and agreed that the Order was supported, and the clerk would complete the consultation questionnaire to this effect, as well as signalling this response to Cllr Geary.

**19.080 Neighbourhood Plan:**

Cllr Palmer reported from the examiner's report. The examiner had congratulated the committee on completion of the Plan and has recommended it to progress to referendum, with a couple of minor amendments. The amendments will be circulated to the NDP committee for approval and a final version submitted. MKC will make all the arrangements for the Referendum, under usual election rules, and this is likely to take place in the Autumn.

**19.081 Date of Next Meeting:** Monday 8<sup>th</sup> July at 7.30pm

The meeting closed at 10.15pm.

Signed ..... Date .....

## APPENDIX 1.

### 2018-19 Audited Accounting Statement

Name of council:	Hanslope Parish Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	08.06.19
Year ending:	31 March 2019	Date audit carried out:	07.06.19

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2018	Year ending 31 March 2019
1. Balances brought forward	186,397	210,176
2. Annual precept	124,308	124,372
3. Total other receipts	519	105,365
4. Staff costs	14,394	11,473
5. Loan interest/capital repayments	0	0
6. Total other payments	86,654	252,892
7. Balances carried forward	210,176	175,548
8. Total cash and investments	210,176	175,548
9. Total fixed assets and long-term assets	21,009	209,998
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2019)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2019.pdf>