

Minutes of the Parish Council Meeting of Hanslope Parish Council, held on 9<sup>th</sup>  
December 2019 at 7.30pm  
at Hanslope Pavilion, Castlethorpe Road, Hanslope.

**Present:**

Parish Councillors: -

M Palmer (Chair)

J Cass

E Price

D Courtman

R Simpkins

B Green (Ward Cllr)

A Geary (Ward Cllr)

Clerk: G Merry

1 Member of Public

**19.125 Apologies for Absence:**

Apologies were received and accepted from Cllr Proctor.

**19.126 Declarations of Interest:**

There were no declarations

**19.127 To Approve the Minutes of the Parish Council Meeting held on 11th November 2019:**

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

**19.128 Public Time:**

A member of Hanslope Football Club attended and requested consideration for a set of keys to be issued to the football club and the Hornets. He stated that the club had demonstrated responsibility now for some time and he personally would safeguard the keys. Cllr Palmer thanked him and stated the matter would be discussed further down the agenda.

**19.129 Council:**

- i. **Clerk's Report:** *Work this month has included organising the allotment renewal notices, getting matters in order for the interim audit, quote-gathering and getting the accounts up to date now that the bank accounts can be accessed online. We will still be paying invoices by cheque this month, as Cllr Courtman had not received her PIN No and Card, and she is the second authoriser. These have now arrived, so we should be paying by BACS from next month. The amalgamation of the 2 savings accounts will then be implemented, so that one account can be for allotments only and this way remove the deposit refund liabilities from the day to day account.*  
*43% of the budget has been spent to-date. A rough projection to year-end indicates a further. £30-40K to spend, making a total spend of approx. 70% of our budget. This would leave a year-end surplus of approx. £40K which, at 32% of budget is within the guidelines for year-end reserves. This surplus would add to our general reserves, assuming the year's expenditure goes as planned. We should also look to earmark reserves for upcoming projects in the next few years. It is good to be prudent, as we cannot know what level of services will be devolved to the PC.*
- ii. **Cllr Email Addresses:** It had been agreed that IDNet.Com would be engaged to set up the .gov email address. The clerk asked which councillors wanted a live email address and this was discussed. Councillors stated their preferences and the clerk agreed to implement this.
- iii. **Councillor Vacancy:** The clerk had received an enquiry and it was agreed she would request further information from the applicant and invite them to the next meeting to observe.

- iv. **Land Transfers and Asset Register:** Cllr Proctor had finalised the transfer of the recreation ground. However, the internal auditor had stated that the clerk/RFO should have signed the Statutory Declaration. The clerk agreed to find out whether the Stat Dec was still valid. The small strip of land adjoining St James' Close was discussed. It was agreed that Cllr Proctor would be asked to ensure it was registered as Parish Council owned. It was agreed the land transfers would feed into the Asset Register which the clerk would then formulate.
- v. **Reports from Outside Organisations:** None this month.

#### 19.130 Planning:

##### i. **Update on Planning Applications:**

- **19/02634/FUL:** Concern was expressed over the 'Globe' applicant having engaged an agent. Cllr Geary stated the Neighbourhood Plan should address this application and he is monitoring the situation, in case he needs to call it in to committee. He stated the NP went through rigorous inspection and will hold weight, although the applicant may go on to appeal.
- **17/00838/OUT (NEW):** Land east of Eastfield Drive – 200 dwellings: This had gone to appeal and Cllr Geary stated he is in conversation with the case officer and with the Head of Planning at MKC, as he felt a public enquiry would be a better way forward than written representations. A decision was yet to be made. However, Cllr Geary stated the deadline for comment may be extended beyond the stated 9/1/19 and he will also prepare a template letter for residents to use. He agreed to update the parish council within approx. 10 days.
- **18/00724/FUL & 18/01625/OUT:** re. the question over MKC's 5-year land supply, the Judicial Review had been served. However, the outcome as to whether leave to Judicial Review will be granted, would not be known until after the general election, as there was currently no Secretary of State in place. There had been a procedural error in the process. However, Cllr Geary reassured this had been rectified and was unlikely to affect progress.
- **Hedge – Gold Street:** Cllrs Cass and Price had followed up a complaint re. an overgrowing hedge in Gold Street and reported this had now been pruned back.
- **Fence – Eastfield Drive:** Cllrs Cass and Price had viewed a fence in Eastfield Drive which contravened rules on height. This was discussed and it was agreed MKC's enforcement officer should be contacted and asked to investigate.

- ii. **Neighbourhood Plan:** The clerk advised that the NP needs to be revised after 2 years but the process should begin sooner. Cllr Geary agreed that the NP must be reviewed in line with any changes to national or local planning policy. Cllr Palmer felt it would be advisable to go straight to a consultant this time and it was agreed monies would be put into the budget for this purpose. It was agreed the reviewing process should begin in spring/early summer 2020 and the clerk would contact the previous consultant to start an initial conversation and obtain a quote.

#### 19.131: Finance:

- i **Financial Situation Report:** Reconciliation checks had been signed-off by Cllr Price. The clerk circulated accounts to Nov 30<sup>th</sup>, including a balance sheet. These showed total Income to-date at £126,293 and total expenditure at £54,102 (44%) of budget. There were no questions.

Cllr Geary Left the meeting at 20.35

- ii **Interim Audit:** The half-year audit had taken place and the report circulated. The clerk stated that some of the recommendations would be agreed at the January meeting.

- iii **Draft Budget 2020-21:** The clerk circulated an updated draft of next year's budget which had a slight increase in expenditure. The clerk stated this could be balanced back down to have no increase in precept, by lowering the contingency budget. It was discussed and agreed that a small increase in precept would be prudent, to offset against future devolved services costs. In particular, landscape services which only continue to be subsidised by MKC for another 3 years.
- iv **Payments to be Agreed:** The clerk had circulated the list of payments to be approved via email and circulated hard copies. Cllr Palmer advised that the contractors for the Christmas lights installation, should not be paid yet, as their contract included removal. There was also some work to still take place. Cllrs then considered an amount to donate to Men's Own Rugby Club following their presentation at the November meeting. A donation of £2000 was agreed in support of their plans and any Hanslope-based players attending. Payments were agreed as follows:

| Date                      | Invoice from                   | For                                       | Net        | Vat      | Total      | Chq No |
|---------------------------|--------------------------------|---|------------|----------|------------|--------|
| 08/11/2019                | Hanslope Village Hall          | Hall hire for meeting                     | £ 45.00    |          | £ 45.00    | 3111   |
| 09/11/2019                | Wave                           | Water rates - Aug-Nov 19                  | £ 67.98    |          | £ 67.98    | 3112   |
| 11/11/2019                | All-round Property Maintenance | Up-front payment - Bollard for Rec Ground | £ 299.00   |          | £ 299.00   | 3113   |
| 14/11/2019                | British Gas                    | Electricity - a/c 603150043 Sept-Nov 19   | £ 96.90    | £ 0.95   | £ 97.85    | 3114   |
| 14/11/2019                | British Gas                    | Gas - a/c 600136199 Sept-Nov 19           | £ 188.70   | £ 7.05   | £ 195.75   | 3114   |
| 25/11/2019                | Murray's Printers              | Clarion - Dec 19                          | £ 438.00   |          | £ 438.00   | 3115   |
| 27/11/2019                | Tara Davies                    | Pavilion Cleaning Nov                     | £ 15.00    |          | £ 15.00    | 3116   |
| 29/11/2019                | Parkinson Partnership          | VAT advice on Pavilion refurbishment      | £ 500.00   |          | £ 500.00   | 3117   |
| 29/11/2019                | Geoffrey Leaver Solicitors     | Title registration of Rec. Ground         | £ 763.00   | £ 150.00 | £ 913.00   | 3118   |
| 30/11/2019                | John Sharpe                    | Nov Caretaking                            | £ 320.00   |          | £ 320.00   | 3119   |
| 01/12/2019                | Marcus Young Landscapes        | November Bins and dog bins                | £ 565.00   | £ 113.00 | £ 678.00   | 3120   |
| 01/12/2019                | ICO                            | Subscription 2020                         | £ 40.00    |          | £ 40.00    | 3121   |
| 01/12/2019                | SLCC                           | Subscription 2020                         | £ 175.00   |          | £ 175.00   | 3122   |
| 03/12/2019                | Lotte Landscapes               | Monthly Maintenance                       | £ 694.17   | £ 138.83 | £ 833.00   | 3123   |
| 05/12/2019                | Aylesbury Mains                | Installation of Christmas Lights          | £ 2,045.50 | £ 409.10 | £ 2,454.60 | 3124   |
| 05/12/2019                | British Gas                    | Electricity - a/c 603150045 Sept-Nov 19   | £ 155.95   | £ 7.79   | £ 163.74   | 3114   |
| 06/12/2019                | Tina Charteress                | Interim Audit Fee                         | £ 200.00   |          | £ 200.00   | 3125   |
| 09/12/2019                | G Merry                        | Reimburse expenses (sheet 2)              | £ -        |          | £ 236.67   | 3126   |
|                           |                                |   |            |          |            |        |
| <b>Allotment Refunds:</b> |                                |   |            |          |            |        |
| 30/11/2019                |                                | Refund Plot 72A                           | £ 25.00    | £ -      | £ 25.00    | 3127   |
|                           |                                |   |            |          |            |        |
| <b>PAID</b>               |                                |   |            |          |            |        |

|            |          |                                 |            |     |            |      |
|------------|----------|---------------------------------|------------|-----|------------|------|
| 28/11/2019 | G Merry  | Nov Salary                      | £ 1,102.05 | £ - | £ 1,102.05 | 3108 |
| 28/11/2019 | HMRC     | Nov Tax and NI                  | £ 226.62   | £ - | £ 226.62   | 3109 |
| 28/11/2019 | Bucks CC | LGPS - Nov pension contribution | £ 334.34   | £ - | £ 334.34   | 3110 |

**MOTION:** to agree the payments for Nov/Dec 2019 as above, PROPOSED by Cllr Courtman  
SECONDED by Cllr Price and AGREED.

#### 19.132 Recreation Ground and Village Projects:

- i **Projects Update and Future Plans:** Cllr and Mr Courtman were thanked for putting up the village Christmas tree. Cllr Courtman asked Cllr Green re. the new signs for the Recreation Ground and he agreed to bring these and have them installed.
- ii **Key Holding and future access arrangements:** The system used during the past month was discussed as well as future options. It was agreed there needed to be a watertight system, due to past situations that had arisen. Cllr Cass reported some issues that occurred during her week of key-holding and expressed concern that keys may be duplicated. Non-key options were discussed and there was agreement that the current system is not sustainable. Each Cllr gave their opinion and it was generally agreed there should be no quick decision. The clerk had circulated a sample contract and advised that she had implemented and managed this successfully with very similar football arrangements, at a previous venue. Fines and penalties for breaching were written into the agreement. It was agreed a card or fob system should be investigated and working group of Cllrs Green, Cass, Courtman, Price and Simpkins would investigate the best system and the cost. Additionally, the cost of a cleaner who could clean both sides of the Pavilion, or alternatively a caretaker with both cleaning and key-holding roles.
- iii **Quotes:** The clerk presented quotes for recycling bin options, a fire risk assessment and the removal and replacement of a diseased tree in Nevill Close. The Fire R.A. and the tree removal and replacement costs were agreed as follows:
  - o Lotte Landscapes: £480 for removal, £339 for replacement
  - o A&B Services: Fire R.A - £200

The recycling bins were discussed. However, it was agreed not to install these and the more environmentally-friendly action, was to encourage people to take their rubbish home to recycle.

- iv **Charges and Permits:** It was agreed that levels of charges would not be agreed yet. However, the clerk advised that in order to claim back the VAT on the Pavilion refurbishment costs, a formal motion was needed and if there were to be charges at any point in the future, the council should resolve to Opt to Tax. Cllr Price echoed this and advised that the introduction of charges could wait but the decision re. the VAT could not. The pros and cons of becoming VAT registered were discussed and it was agreed to apply for Option to Tax.

**MOTION:** To agree to apply for Option to Tax, PROPOSED by Cllr B Green and SECONDED by Cllr Courtman and AGREED.

- v **Devolved Services Contract:** The clerk had finalised the contracts to the 2 agreed contractors for landscape services and advised that MKC had approved the wording, She had also circulated the contract between the parish council and MKC and advised of re-wording to a section, regarding the grant payable for 3 years. This was discussed and all were happy with the revised wording.

**MOTION:** To agree the recommended contracts for implementation in 2020 PROPOSED by Cllr Simpkins SECONDED by Cllr Green and AGREED.

- vi **Defibrillator Offer:** The clerk had circulated the make and model as advised by the PR company for Davidsons and this was broadly agreed. Concern was expressed re. councillors taking part in any PR exercise and the clerk agreed to check what options were offered for the lowest level of involvement in PR. It was also noted that the device would need to be replaced after 4 years, at a cost to the PC and parts may also need replacing.
- vii **Recycling Bins:** Discussed at 19.132 iii.

**19.133 Allotments**

**Update and Insurance Situation:** Cllr Simpkins reported the insurance company had advised their cover was only against negligence on the part of the parish council and not individual allotment tenants. Various group cover policies were available, notably through the National Society of Allotments and Leisure Gardens. It was agreed the allotment renewal notices would go out with a deadline of 31<sup>st</sup> January to pay.

**MOTION:** To agree a position of insurance cover for tenanted allotments. Agreement was not necessary now it had been clarified that the parish council was covered.

**19.134 Date of Next Meeting:** Monday 13<sup>th</sup> January 2019 at 7.30pm

The meeting closed at 22.00.

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