

HANSLOPE PARISH COUNCIL

☎07383 091319

✉clerk@hanslopeparishcouncil.gov.uk

Minutes of the Annual Meeting of Hanslope Parish Council on Monday 12th May 2025, 7pm at
Hanslope Pavilion, MK19 7LG.

MINUTES

Present:

D Courtman (Chairman)

E Price

R Wallond

H Needham

R Simpkins

A Flatley

A Geary

T Tivey

Cllr A Andrew (Ward)

Clerk: G Merry

0 members of public

25.48 Election of Chairman and Vice-Chair, for the year 2025-26

MOTION: Cllr Courtman was PROPOSED as Chairman by Cllr Simpkins, SECONDED by Cllr Geary and AGREED

MOTION: Cllr Simpkins was PROPOSED as Vice Chairman by Cllr Courtman, SECONDED by Cllr Flatley and AGREED

25.49 Co-option of new councilors and sivuss induction training

MOTION: Mr. Tivey and Ms. Needham were PROPOSED by Cllr Simpkins, SECONDED by Cllr Flatley and AGREED. Both will attend BMKALC induction training in September.

25.50 Apologies:

Received and accepted from Cllr Pacheco. Cllr Courtman explained that Cllr Pacheco is currently taking some time out for personal reasons.

25.51 Minutes from previous meeting held 14/04/25

MOTION: to approve the minutes of the last meeting PROPOSED by Cllr Price SECONDED by Cllr Flatley and AGREED

25.52 Declarations of Interest: No declarations

25.53 Public Participation: Suspended

25.54 Governance, Working Groups and Processes

- i. **Governance Documents:** Review and re-adoption of Standing Orders, Financial Regulations (including amendments vis-a-vis the Procurement Act 2025) and Councillor Code of Conduct: The clerk had circulated revised Standing Orders and Financial Regulations in light of the Procurement Act 2025. The Code of Conduct was unaltered. All were agreed
- ii. **Working Groups and Committees:** Review and agree membership and Terms of Reference: The list was circulated and it was agreed that Cllr Needham would join the allotment committee and Cllr Tivey would remain on the Planning working group. Cllr Flatley will take over play inspections. List appended.
- iii. **Processes, Policies and Procedures:** Review of Data Protection Policy & Privacy Statement, amended Equalities & Diversity Policy and Health & Safety Policy. Introduction of NEW CCTV Policy: The clerk had circulated the policies and explained that the CCTV policy and Equality & Diversity policy are new. The others are unaltered. All were agreed.



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- iv. **Land, Assets and Insurance:** Review and adopt Asset Register, Risk Register, and level of insurance cover: The clerk had circulated the asset and risk registers as well as the insurance policy and all were agreed.
- v. **Financial Approvals:** Review Internal control procedure, bank mandate/signatories, rents/tenancies: All had been circulated without change and were agreed.

MOTION: to agree the re-adoption of the above and any additional/new policies or amendments, PROPOSED by Cllr Simpkins SECONDED by Cllr Flatley and AGREED.

25.55 Council

- i. **Clerk's report:** At 30/04/25 income stood at £114,992 (79% of budget), due to receiving the 1st instalment of the precept. Expenditure was at £8,849 (4% of budget) and £3,275 of expenditure has come from earmarked reserves. The internal audit was completed with no issues and £100K was transferred to the savings account, as agreed at the last meeting.
- ii. **Continuation of Hanslope Herald:** This item was taken later when Ward Cllr Andrew arrived. She confirmed she would continue to produce the magazine but there was no timeframe for this at present.
- iii. **Highways/speeding updates:** The road closures continued making it almost impossible to run the portable SIDs. Cllr Wallond reported from Community Speedwatch, a noticeable reduction in speeding adjacent to the pond, due to CSW and the permanent SID. Cllr Wallond circulated a proposal for installation of yellow CSW signs, and this was discussed. It was agreed the clerk would apply to Highways for an installation quote, with a view to these being attached to the speed roundels on main arterial roads. A CIF application can then be prepared.
- iv. **Anti-social Behaviour:** The clerk had circulated the incident log and there had been a further incident of vandalism to the playground surfacing. Disappointment was expressed that both the police and MKCC, the owners, seemed not to be taking any action.
- v. **Any additional reports from Cllrs, Parishes forum etc:**
Cllr Flatley had attended MKCC's 'Talk About Sport' consultation event at Bletchley Leisure Centre. He will forward the links when he receives them.
Cllr Andrew reported as follows: -
 - She had fought for St James Church to have the full amount of \$106 money needed for improvements and eventually MKCC had agreed the full amount.
 - £75K has finally been agreed for Hanslope pre-school from \$106 money.
 - The road markings clarifying the 30mph speed limit at Long Street will be done.
 - MKCC are proposing a significant change to their constitution whereby, amongst a raft of other measures, PCs will lose the right to 'Call in' executive decisions. Ward councilors will still be able to call in decisions on behalf of PCs but will need majority support within the council for this to be considered. The clerk advised that planning decisions are unaffected by this change. Cllr Andrew will speak at MKCC full council on 14/5/25, where the decision will be taken. Disappointment was expressed over the short notice given by MKCC and this was not in the spirit of 'Together We Can', a document largely authored by Cllr Andrew. It was discussed and agreed that the clerk would write a general letter of objection to the changes.

25.56 Planning

- i. **New planning applications – May 2025 and updates.** The list of current applications was circulated and discussed, as below. It was agreed that no comments were needed:

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PLN/2025/0773	HANSLOPE COMMUNITY PAVILION, RECREATION GROUND, CASTLETHORPE ROAD, HANSLOPE, MK19 7LG	The erection of 2 no. cricket batting cages and artificial surface	NO COMMENTS
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MOTION: To agree the parish council's responses to applications as above, PROPOSED by Cllr Price SECONDED by Cllr Simpkins and AGREED

Concern was expressed that the field behind The Globe site appears to have been levelled and also fields backing Forest Road adjacent to an area of nature reserve. The clerk advised that nothing can be discussed unless/until there is an application, and it was agreed to monitor these. There was rapid development at Hanslope Park and the clerk advised the only redress was via the Ward Councillors. Enforcement case ENF/2025/0090 was discussed and it was agreed the clerk would write and ask the case officer for an update.

(Cllr Andrew arrived at 8pm)

25.57 Finance

i. **Reconciliations & financial situation report to April 30th 2025:** The clerk had circulated the accounts to 30/04/25 and Cllr Price had checked the reconciliation reports. There were no questions.

ii. **Internal Audit Report and appointment of Internal Auditor:** The clerk had circulated the I.A. report and there were no issues. It was agreed the I.A. would be appointed for another year.

MOTION: To approve the appointment of Tina Charteress as Internal Auditor for the year 2025-26, PROPOSED by Cllr Wallond SECONDED by Cllr Price and AGREED

iii. **AGAR – Approval of the annual Governance Statement and Accounting Statement:** The clerk had circulated the AGAR and read out each statement from the Annual Governance Section. All were AGREED as accurate.

MOTION: To approve the Annual Accounting Statement, PROPOSED by Cllr Price SECONDED by Cllr Flatley and AGREED.

MOTION: To approve the Annual Governance Statement, PROPOSED by Cllr Price SECONDED by Cllr Flatley and AGREED.

iv. **Approval of payments May 2025:** The list of payments was circulated (below):

DATE	Invoice from	For	Net	Vat	Total
09/04/2025	Msquare Architects	Planning Application for cricket nets	£ 1,434.00	£ 240.00	£ 1,674.00
10/04/2025	Anglian Water	Supply Rec. Ground	£ 41.30		£ 41.30
14/04/2025	Almar Printers	AMP handouts printing	£ 35.00		£ 35.00
15/04/2025	Ace Machines Ltd	Repair of allotment rotavators x 2	£ 145.00	£ 29.00	£ 174.00
29/04/2025	Pidge's poop Scoop	4 x poop scoops – Rec	£ 100.00		£ 100.00
29/04/2025	Tove Landscapes	Monthly maintenance contract – April	£ 2,289.58	£ 457.92	£ 2,747.50
29/04/2025	Tove Landscapes	Pitch marking – April	£ 175.00	£ 35.01	£ 210.01
29/04/2025	Tove Landscapes	Community Orchard cut & collect	£ 60.00	£ 12.00	£ 72.00
29/04/2025	Tove Landscapes	Remove fallen tree Newport Road	£ 150.00	£ 30.00	£ 180.00

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29/04/2025	Tove Landscapes	Reseed and Renovate pitches (S106)	£ 3,719.00	£ 743.80	£ 4,462.80
29/04/2025	Tina Charteress	Internal Audit	£ 200.00		£ 200.00
30/04/2025	Almars	Printing - posters/flyers	£ 9.45	£ 0.25	£ 9.70
31/03/2025	Anne Washington	Caretaking - April	£ 560.00		£ 560.00
31/03/2025	Suez	April empties - wheely bins	£ 45.90	£ 9.18	£ 55.08
01/05/2025	Marcus Young Landscapes	April bins and dog bins	£ 660.55	£ 132.11	£ 792.66
12/05/2025	Tove Landscapes	Stock fencing allotment fence (S106). Will be completed W/C 12/5/25. To approve in advance due to MKCC needing completion paperwork (invoice as requested by clerk)	2007.79	£ 401.56	£ 2,409.35
09/05/2025	Smith's Skips	Skip hire - Allotments - May - Pay in advance	£ 285.00	£ 57.00	£ 342.00
Expected	MK Play Association	April Baby group sessions @ £195.38?			
Expected	Woodlands Children's Centre	Hire of toddler play equipment x 6 weeks	£ 30.00		£ 30.00
10/05/2025	G Merry	PC Expenses – March			£ 7.80
Expected	Tara Davies	Hall and Pavilion cleaning	£ 180.00		£ 180.00

The list of receipts and payments for April will be published on the website.

MOTION: To approve invoices as presented **PROPOSED** by Cllr Geary **SECONDED** by Cllr Price and **AGREED**

25.58 Recreation Ground

- Hall/Rec. ground updates:** An application from a kebab & pizza van, to pitch at the Rec. Ground, had been received. It was discussed and agreed that since the PC is planning a new community centre with a hospitality offer, any plans for trade vans at the Rec. would be paused for the time being.
- Risk Level and quotes for FRA recommendations:** Quotes had been obtained for the remaining actions from the Fire Risk Assessment @ £250 for the fire door push bar and £110 to replace a faulty emergency light. Both were agreed. A further quote had been submitted to install a socket in the hall kitchen. However, it was discussed and agreed that the fridge was not used so the socket was not needed.

MOTION: To discuss risk level and quotes for final FRA actions as above, **PROPOSED** by Cllr Wallond **SECONDED** by Cllr Flatley and **AGREED**

- HFC request for installation of net behind the goal:** No quotes had been received from the football club.

MOTION: Not required.

- Arboricultural Assessor - update:** The clerk explained the necessity of using a qualified assessor, registered with the Arboricultural Association. She circulated a quote from the closest one listed @ £1,320 for the 3 areas owned by the PC. Cllr Simpkins advised the consultant would assess the health of the trees, as well as risk level and provide a report. The amount of £1320 + VAT was **AGREED**. Cllr Price reminded all that best practice was to obtain 3 quotes.

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25.59 Village Projects

- i. **Updates on Hanslope Fields transfer of car park and Public Open Spaces:** Cllr Simpkins stated the lawyer is keeping on top of progress and is tackling the SUDs issue with Bloors. She had given reassurance that if the SUDs was included, there would be no agreement.
- ii. **Update on transfer of Wheatfields Public Open Spaces:** The lawyer is equally on top of this. Cllr Wallond advised that Davidsons have contracted Tove landscapes to maintain the public areas and he will check whether all snagging issues had been addressed.
- iii. **Bucks Best Kept Village:** Cllr Simpkins advised that the volunteer churchyard clear-up day would be on 17/5/25 and that he and Cllr Flatley will manage the litter pick on 1/6/25. It was agreed that the clerk should purchase more litter pickers, rather than borrow from neighbouring PCs again this year.
- iv. **Bench Relocations:** Cllr Simpkins reported that a bench on Lincoln Court was not used, due to its position under a tree and consequent bird droppings. It was discussed and agreed that it would be relocated to the other side of the green and the clerk circulated 2 quotes. The bench on Western Drive was rotting and it was agreed to replace it with a new recycled plastic bench, to match the one opposite by the Dr's Surgery @£645. The clerk circulated 2 quotes for the work; It was agreed to ask Tove Landscapes to action the 2 benches @ £491
MOTION: To agree the scope of the work and a quote – as above – PROPOSED by Cllr Simpkins SECONDED by Cllr Price and AGREED.
- v. **Update on PROWs and conversion of stiles to kissing gates:** Cllr Wallond would continue to work on a list of stiles and this would become a S106 project.

25.60 S106 Projects:

- i. **Overall S106 picture and proposed new community centre:** The working group managing the community centre project met with the architect, Hugo Hardy and he had subsequently forwarded his agreement for stage 1 – feasibility stage. It was discussed and agreed that the cost @£4000, would be paid from the earmarked £50K for this project. There will be another WG meeting on 18/6/25 and a public open day/drop-in, on 5/7/25, to view the proposed plans. All Cllrs were asked to attend and 'host' the day.
- ii. **Projects in Progress:** The planning application for the cricket nets was live and it was hoped to plan for installation in July. The clerk circulated plans to increase water points at the allotments @£5,093.07 and it was agreed this would become an S106 application. The clerk will assist the community orchard group to prepare their S106 application and is available to advise the village hall committee for theirs if required. There will be a meeting on site to discuss new playground equipment on 22/5. The clerk advised that for all applications, she has to submit a reconciliation report to account for the spend afterwards.

25.61 **Allotments:** Cllr Simpkins advised that the allotment committee should have 2 parish councilors on it but currently only had one and Cllr Needham agreed to join the committee.

25.62 **Date of Next Meeting:** 9th June 2025 at 7pm



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D. G. Courtman. Signed

9th June/25 Date

APPENDIX

HPC WORKING PARTY MEMBERSHIP – Agreed May 2025:

- i Recreation Ground Management: Cllrs Simpkins and Flatley
- ii Rights of Way: Cllr Courtman
- iii Newsletter: Cllr Andrew (Ward)
- iv Tree Warden: Cllr Simpkins
- v Parishes Forum: Cllr Wallond
- vi Neighbourhood Plan: To be reconvened later in 2025
- vii Traffic and Road Safety: Cllrs Courtman & Wallond
- viii School: Cllr Courtman
- ix Planning: Cllrs Price, Courtman, Geary & Tivey plus Jackie Cass
- x Parking: Cllr Courtman
- xi S106: Cllrs Wallond, Simpkins and Flatley plus Mark Basson, Adam Johnson, David Kingdon and James Gregory

Allotments Committee (Standing Committee):

Cllrs Simpkins and Needham, Iain Laurie, Fiona Scott and Pat Cook (Chair).

Internal Financial Officer: Cllr Price