

Minutes of the Parish Council Meeting of Hanslope Parish Council, held on 11<sup>th</sup>  
November 2019 at 7.30pm  
at Hanslope Pavilion, Castlethorpe Road, Hanslope.

**Present:**

Parish Councillors: -

M Palmer (Chair)

E Price

R Simpkins

J Cass

R Green

B Green (Ward Cllr)

Clerk: G Merry

3 Members of Public

**19.115 Apologies for Absence:**

Apologies were received and accepted from Cllrs Courtman and Proctor.

**19.116 Declarations of Interest:**

There were no declarations

**19.117 To Approve the Minutes of the Parish Council Meeting held on 14th October 2019:**

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

**19.118 Public Time:**

- A member of Hanslope Football Club attended and reported on an incident on a recent Saturday. He stated the parish council was not to blame and requested consideration for a set of keys to be issued to the football club. He offered to take full responsibility for the keys and for opening and locking up. Cllr Palmer thanked him and stated the matter would be disused further down the agenda.
- Members of Men's Own Rugby Club attended and outlined their plans for redeveloping their clubhouse and pitches. Plans were discussed in detail. Cllr Palmer stated that the parish council were broadly supportive and that Hanslope residents play at the club, which is the nearest to the village. A start-up budget of £20,000 had been set, from which further grants could be leveraged. The clerk verified with them that the club were currently £10K short of this target.

**19.119 Council:**

- Clerk's Report:** *This month, several unknowns have fallen into place. Mainly, clarification of the VAT situation and also the availability of S106 money. This will enable the council now to move towards short and longer-term planning which in turn, will enable better budget planning. We are in good financial health and are due a 6-month internal audit this month. The auditor is satisfied that processes are now in order but was concerned re. our position on charging rents and permits, so it is good to discuss that this evening. The parish council is also now online for banking and from next month, should be doing our payments via BACS. This requires a second authoriser to go online after payments have been set up, and this will be Cllr Courtman, who this month is away.*
- Cllr Email Addresses:** The clerk reported that the chairman of Moulsoe parish council had organised transfer to .gov addresses for Castlethorpe PC and had circulated a proposal for the same for Hanslope. She clarified this was necessary as Hotmail was known to be not secure and the email was hacked in the summer. It was also more GDPR compliant for Cllrs to separate their personal email addresses from their PC addresses. Cllr Palmer stated that he

felt all email correspondence should be via the clerk and would prefer not to have a dedicated email account. The clerk offered to find out more on this and would report back.

- iii. **Councillor Vacancy:** The clerk had started to publicise the vacancy but there had not been any interest yet. Cllr Palmer offered to include it in the forthcoming newsletter.
- iv. **Land Transfers:** The local Scout group were aware of forthcoming changes to lease and had requested a meeting. It was agreed the clerk would assure them of the parish council's support for continuity, but a meeting would need to take place closer to next summer.
- v. **Reports from Outside Organisations:** Cllrs Price, Cass and the clerk had attended Planning courses and Cllr Cass reported these had been very worthwhile, although enforcement can only be requested via MKC.

#### 19.120 Planning:

- i. **Formation of Planning Committee:** This had been suggested, to help overcome the issue of objections needing full council backing and the irregularity of deadlines for commenting. This was discussed but it was agreed to retain the current working group, who would continue to come to a consensus via email. Decisions would then be reported to the full council and ratified at the next meeting. If there was a close deadline, an extension could be requested, or at worst, an Extraordinary Meeting.

**MOTION:** To agree to form a standing committee for Planning, NOT CARRIED.

#### ii. Update on New Planning Applications:

- 19/02634/FUL - The Globe, 50 Hartwell Road - 13 dwellings. Cllr Cass had circulated a proposed letter of objection and the working group had agreed the wording. It was agreed the letter would be sent.
- 19/01916/FUL: 5 Castlethorpe Road. Cllr Cass stated this application has disappeared from the MKC portal. Cllr B Green offered to chase this up via the case officer.
- There had been a request for an affordable home on the Davidson's estate and Cllr Cass enquired whether there were any remaining. Cllr B Green confirmed they had all been reserved and there was no further availability.

- iii. **Update on Appeals/Judicial Review Situation:** Cllr B Green updated that the judicial review is underway and MKC are confident will be accepted and progress to court. In the meantime, all work on 18/00724/FUL - Malt Mill Farm, Castlethorpe Road - 51 dwellings and 18/01625/OUT - Cuckoo Hill Farm - 50 dwellings are on hold. Any re-application would now need to stand up to the NHP. MKC was confident that the Judicial Review highlighted a flaw in the inspector's reasoning.

#### 19.121: Finance:

- i. **Financial Situation Report:** Reconciliation checks had been signed off by Cllr Price. The clerk had circulated accounts to Oct 31st. These showed total Income to-date at £126,273 and total expenditure at £77,584 (38%) of budget. Cllr R Green advised that bills for the running of the Recreation Ground increase significantly during the winter months. The clerk confirmed that the VAT refund from 17-18 was in, as well as the refund for the first 6 months of the current year. Cllr Palmer requested balances on the tracker accounts next month and a balance sheet.
- ii. **VAT Situation:** A report had just been received from the VAT advisor re. 2018-19 and the clerk had circulated this, along with her recommendations. It will be possible to reclaim the VAT paid out on the Pavilion refurbishment in 2018. Before doing so, it was necessary to discuss council's policy, on the potential for charging permits to the teams using the recreation ground and any charges for renting the Pavilion, in the future. The clerk advised that intention to charge would necessitate applying for Option to Tax. A discussion took place re. the merits of optimising income streams for the parish council, to offset against potential increases in precept. Concern was expressed as to who would manage all the bookings. However, Cllr R

Green stated that there would be significant possibilities for maximising revenue, and someone could be engaged part-time. The clerk advised that a decision would be needed before the 2018-19 VAT could be reclaimed, as HMRC consider VAT liability to start at the point of intention. Although a majority preferred that Option to Tax and VAT registration be implemented to facilitate charging in the future, the decision would be formalised at the December meeting. It was also agreed that charges, if/when agreed would not start until April 1<sup>st</sup>, giving warning time to user groups.

- iii **Risk Review:** Cllr Price and the clerk had reviewed the auditor's recommendations and the clerk had updated and circulated the risk register. The clerk advised that a Fire Safety check is due on the Pavilion. The clerk also stated that data is currently backed-up to the cloud, but she would check with the auditor that this was compliant.
- iv **Budget and Precepting Process and Draft Budget:** The clerk printed a first draft of next year's budget and asked for comments. Costs for 'Contractors' would increase, largely due to the council taking on devolved landscaping services from MKC. The clerk had reduced the budget for Village Projects. However, after further discussion, it was agreed this should not be reduced, as applications for projects and grants were being accepted.
- v **Payments to be Agreed:** The clerk had circulated the list of payments to be approved via email and apologised for not providing the hard copies. Cllr Palmer asked whether the pointing had been finished inside the refurbished bus shelter, and the clerk confirmed it had. It was agreed that Cllrs would consider an amount to donate to Men's Own Rugby Club to be discussed at the December meeting. Payments were agreed as follows:

Date	Invoice from	For	Net	Vat	Total
12/09/2019	EMW Law	Legal Services (Employment/pension)	£ 150.00	£ 30.00	£ 180.00
18/10/2019	Natalie Green & Co	Year-end accounts 2018-19	£ 480.00	£ 96.00	£ 576.00
21/10/2019	Simon Bates	Refurbishments to Bus shelter	£ 3,100.00	£ -	£ 3,100.00
25/10/2019	Almar Ltd	Printing NHPs	£ 289.80	£ -	£ 289.80
31/10/2019	John Sharpe	Oct Caretaking	£ 380.00	£ -	£ 380.00
31/10/2019	Tara Davies	Pavilion Cleaning	£ 15.00		£ 15.00
01/11/2019	Marcus Young Landscapes	Oct Bins and dog bins	£ 484.50	£ 96.90	£ 581.40
04/11/2019	The Acorn Workshop	New Fingerpost	£ 330.00		£ 330.00
06/11/2019	Lotte Landscapes	Rec Ground Maintenance	£ 694.17	£ 138.83	£ 833.00
06/11/2019	Lotte Landscapes	Allotment mowing	£ 110.00	£ 22.00	£ 132.00
07/11/2019	G Merry	Expenses – reimbursement	£ 79.46	£ 2.33	£ 81.79
<b>Allotment Refunds:</b>					
05/11/2019		Refund Plot 50	£ 25.00	£ -	£ 25.00
05/11/2019		Refund Plot 71A	£ 25.00	£ -	£ 25.00

<b>Funding Applications (NB: projects budget = £22,000 less £7,158 spent= £14,842 remaining)</b>		
05/11/2019	Northampton Men's Own Club	Contribution towards refurbishment - application circulated – to be further discussed

**MOTION:** to agree the payments for Oct/Nov 2019 as above, PROPOSED by Cllr Cass SECONDED by Cllr Simpkins and AGREED.

**19.122 Recreation Ground and Village Projects:**

**i Projects Update and Future Plans:**

**Baden Lodge:** The clerk had been in contact with the scouts and confirmed that they pay all their own bills for the running of Baden Lodge. British Gas had reconnected the supply following accidental damage to the power line during the summer.

**Pavilion/Recreation Ground:** Future plans had been covered during the VAT discussion. The football club and Hanslope Hornet's request to hold their own keys was discussed. Cllrs R & B Green outlined how the current signing-out process works and the need for the PC to retain control. Various suggestions were discussed, and it was agreed that Cllrs would operate a temporary system of key holding, starting with Cllr Simpkins for the next 2 weeks. Cllr R Green left the meeting at 21.10

**ii Charges and Permits:** This had been discussed at 19:121 ii.

**iii Devolved Services Contract:** Cllr Simpkins reported that contracts were being finalised and would be presented for sign-off at the next meeting.

**iv Defibrillator Offer:** The PR company for Davidsons had emailed to say that the offer of the defibrillator was conditional on some PR taking place. This was discussed and some councillors agreed to take part in low-level PR, if it meant the Recreation Ground could get a defibrillator.

**v Christmas Lights:** Cllr Palmer had met with a contractor recommended by the clerk and developed a specification for what was needed. The quote had not yet arrived, but it was discussed that the project was enjoyed and expected by the village and the quote could be discussed via email, once received. Cllr Palmer asked for helpers on the day of installation.

**19.123 Allotments**

**Update and Review of Rules:** Cllr Simpkins had circulated a revision of the allotment rules, devised by the allotment working group. These were largely supported but concern was expressed re. the matter of tenants having fishponds on their plots. The clerk advised that this should be guided by insurance cover and agreed to contact the insurance company.

**MOTION:** To agree to adopt the revised rules as recommended by the working group PROPOSED by Cllr Palmer SECONDED by Cllr Simpkins and AGREED

**19.124 Date of Next Meeting:** Monday 9<sup>th</sup> December 2019 at 7.30pm

The meeting closed at 22.20.

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