

## **Minutes of the Parish Council Meeting of Hanslope Parish Council held on Monday 11th May 2020 at 7.00pm - remotely.**

(in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020).

### **Present:**

Parish Councillors: -

M Palmer (Chair)

J Cass

R Simpkins

D Courtman

S Proctor

E Price

A Geary (Ward Councillor MKC)

Clerk: G Merry

1 Member of Public

### **20.044 Election of Chairman and Vice Chairman:**

Cllr Price asked why the election was needed and the clerk explained that although the Government had removed the requirement for the Annual Meeting and election of Chairs, this applied to councils who had delegated powers to the clerk. For councils able to conduct meetings remotely, the auditor had advised there was no reason not to hold the election and the other AMPC requirements, as normal.

**MOTION:** Cllr Palmer was nominated as chairman by Cllr Simpkins, SECONDED by Cllr Proctor and AGREED.

**MOTION:** Cllr Courtman was nominated as vice chairman by Cllr Palmer, SECONDED by Cllr Cass and AGREED.

### **20.045 Apologies for Absence:**

Apologies were received from Cllrs B Green and R Green.

### **20.046 Declarations of Interest:**

Cllr Cass declared an interest at 20.050 v. and Cllr Proctor declared an interest at 20.052 iv. It was agreed they would not take part in these discussions/votes.

### **20.047 To Approve the Minutes of the Parish Council Meeting held on 20th April 2020:**

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

### **20.048 Public Time:**

A member of the public outlined his interest in potentially joining the council. His background is in play/sport provision and local authority management, with expertise in large-scale installation. He is also a member of the local football club. It was agreed he would send his resume to the clerk who would circulate this, with a view to meeting separately with 1 or 2 councillors.

### **20.049 Council:**

- i. **Clerk's Report:** April finished with income of £70,115 and expenditure at £8,287, 6.5% of the budget for the year. Expenses currently, are mainly to do with regular maintenance such as mowing, caretaking and bins, during this pandemic.

Year-end close down took place at the end of April and was carried-out remotely. The VAT was complicated, due to claiming several years in one financial year. The first draft of the AGAR was produced and sent to the internal auditor. She will also look closely at practices and governance, largely by reading minutes off the website, as well as finances and accounts. It cannot be known when the audit will be finished. 'Wet' signatures are still required on the AGAR, not electronic, and therefore the mail between parties must be relied on. For these reasons, the timeframe for completion of the AGAR, will be pushed back to end of July.

Cllr Courtman was able to log-in to the meeting at 7.26pm

- ii. **School Land Transfer:** Cllr Proctor reported that MKC are not willing to transfer the land to the PC to hold as custodians for the school. It was discussed and agreed that the intention of the original discussions had been for the PC to hold the land on behalf of the school. It was agreed that those involved would look through their paperwork to see if there was documentation to this effect. It was agreed Cllr Proctor would speak to the school governors as to their timeframe for building the extension and would liaise with the clerk to formulate a letter to MKC, to contest their stance.
- iii. **Councillor Vacancy:** There had been interest shown and the candidate was in attendance.

#### 20.050 Governance, Working Groups and Processes

- i. **Governance Documents:** Standing Orders, Financial Regulations and Councillor Code of Conduct were reviewed and re-adopted.
- ii. **Working Groups:** Membership of working parties were reviewed and agreed (appended) with the following changes: Cllr Price will come off Traffic and Road Safety and be replaced by Cllr Palmer; Cllr Palmer will come off Neighbourhood Plan and be replaced by Cllr Cass.
- iii. **Processes, Policies and Procedures:** The Data Protection Policy & Privacy Statement were re-ratified. The clerk had circulated a new draft Equal Opportunities Policy and Health & Safety Policy. These were **agreed** without change.  
**MOTION:** To agree to adopt the Equal Opportunities Policy and the Health & Safety Policy as circulated, PROPOSED by Cllr Palmer SEC ONDED by Cllr Courtman and AGREED.
- iv. **Land, Assets and Insurance:** The Asset and Risk Registers and insurance policy were re-adopted, and it was agreed the Asset Register was a work-in-progress, whilst the professional valuation was awaited.
- v. **Financial Approvals:** Bank mandate/signatories were agreed without change. Only the allotments attract rental income, and this was discussed. Cllr Simpkins advised that it had been agreed at the allotment AGM in 2018, that rent would increase by 10p a pole per year for the next 5 years. There was a brief discussion on this, but it was agreed that with take up at around 80%, rents would remain at this small increase.

Cllr Geary joined at 7.46pm. It was announced that Cllr Geary will take office as Mayor of MK from 20/5/2020.

#### 20.051 Planning:

- i. **Update:** Cllr Cass reported on the following applications:
  - 20/00635/FUL: 3 Gold Street - New Outbuilding for office use - Full permission granted.
  - 20/00742/FUL: 76 Williams Close - 2 storey front extension - No objection

- 20/00713/TPO: Former Hatton Court Hotel, Bullington End - tree reduction on TPO lime trees - Supported by PC
- 20/00503/FUL: The Corn House, 34 Tathall End - Replacement roof – It was discussed and agreed that as the only thatched roof remaining in Tathall end, and removing it was in opposition to the NHP, the PC would write an objection.
- 20/00770/FUL: Tathall End Farm Tathall End MK19 7NF - Change of use from games room to 2-bed dwelling. The conservation officer had raised an objection to which the PC agreed, and an objection would be sent.
- 20/00864/FUL: 34 St James Close - Division of existing dwelling to create 2 dwellings - Highways had objected on the grounds of parking issues.
- 20/00869/FUL: 69 Williams Close - New 2-bed dwelling. There had been an objection from Highways due to the access onto Green End Lane and the fact that this was an unadopted road.
- 20/00400/FULMMA(19/03205/FUL): 27 Gold Street - Replace double garage with car port + 2-storey extension - Permitted 17/4/20
- 20/01024/FUL: Salcey Green Farm, Forest Road - Retention of grain/paper/woodchip drying building. This was a retrospective application for an existing facility. Cllr Geary stated that if the case officer was minded approving this, he will call it in to committee.
- Eventing Centre at Cuckoo Hill Farm: Cllr Price reported that this appears to be expanding its operation and is currently re-routing the access road. They are advertising their riding camps widely and an increase in custom, therefore traffic is expected. Cllr Price expressed concern that there was not enough space on the new access road for 2 vehicles to pass with horseboxes. Cllr Geary had flagged this already to MKC enforcement and Cllr Cass had also written to obtain the facts. It was agreed a letter of concern would be drafted and this would be put on the June agenda.

- ii. **MK Futures:** Cllr Cass reported from the briefing document. Hanslope is not in the strategic growth area, nor in the planned expansion area for the Mass Rapid Transport network (MRT). She felt the emphasis for this area should be on the expansion of broadband capacity and in addition, the principle of 'Infrastructure before Expansion'. It was discussed whether to respond to the consultation as a council or as individuals and it was agreed that Cllr Cass would formulate a response on behalf of the council, to be sent via the clerk. Cllr Geary added that in the 2 previous local plans, the inspector had made the point that the Ouse was a natural barrier to growth, to the north west of the city and this should continue to be the case. Cllr Cass agreed to add this to her report.

#### **20.052: Finance:**

- i. **Reconciliations and Financial Situation Report:** Reconciliation checks had been carried out by Cllr Price and the 3 accounts balanced. The clerk circulated accounts to April 30th, and these showed income of £70,115 and expenditure of £8,287. There were no further questions.
- ii. **Audit Update and Timeframe:** The clerk reported the planned timeframe as follows: -
- May** – internal Audit
  - June** – finalise AGAR
  - June PC Meeting** – agreement for dates for exercise of elector's rights
  - July PC meeting** – sign off on the AGAR
  - 15/7/2020** – publish dates for Period of Electors Rights
  - July-August** – Period of Electors Rights
  - 31/7/2020** – deadline for submission of AGAR.
- iii. **Clerk's Expenses:** NALC had advised an increase in the allowance for clerk's use of home as office expenses, and this was agreed.

**MOTION:** to approve the homeworking allowance for 2020-21 for the clerk, to £6/week in line with NALC recommendations PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED

- iv. **Approval of Payments:** The clerk had circulated the list of payments to be agreed and these were reviewed. Cllr Palmer stated that the invoice from AJ Build was still being negotiated by Cllr R Green. **It was agreed this invoice would not be settled yet.** All other invoices were agreed. Cllr Palmer advised that Ellis Whittam had not been able to include the £11.10 in their invoice for work carried out last year and this invoice was therefore a balance figure.

Date	Invoice from	For	Net	Vat	Total
01/02/2020	AJ Design and Build Ltd	Hanslope Pavilion Additional Works and Retention	£ 10,520.65	£ 2,104.13	£ 12,624.78
29/04/2020	RTM Landscapes Ltd	Landscape Maintenance Month 2	£ 979.17	£ 195.83	£ 1,175.00
30/04/2020	Rialtas Business Solutions Ltd	Year-end online closedown	£ 360.00	£ 72.00	£ 432.00
30/04/2020	John Sharpe	April Caretaking	£ 293.99	£ -	£ 293.99
01/05/2020	Ellis Whittam Ltd	Legal Expenses Insurance	£ 11.10	£ -	£ 11.10
01/05/2020	Marcus Young Landscapes	Dog and waste bins – April	£ 484.50	£ 96.90	£ 581.40
06/05/2020	Lotte Landscapes Ltd	Rec Ground maintenance - month 2	£ 788.33	£ 157.67	£ 946.00
07/05/2020	Proctor Chartered Surveyors	Copyright & Printing re. Land Reg for Pond	£ 80.62	£ 16.12	£ 96.74
11/05/2020	G Merry	Expenses - page 2			£ 41.66
<b>PAID</b>					
28/04/2020	G Merry	April Salary			
28/04/2020	HMRC	April Tax and NI			
28/04/2020	Bucks CC	LGPS - April pension contribution			

**MOTION:** to agree the payments for May 2020 as above, PROPOSED by Cllr Palmer SECONDED by Cllr Price and AGREED.

**20.053 Recreation Ground and Village Projects:**

- i **Recreation Ground:** The clerk had spoken to Cllr B Green who advised that the new signage had been ordered. However, the company were currently closed during the Covid outbreak, so it was not possible to collect the order yet.
- ii **Pavilion/Fob System and access arrangements:** The clerk had circulated a revised key/fob-holding agreement and Cllr Simpkins reported that the key lending system had been successful. He was happy for keys to be lent out to clubs under the new agreement but suggested a fob system should wait until the new STP was installed. Cllr Price disagreed with clubs being allowed keys and expressed concern as to who would monitor the condition the building was left in. It was discussed and agreed that the cleaner would report any issues/breaches to the clerk who would manage the situation. The matter of clubs being trusted with keys and the effectiveness of the new agreement, was discussed at length.

Councillor Palmer asked each councillor for their view. It was agreed that councillor reservations, were as a result of historical misuse of the facility and this was a genuine concern. However, where a facility's purpose was for community use, the community should be trusted to access it. It was agreed the new Ts and Cs were fairly watertight, and any breaches would result in retraction of keys at the users expense.

**MOTION:** To agree to install a fob system for the Pavilion PROPOSED by Cllr Courtman SECONDED by Cllr Simpkins and AGREED but to be implemented in the future as a comprehensive system, along with the new STP.

**MOTION:** To agree to implement the revised keyholding Terms and Conditions PROPOSED by Cllr Simpkins SECONDED by Cllr Cass and AGREED. It was agreed that allowing the clubs to hold keys was implicit in the agreement. It was also agreed that any key-holding would be deferred until the Covid 19 situation was clear and the Pavilion could be safely used.

#### 20.054 S106 Projects

- i. **New Synthetic Turf Pitch (STP) and review of documents and costings:** The clerk had circulated details of procurement requirements as stated in Financial Regulations and Standing Orders, for large scale purchases. She advised however, that the council can vote to set aside Standing Orders and not undertake a full tendering process, in favour of 3 quotes but the reasons would need to be sound and would need to be minuted. *(After Note: Hanslope PC was audited on 22/05/2020. The auditor advised that the correct tendering process would need to be followed i.e. for projects over £25,000, notified on the Government's Contract Finder etc).* Cllr Cass stated that it may be that a 3G STP was not the optimum facility for overall community use and she proposed investigating provision of a more multi-use installation. This was discussed at length and it was agreed that the current plan is perhaps not optimum for the village. The clerk outlined the difference between an AstroTurf type pitch and a MUGA and offered to put together details of different types of provision, to be circulated before the next meeting. The clerk advised that due to this turn in the discussion, the motion on the table should be set aside, to allow time for the PC to be fully informed re. availability of provision and to come to a view.

**MOTION:** To agree to install the new STP (with approx. costings) – MOTION WITHDRAWN

**MOTION:** To agree the procurement process for the STP, in accordance with Financial Regulations – MOTION WITHDRAWN.

- ii. **Dr's Surgery:** MKC had verbally agreed to the use of S106 for the car park re-surfacing and the clerk had obtained a reasonable quote @ £8620 + VAT. It was agreed the clerk would find out if the practice own the land and liaise with the clerk for Castlethorpe PC re. implementing this work. It was agreed it made sense to request S106 for the Recreation Ground car park surfacing, so it may be carried out at the same time.

Cllr Geary advised that there is S106 money set aside for 'public art' and he intends to make the case to MKC that church bells constitute public art. The funding would help with replacing the current non-functioning bells. This approach was agreed by all present.

#### 20.055 Allotments

- i. **Update:** There had been several new tenants and the work to the damaged culvert would be carried out from 12/5/2020. Cllr Cass reported that the allotments groups were still working on their S106 proposal.

#### 20.056 Date of Next Meeting: Monday 8th June 2020 at 7pm, via Zoom

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

**APPENDIX 1: HPC WORKING PARTY MEMBERSHIP:**

The following appointments were agreed:

- i Recreation Ground Group: Cllrs B Green, R Green and Palmer
- ii Allotments Group: Cllrs Simpkins and Cass
- iii Rights of Way: Cllr Courtman
- iv Newsletter: Cllr Palmer
- v Tree Warden: Cllr Simpkins
- vi Parishes Assembly: Cllrs Courtman, Price and B Green
- vii Neighbourhood Action Group: Cllrs Courtman and Price
- viii Neighbourhood Plan: Cllrs Cass, Courtman, Price and R Green.
- ix Traffic and Road Safety: Cllrs Courtman and Palmer
- x School: Cllrs Courtman and Cass
- xi Planning: Cllrs Price, Cass, and Proctor.