

Minutes of the Parish Council Meeting of Hanslope Parish Council, held on 13th
January 2019 at 7.30pm
at Hanslope Pavilion, Castlethorpe Road, Hanslope.

Present:

Parish Councillors: -

D Courtman (Chair)

J Cass

S Proctor

R Simpkins

G Bowyer (Ward Cllr)

M Palmer

E Price

R Green

B Green (Ward Cllr)

Clerk: G Merry

3 Members of Public

20.001 Apologies for Absence:

Apologies were received and accepted from Cllr Palmer who arrived part way through the meeting.

20.002 Declarations of Interest:

There were no declarations

20.003 To Approve the Minutes of the Parish Council Meeting held on 9th December 2019:

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

20.004 Public Time:

- i. A member of Hanslope Hornets Football Club attended and reported the poor condition of the Astroturf pitch. He asked what the timeframe might be for replacement. Cllr R Green advised that a replacement facility was planned and planning permission had already been obtained. It was necessary to wait for more of the houses on the relevant developments to be sold, to release more S106 money. The recent drainage issues and potential risk were discussed. It was advised that the Hornets do not manage the pitch, but their coaches manage their teams and make decisions on safety. Cllr Courtman stated that to mitigate risk, the PC may take the decision to close the facility on a temporary basis and asked for a copy of the Hornet's insurance policy. It was discussed whether it was worth doing any fundraising in the short term. Cllr R Green stated it would be better to wait for the full replacement to be planned, as nothing could be done to address the current drainage problems. He stated the PC would welcome any small-scale improvement ideas.
- ii. A member of the public asked what the timeframe was for the Inspector's decision re. the Eastfield Drive development. Cllr Cass responded that she had written a detailed objection which had met the deadline, but a decision would not be known for approx. 6-8 weeks. It was asked whether the Neighbourhood Plan would help, and Cllr Price confirmed that it should, as it only requires a 3-year land supply, and the plan has been implemented. The member of public was advised to monitor the MKC Planning Portal for decisions.
- iii. The member of Public asked what was planned for the Newport Road natural verge area. Cllr Simpkins responded that a natural verge is planned, to be cut on only 3 occasions a year, to allow for the existing plants to seed and flower. This will be monitored, and longer-term decisions made in due course. The member of public was advised that the PC will be managing the village verges from April 2020.

20.005 Council:

- i. **Clerk's Report:** The accounts show that 50% of budget has been spent for the year, although it is $\frac{3}{4}$ of the way through the financial year. Payments are now made on the BACS system, with dual authorisation and the savings accounts have been consolidated into one, showing reserves of £64,674. The auditor had advised that grants and donations must be made through the S137 budget, i.e. Payments that result in benefit to the wider community. Currently the S137 budget is at just over £1000, and nowhere near covers the expenditure to-date on grants and donations. A budget virement is therefore recommended, which is an agreed, mid-year change to the budget, to move £7000 from the village projects budget into the S137 budget. This is just over the amount spent and therefore covers it and is compliant with audit. The auditor also stated the PC does not have the power to gift, without adopting the General Power of Competence. The clerk supplied information on this, summarising that: GPC gives parish councils the power to do anything an individual may do. This would need to be agreed by formal motion, with a 2/3 majority and a CiLCA qualified clerk needs to be in place.
- ii. **Meeting Start Time:** Cllr Cass suggested 7pm would be a better time to start meetings, due to the late finishes. This was agreed, although one or two councillors warned they may be late.
- iii. **Councillor Vacancy:** The clerk had received an enquiry and the potential applicant had been due to attend this meeting but the poor weather prevented her from doing so. The clerk would pass on details of the next meeting.
- iv. **General Power of Competence:** The clerk distributed detailed information about this power and all agreed to give this consideration.
- v. **Asset Register:** The clerk had consolidated the register with the help of Cllr Proctor who confirmed that the current total of £390,000 was the total asset value of the council. It was discussed and agreed that the play equipment would be removed from the register as it belonged MKC. It was agreed the allotments would be valued at a notional £1. Cllr R Green advised that the roller and mower should be added in and the clerk agreed to check their value. Cllr Proctor advised that the asset values in the register were not the same as a valuation for insurance purposes and agreed to research this in time for the insurance renewal. It was agreed that Cllr Proctor would have the village pond and the strip of land in St James Close valued and registered with the Land Registry. He also agreed to check the St James' Close parking area, as the garage owners may be liable for paying a contribution towards its upkeep. Re. the Statutory Declaration highlighted by the auditor, Cllr Proctor stated that the clerk could not have signed it, as it is a personal statement and she had not been in post long enough.
- vi. **Model Publication Scheme:** The clerk presented the NALC Model Publication Scheme, tailored to Hanslope PC and explained that this document goes with the previously agreed Data Protection Policy. The document was agreed.
- vii. **Data Storage:** The clerk asked for clarification of where the CCTV monitor was stored, who had access and how the data was kept/used. Cllr R Green confirmed the location and stated he has the access. It was agreed that Cllr R Green would continue to be the councillor responsible for this and that he would share the password with the clerk.
- viii. **Reports from Outside Organisations:** None this month. However, the matter of the closure of the village post office was discussed. Cllr Courtman had contacted the Post Office who stated the closure was due to a computer error and had given no date for re-opening.

20.006 Planning:

- i. **Update on Planning Applications:** The clerk had circulated the updated planning log and this was agreed. Cllr B Green advised that the new Member of Parliament is seeing what he can influence re. the appeals for 18/00724/FUL and 18/01625/OUT and the rejected judicial review. A decision on the appeal for Cuckoo Hill Farm (4 dwellings) was awaited. 19/02634/FUL – The Globe (13 dwellings) had been refused but there would likely be an appeal. 17/00838/OUT – Eastfield Drive was with the Inspector and Cllr Cass advised there were currently 53 representations on the MKC portal.
- ii. **Neighbourhood Plan:** Cllr Cass expressed concern that the NP should be reviewed sooner rather than later, considering the revised NPPF. Cllr Courtman proposed reconvening the NP committee and addressing the issues within that. This was agreed and it was agreed to engage the consultant ASAP. Cllr Price confirmed that it was possible to apply for a new grant and she would set this in motion, as the application needed to be in by the end of January.

20.007: Finance:

- i. **Financial Situation Report:** Reconciliation checks had been signed-off by Cllr Price. The clerk circulated accounts to Dec 31st which showed total Income to-date at £126,421 and total expenditure at £62,270 (50%) of budget. There were no questions.
- ii. **Interim Audit Recommendations:** The following were discussed and agreed:
MOTION: To agree to appoint G Merry as the Responsible Financial Officer PROPOSED by Cllr Simpkins SECONDED by Cllr Palmer and AGREED.
MOTION: To appoint Cllr Price as the Internal Control Councillor PROPOSED by Cllr Simpkins SECONDED by Cllr Cass and AGREED.
- iii. **Budget Virement:** The clerk explained that grants and donations to other organizations must be made through S137 and it was advisable to make a budget virement to increase the S137 budget accordingly. She recommended £7000 as the amount that would cover donations already made and this was agreed. Cllr Palmer expressed concern that the PC had traditionally donated money for upkeep of the churchyard and the auditor had indicated this was not permitted. It was queried whether implementing the General Power of Competence would then allow for these payments and the clerk agreed to check with the auditor.
- iv. **Internal Control Procedure:** The auditor had recommended drawing up an internal financial controls procedure, although she had been happy with the controls that were in place. The clerk circulated this document and all were happy with its implementation.
- v. **Budget 2020-21:** The clerk circulated an updated draft of next year's budget incorporating suggestions from previous meetings. This had resulted in an approx. 3% increase in budget and therefore in precept. The clerk presented the figures for this year's tax base and the effect on local taxes on an average Band D home, for different % increases. The figures were agreed as presented and the budget set at £128,177 for 2020-21.
MOTION: To agree the budget for 2020-21 at £128,177 PROPOSED by Cllr Price SECONDED by Cllr Palmer and AGREED.
- vi. **Precept 2020-21:** The clerk advised that due to the council not having guaranteed income streams at present, it was advisable to precept at the same amount as the budget projected and this was discussed. Cllr Palmer pointed out the small grant awarded by MKC for devolved Landscaping Services nowhere near met the cost of those contracts. The clerk confirmed that this shortfall had been costed into the budget.
MOTION: To agree the precept demand at £128,177 for 2020-21 PROPOSED by Cllr Palmer SECONDED by Cllr Cass and AGREED.

- vii **Payments to be Agreed:** The clerk had circulated the list of payments to be approved via email and circulated hard copies. Cllr Cass queried the still unrepresented cheque to Cox and Robinson and the clerk agreed to phone them. Payments were agreed as follows:

Date	Invoice from	For	Net	Vat	Total
05/12/2019	Aylesbury Mains	Installation and removal of Christmas lights	£ 2,045.50	£ 409.10	£ 2,454.60
18/12/2019	Tara Davies	Pavilion Cleaning – Dec	£ 15.00	£ -	£ 15.00
31/12/2019	Barbara Osborne Business Services	Payroll services Oct-Dec 19	£ 78.00	£ -	£ 78.00
31/12/2019	John Sharp	Caretaking – Dec	£ 320.00		£ 320.00
01/01/2020	Marcus Young Landscapes	Dog bins and litter bins	£ 484.50	£ 96.90	£ 581.40
02/01/2020	Roy Courtman	Document Storage Oct-Dec	£ 45.00	£ 9.00	£ 54.00
02/01/2020	Roy Courtman	Operation of SID Oct-Dec	£ 240.00	£ 48.00	£ 288.00
07/01/2020	Lotte Landscapes Ltd	Rec ground maintenance	£ 694.17	£ 138.83	£ 833.00
07/01/2020	Lotte Landscapes Ltd	Removal of diseased horse chestnut	£ 400.00	£ 80.00	£ 480.00
07/01/2020	Lotte Landscapes Ltd	Planting of Prunus Serralata to replace as above	£ 282.00	£ 56.40	£ 338.40
10/01/2020	Lockforce	Removal of failed lock, replacement and keys - Astro turf Shed	£ 140.00		£ 140.00
10/09/2020	G Merry	Reimburse expenses (detailed on sheet 2)			£ 69.26

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

20.008 Recreation Ground and Village Projects:

- i **Pavilion:** There had been an issue with the drains from the away-team showers, during the Christmas holidays which Cllrs Palmer and Simpkins had addressed. However, the council did not have a ground plan of the drains and this was necessary in case of future problems. Cllr Palmer stated he would carry out a dye-test, along with the caretaker and report back. Cllr Proctor offered to help with this. He also expressed concern that the downpipes flowed back into the building and in the event of blockage would not be accessible. The current excess of mud was discussed, and Cllr R Green stated he had previously advised the football clubs that if washing boots in the showers incurred costs, these would be passed on to the clubs. The following was agreed:
- Cllrs B Green and R Green would add signage in the changing rooms to this effect.
 - A heavy-duty power washer would be purchased for the caretaker to clean outside areas.

- The clerk would purchase a boot scraper – make and model circulated and agreed @ £169.99 + delivery – and have it installed by the north-east edge of the Pavilion. The clerk would arrange for the maintenance contractor to do the concreting.

The clerk asked Cllr R Green what outstanding invoices there were on the Pavilion refurbishment, as this should have been stated in the year-end accounts. He agreed to find out and advise her.

- ii **Erection of New Signs:** Cllr B Green showed copies of all the signage required for the Pavilion and Rec. Ground and stated signage for the Astro would be added i.e. Use at own risk. It was discussed and agreed that for safety reasons, the Astro turf would be locked for the time being and monitored weekly as to when it could be re-opened. Cllr R Green agreed to lock it with a padlock/chain and put up signage to this effect. The clerk would respond to comments on social media etc. that a new pitch is planned, for which planning permission has been obtained.
- iii **Key Holding:** The working group formed at the last meeting, had met to discuss the options and distributed their conclusions. It was discussed and agreed that an electronic key fob system, used in conjunction with a signed Code of Conduct by users, was the best way to control who uses the building and ensure safety, cleanliness etc. It was agreed the working group would investigate key fob systems and costs, the clerk would draw up a contract/Code of Conduct and a cleaning company would be engaged in due course. Cllr Simpkins agreed to pass copies of the current agreements on to the clerk. A request from a women's football group was discussed and it was agreed they could turn up and play, providing they had checked availability with other users. However, they would not be able to use the Astro turf.
- iv **Roadworks Issues:** The clerk read out an email from MKC's Senior Highways Engineer, as follows: 'The Works at the Junction of Long Street Gold Street are ongoing with the outstanding works due to be completed this month. The traffic calming and signs are being installed this week. A stage 3 safety audit will then be undertaken on the junction for any additional improvement works.' Cllr Price stated the sign at the junction is the oldest in Bucks and Cllr Palmer stated that the caretaker will paint it when the works are finished. The clerk agreed to chase up the re-seeding of the verge. Cllr Simpkins expressed concern that the alleyway from Gold Street to High Street is dangerous because there is no segway before the road. Traffic has speeded up as a result of the new junction. It was agreed Cllr Courtman would report this to the MKC Rights of Way officer. The car park at the Bloors development was discussed. This should have been handed over by the developer, for use by the school/doctor's surgery etc Cllr Proctor confirmed that hold up was with Bloor's solicitor but the PC would need to adopt it first. He agreed to chase this up with Bloors.
- v **Newport Road Natural Verge Area:** Cllr Simpkins stated the residents of Newport Road should be informed of the plans for this and agreed to draw up a letter to be delivered door-to-door. A sign would be needed at either end of the area and the clerk agreed to work on this.

20.009 Allotments

Update and Insurance Situation: Formation of an Allotments Association to gain cheaper group insurance was discussed, as the PC needed to reach a position to take to the Allotment AGM. Cllr Simpkins had found suitable cheap cover, without the need to form an association and he agreed to send the details to the clerk. It was agreed this would be the PC's preferred option. Cllr Cass stated that although the allotments are on private land, there is a public right of way through them and it was agreed that tenants should be advised of this.

20.010 Date of Next Meeting: Monday 10th February 2020 at **7.00pm**

The meeting closed at 9.45pm.

Signed Date