

Minutes of the Parish Council Meeting of Hanslope Parish Council, held on 9<sup>th</sup>  
March 2020 at 7.00pm  
at Hanslope Pavilion, Castlethorpe Road, Hanslope.

**Present:**

Parish Councillors: -

M Palmer (Chair)

E Price

R Simpkins

D Courtman

S Proctor

R Green

Clerk: G Merry

0 Members of Public

**20.022 Apologies for Absence:**

Apologies were received from Cllr J Cass.

**20.023 Declarations of Interest:**

There were no declarations

**20.024 To Approve the Minutes of the Parish Council Meeting held on 10th February 2020:**

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

**20.025 Public Time:** No items

**20.026 Council:**

- i. **Clerk's Report:** There was a need to start on the financials for the various S106 projects. However, the S106 officer at Milton Keynes had been on leave and it had not been possible to progress what amounts can be allocated, especially regarding the All-Weather pitch. One quote was in place for the car park; a proposal received from the village hall and a meeting held with Parks Practice. The allotments team had presented quotes for the various options for the allotment project. The clerk had reviewed Financial Regulations, and all were reminded that only the clerk can do any ordering and purchasing. It is proposed to remove those clauses relating to the handling of petty cash since this council does not run a petty cash account (this was agreed). The clerk will attend training in the next 2 weeks at MK Council, on mapping software and use of the Geographical information System (GIS). This will enable access to a deeper level of mapping than the public MK Mapping system. A date is awaited from the financial software company for year-end closedown, as well as information on the audit timeframe and requirements.
- ii. **Councillor Vacancy:** There had been 2 enquiries, but one had decided not to progress. The outcome of the other is awaited.
- iii. **Village Diary:** A resident had suggested the parish council coordinate a village diary of events. The clerk agreed to do this via the website/social media and was currently experimenting with syncing a Google Calendar to the website. It was agreed the diary would be for information only.
- iv. **April Meeting/Annual Parish Meeting:** The clerk had advised that only one 'Open' meeting a year has to take place, known as the the Annual Parish Meeting, which must be between 1<sup>st</sup> March and 1<sup>st</sup> June. Cllr Palmer advised that both rooms at the village hall were available on April 20<sup>th</sup> and it was agreed to hold both the APM and the regular PC meeting that evening.

The clerk advised that the format of the APM is usually a chairman's address, a report from the local police and possibly some local groups. The public forum section should be time-constrained via the agenda.

- v. **School Land Transfer:** Cllr Proctor had heard from Bloors who are now stating that all the land will be transferred to MK Council for the school expansion, despite Hanslope PC having originally been named as nominee. It is unclear what happened to the 'S106' parcel of land, but Cllr Proctor will continue to enquire.
- vi. **Reports from Outside Organisations:** Cllr Price had attended a Neighbourhood Plan information event at MK Council, following which the PowerPoint slides had been circulated.

#### 20.027 Planning:

- i. **Update on Planning Applications:** The clerk had circulated the updated planning log.  
**20/00187/FUL** – Glebe Cottage, Glebe Lane: Cllr Price had viewed the site which contained an old Yew tree. It is unclear what will happen to it and Cllr Cass is following this up.  
**20/00324/FUL** – 58 Western Drive: Cllr Price had viewed this site and proposed no objections.  
**Eastfield Drive** – tall fence: There had been no progress with the enforcement officer.  
**PC Owned Land** (St James Close garage area and the village pond): Cllr Proctor had been in touch with the solicitors who had advised although the PC owns both, there is a need to get these registered with the Land Registry to have legal clarity on PC-owned assets. The solicitor proposed getting the title for 2 of the garages, to check on responsibilities for maintenance. The fee for all work would be £1580 and this was **AGREED**.  
**Highways:** Cllr Palmer asked for clarity on the timeframe for the proposed traffic calming and zebra crossing, in time for the Annual Meeting and the clerk agreed to find out.
- ii. **Public Rights of Way and Mapping:** Cllr Price reported that the NPPF now indicates that unmapped Public Rights of Way may be reclaimed, if they are not correctly evidenced. There was a need to ensure mapping was up-to-date and the clerk agreed to follow this up.

#### 20.028: Finance:

- i. **Reconciliations and Financial Situation Report:** Reconciliation checks had been carried out by Cllr Price on 09/03/2020 and all 3 accounts balanced. The clerk circulated accounts to February 29th, and these showed income at £127,675 and expenditure at £77,524 (63.3% of budget). Cllr Price expressed concern that the gas bills were high and asked how the timer works. Cllr Green agreed to instruct the clerk. There were no further questions.
- ii. **VAT/Option to Tax Update:** The Option to Tax office had queried the application, as it disputed that the PC had made taxable supplies in the year in question. The VAT advisor had suggested withdrawing the VAT registration application and Option to Tax at this point, on the basis that the PC has no clear intention to make taxable supplies and is able to reclaim VAT under Section 33 for non-business activities. The PC should confirm to HMRC that it has made no exempt use of the site in the last 10 years and has no specific plans to introduce charges at this point. This way the PC could reclaim all VAT from 2018-19, i.e. the pavilion work, on the basis that it has no business activities. If VATable business activities are introduced, the council can then determine whether it needs to register for VAT and whether it needs to make an Option to Tax. It can then submit a fresh application for registration, with a VAT1614A form if necessary.  
**MOTION:** To implement the advice from the VAT advisor: withdraw the Option to Tax application and recover the 2018 VAT, PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED.
- iii. **Insurance Renewal:** The clerk had circulated the current policy in case levels of cover needed to be adjusted. Cllr Proctor confirmed that the council's asset register shows current worth

but not replacement or rebuild values. Rebuild values are needed for cover levels to be accurate. He had obtained one quote for £825 to value all assets, including land, buildings, bus shelters ponds etc. However, this was discussed and agreed to be high. It was suggested obtaining a quote from a QS and the clerk agreed to follow this up. In the meantime, it was agreed the insurance would be renewed at current levels, with the war memorial cover removed.

- iv. **Bank Mandate:** The clerk stated that Financial Regulations required the bank mandate to be reviewed annually. The current signatories are Cllrs Palmer, Courtman, R Green and Proctor, along with the clerk. It had also been advised that an additional second authoriser be added, in addition to Cllr Courtman. It was agreed that Cllr Palmer would be added.

**MOTION:** To agree the signatories on the bank mandate a above and the arrangements for dual authorisation, - as per financial regulation 1.14 & 5.1 - as above PROPOSED by Cllr Price SECONDED by Cllr Courtman and AGREED

- v. **BACs Payments:** The clerk stated that Financial Regulations required authorisation for BACS payments to be agreed.

**MOTION:** To agree the RFO can use online banking to make payments by BACS – as Financial Regulation 6.9 - PROPOSED by Cllr Courtman SECONDED by Cllr Price and AGREED.

- vi. **Approval of Payments:** The clerk had circulated the list of payments to be agreed and these were reviewed:

Date	Invoice from	For	Net	Vat	Total
16/10/2019	MK Council	Installation of Bench - Long Street	£ 547.39	£ 109.48	£ 656.87
19/02/2020	BMKALC	Allotments Training Course – RS	£ 113.78		£ 113.78
19/02/2020	BMKALC	Allotments Training Course – JC	£ 113.78		£ 113.78
26/02/2020	Sign Wizzard	Newport Road Signs (natural verge)	£ 72.93	£ 14.59	£ 87.52
27/02/2020	Lotte Landscapes	Rec Ground Maintenance	£ 694.17	£ 138.83	£ 833.00
27/02/2020	Lotte Landscapes	Allotment hedge cutting	£ 600.00	£ 120.00	£ 720.00
29/02/2020	John Sharpe	Feb Caretaking	£ 342.00		£ 342.00
03/03/2020	All Round Property Maintenance	Boot scraper install and manhole cover	£ 240.00		£ 240.00
09/03/2020	G Merry	Expenses to March (see p2)			£ 80.60
					£ -
<b>PAID</b>					
21/02/2020	British Gas	603150042 – Elec	£ 192.49	£ 9.62	£ 202.11
21/02/2020	British Gas	6001399 – Gas	£ 737.81	£ 36.89	£ 774.70
24/02/2020	British Gas	603150043 – Elec	£ 35.75	£ 1.79	£ 37.54
24/02/2020	Wave - Anglian Water	Water rates	£ 83.04		£ 83.04

26/02/2020	G Merry	Feb Salary	██████	██████	██████
26/02/2020	HMRC	Feb Tax and NI	██████	██████	██████
26/02/2020	Bucks CC	LGPS - Feb pension contribution	██████	██████	██████

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

**20.029 Recreation Ground and Village Projects:**

- i **Pavilion/Rec. Ground:** The new boot scraper had been installed and repairs to paving slabs were underway. The hedges had had to be trimmed before the March 1<sup>st</sup> deadline, but disappointment was expressed at the loss of one tree and the scalping of another. The contractor will harrow the ground where rutted, once it is drier. Cllr Palmer stated the need for a clause in the proposed new football contract, that teams would be liable for damage to the ground and that the PC as landlord, has final say on whether matches can be played during poor ground conditions. Cllr Green suggested building in a clause that the PC would assess the ground prior to matches, during very wet periods, as the situation does change constantly.
- ii **Progress on New Signs:** No update.
- iii **Use of Pavilion by teams/stocking of kitchen:** The clerk reported that £300 had been received from the Ward Councillor’s fund and this was allocated toward stocking the kitchen with items needed for local groups to use. It was agreed clubs would not be permitted to leave their own items in the kitchen, but the clerk would purchase the necessary items and put-together an inventory.
- iv **Key Holding/Fob System and access arrangements:** Cllr Green asked to address this item later in the agenda.
- v **Play Scheme Update:** The proposed Easter session had been arranged for Monday 6<sup>th</sup> April at 10am. The clerk asked whether use of indoors could be permitted, as wet-weather contingency and offered to attend the whole session. It was agreed Baden-Lodge would be a better venue and the clerk agreed to liaise with the Scouts on this.

**20.030 S106 Projects**

- i. **Update from MKC:** No update, as the S106 officer had been on leave.
- ii. **Project Plans:-**  
**Synthetic Turf Pitch:** Cllr Green had obtained 3 quotes for the proposed new 3G pitch which would work out at around £197,000 plus VAT. In addition, there was the cost of floodlights and equipment such as a brushing machine. The surface would need brushing every week and deep cleaning annually. The crumb would require topping-up once a year and these running costs would need to be considered alongside purchase and installation. Cllr Green stated the PC can recoup costs in charges and external renting. He recommended a token system for use of the lights. Decisions would need to be made on whether the facility would be locked or left open but with prior booking taking priority over ad hoc use. A key-fob system can be incorporated into an online booking system and this could cover the whole site, including the Pavilion. There would need to be agreement as to which booking system to use. It was agreed there would need to be public information on this project, once details were finalised. The clerk advised that Option to Tax would need to be applied-for, if it was proposed to introduce charges but also reclaim the VAT on installation costs. The clerk advised that the PC would need to agree to all costings before S106 could be applied for and Cllr Green agreed to send the figures. Implementation was agreed as follows:

1. Cllr Green to provide detail/estimated costings etc, as set out by the currently favoured potential contractor, to the clerk.
  2. The clerk to use this information to put together a proposal to MKC S106 team to see whether project would be supported, what funds would be available and potential timelines
  3. If a positive response was obtained from MKC, a more detailed/costed proposal to be put before the council for their fuller understanding and discussion.
  4. If the PC agreed that the project should proceed, formal tenders should be invited.
  5. The clerk to be the sole point of contact with MKC's S106 officers.
- iii. **Car Park Surfacing:** One quote had been received for £16,240 plus VAT. The clerk would pass this on to MKC for their advice on which allocation it could come from.
- iv. **Allotments:** Quotes for the various items had been circulated. However, the allotments group stressed the need for the work to the collapsed culvert as urgent. It was agreed this would be addressed and paid for from the PC's budget. The remaining projects would be presented by the allotments group as a project proposal in due course.
- v. **Village Hall:** The Village Hall committee had sent a detailed plan for the proposed extension. This was discussed and it was agreed the PC would endorse the project.

**20.031 Allotments**

- i. **Update:** The allotments group were working on detailing their proposal for S106 monies. There was damage to the fence owned by the immediate neighbour, and it was agreed that in the interest of safety, the clerk would contact him and ask him to secure it.
- ii. **Damaged Culvert:** It was agreed to undertake Part A of the work required i.e. to excavate the ditch area, install a new 6-meter x 300mm plastic twin wall Culvert, backfill and install cement and rebar over culvert @ **£2387.90**

**20.032 Date of Next Meeting: Monday 20<sup>th</sup> April 2020, at the Village Hall, as follows: -**

- 6.30pm – PC Meeting (first part)
- 7.30pm – Annual Parish Meeting (Open Meeting)
- 8.30pm – Continuation of PC Meeting

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