

Minutes of the Parish Council Meeting of Hanslope Parish Council, held on 8<sup>th</sup>  
July 2019 at 7.30pm  
at Hanslope Pavilion, Recreation Ground, Hanslope.

**Present:**

Parish Councillors: -

M Palmer (Chairman)

E Price

J Cass

R Green

D Courtman

S Proctor

R Simpkins

B Green (Ward Cllr)

Clerk: G Merry

2 Members of Public

**19.082 Apologies for Absence:**

There were no apologies

**19.083 Declarations of Interest:**

There were no declarations

**MOTION:** to agree to exclude the public from the meeting for part of item 19.086 i) in accordance with the Public Bodies Act (1960) and Local Government Act (1972), PROPOSED by Cllr Palmer SECONDED by Cllr Courtman and AGREED.

**19.084 To Approve the Minutes of the Parish Council Meetings held on 10th June 2019:**

The minutes had been previously circulated and were AGREED and SIGNED.

**19.085 Public Time:**

- i. Mr Stacey, chair of Hanslope school governors attended and stated that a formal consultation is underway for use of land to be transferred to the school, as agreed in the Bloors development S106 agreement. There was a need to speed-up the process, so that new sports pitches could 'bed in', although the money had not yet been made available and the legal process not yet started. It had been hoped to have new classrooms in place by September 2021. Cllr Proctor advised that normally Bloors would transfer the land on completion of the development in 2020. However, the PC could initiate the legal process from now and this was agreed. Cllr Cass advised that an email had been received from MKC, stating the costs to be higher than the S106 available. Although the extension building will be completed at one time, starting possibly in 2020, there will not be funding to employ teachers and therefore take in additional pupils at more than one year group each academic year. Mr Stacey stated that this had not been conveyed to the school and he would investigate. Cllr Proctor agreed to contact the PC's solicitor to start the legal process to transfer the land to the Trustees of the school. The new pedestrian crossing adjacent to the school was discussed and Cllr Palmer confirmed that MK Highways are going ahead with this, with possible installation by April 2020. Cllr Palmer stated that the PC may have some 106 funds in a pot other than the education pot, that could help fund the school crossing, if the developers and MKC do not ultimately follow-through on their offer.
- ii. The new licensee of the Watts arms introduced herself and stated her enthusiasm for developing the pub's service to the village. The pitching of the fish and chip van was discussed and although in theory, the licensee is happy to host this, it cannot take away any of the few pub parking spaces and it should not be drawing off the pub's electricity. Cllr Palmer stated

that the PC is happy to support the van's license application but has no pitches to offer. The situation is under review.

Both members of the public left the meeting.

#### **19.086 Council:**

- i. **Clerk's Report (open section):** The clerk had been working on uploading receipts and payments for the year, into the new accounting package and devising the new website, for which the link had been circulated. She asked to go 'live' by August and it was agreed this could happen once the final/referendum version of the Neighbourhood Plan was received and uploaded. The external auditor has asked for an intermediate audit review, which was to be expected. Copies of minutes and accounts from last year will need to be found and sent. The clerk has also been investigating the situation regarding claiming VAT paid out on the refurbishment and has been in touch with DCK Accounting Solutions for advice. The VAT rules for PC's such that it is preferable to go to a sector-specialist for the right advice. The Clerk advised that she comes to Hanslope every week, usually on a Monday, and suggested councillors can arrange to meet with her when necessary. From September, her working days would change to Mondays, Wednesdays and Thursdays and this was agreed.
- ii. **Adoption of Standing Orders 2018:** The clerk stated that the Standing Orders currently in place appeared not to be the latest version and had circulated the 2018 version for comment. It was agreed to adopt these.  
**MOTION:** to adopt the revised Standing Orders (2018) PROPOSED by Cllr R Green, SECONDED by Cllr Courtman and AGREED.
- iii. **Future of the Website:** The link had been circulated for the new website and all were happy. Cllr Courtman advised removing any photographs showing people's faces and this was agreed. The new site would be launched as soon as the Referendum version of the NHP is uploaded.
- iv. **Report from Parishes Forum:** Cllr Courtman reported on the following areas of discussion:  
Local Tax Reduction Scheme: This involved the loss of the 'grant' given by the larger authorities to make up for council tax, traditionally not collected from parishioners on benefits. Cllr Courtman stated that as Hanslope has few of these, it will not affect the precept significantly.  
Devolved Landscape Services: Concern had been expressed at both the Forum and by the PC that services formerly provided by the larger councils, are gradually being devolved out the PC's. This will involve PC's not only raising more funds from precepts but also becoming contract managers. Disquiet was expressed at this, given that parish councillors are volunteers and there was concern that the impact of this trend may make it too onerous to attract volunteers to take up the role.
- v. **Grant Policy and Funding Applications:** The clerk circulated some proposed wording, and this met with general approval. It was agreed to add a clause that applications are not considered where another authority is statutory. Also, to remove the need for local organisations to provide a written constitution. Instead the clerk will devise a simple application form and these documents will be available on the new website.

#### **19.087 Planning:**

- i **Update on New Planning Applications:** Cllr Cass Price reported as follows:  
**19/01292/TCA:** Crown reduction – Forge Cottage, 20 Gold Street – Not commenting  
**19/01611/FUL:** Porch – The Cock, 35 High Street - Not commenting  
**18/01099/FUL** – Detached bungalow – 79 Hartwell Road – concern was expressed re. the proximity to the boundary and pumping station (Anglian Water). It was felt that the Planning Authority should pick up on this issue, but the outcome would be monitored.

It was agreed that from now on, the clerk will send planning notifications to all councillors, although the sub-group will handle the commenting.

- ii **Update on Response to Large-Scale Planning Appeals:** A meeting had been held between parish councillors, ward councillors and members of the public affected by the proposed developments. It was agreed that Cllrs Price and Cass would attend the appeal hearings and put the PC's position, i.e. that the Neighbourhood Plan has been approved by the examiner for referendum and the examiner's report will be forwarded to the inspector. Cllr Cass had done this but had received only a standard response.
- iii **Update on Meeting Between the PC, Bloors/Davidsons and Highways:** There was no progress. Cllr B Green confirmed that MK Highways had confirmed the pedestrian crossing will be going ahead. However, despite parish council efforts, MK Council have not responded to the request to set up a meeting re. the change of priority at the Hartwell Road junction, and the changes are set to be implemented.

#### 19.088: Finance:

- i **Financial Situation Report:** The clerk had circulated accounts from the new package. These showed a total Income to-date at £69,834 and total expenditure at £15,097 (12%) of budget. It was noted that the allotments budget is overspent but the council is happy with the improvements this has produced. The clerk advised that detailed accounts of each budget area could be printed out.
- ii **Adoption of Financial Regulations (2016):** The clerk stated that the Financial Regulations in place may not be the most up to date - revised in 2016. She suggested the external auditor would be expecting to see the most current Regs via the website and had circulated these prior to the meeting. Clauses 4.1 and 11.1 h were discussed, and it was agreed that the clerk could spend up to £500 without approval. Council must authorise spend above £500 and for any spend above £5000, 3 quotes must be sought. Clauses pertaining to committees would need to be deleted.  
**MOTION:** to adopt Financial Regulations (2016) with spending levels agreed as above (Clauses 4.1 and 11.1 h) PROPOSED by Cllr Price SECONDED by Cllr Cass and AGREED.
- iii **Internal Auditor:** Discussed and agreed as follows:  
**MOTION:** to agree Tina Charteress as internal auditor for 2019-20, PROPOSED by Cllr Price SECONDED by Cllr Cass and AGREED
- iv **VAT Situation:** Cllr Price was working on the VAT claim for 2017-18.
- v **Payments to be Agreed:** The clerk circulated the list of payments to be agreed as follows:

07/05/2019	Ellis Whittam	Employment Year 2	£ 1,750.00	£ 350.00	£ 2,100.00
07/05/2019	Ellis Whittam	Employment LEI	£ 7.93		£ 7.93
08/06/2019	Tina Charteress	Internal Audit Services	£ 400.00		£ 400.00
10/06/2019	Parish Online by GeoXphere Ltd	Parish Online subscription 2019	£ 150.00	£ 30.00	£ 180.00
10/06/2019	Geoffrey Leaver Solicitors	Land Registration - Allotments	£ 850.00	£ 170.00	£ 1,020.00
14/06/2019	Murray's Printers	Clarion Newsletter - June '19	£ 395.00		£ 395.00
26/06/2019	British Gas	Rec Ground April-May	£ 125.76	£ 6.28	£ 132.04
28/06/2019	RBS Software Ltd	RBS Alpha Software and installation	£ 516.00	£ 103.20	£ 619.20
28/06/2019	MKALC	Annual membership			£ 80.00
30/06/2019	Barbara Osborne Business Services	Payroll services Apr/May/June & Admin re. historical case			£ 124.50

30/06/2019	G Merry	Phone - May/June and Expenses (see Sheet 2)			£ 85.19
01/07/2019	John Sharpe	Caretaking - June plus paint			£ 352.99
01/07/2019	Roy Courtman	Document Storage	£ 45.00	£ 9.00	£ 54.00
01/07/2019	Roy Courtman	Operation of SID device Apr.- June	£ 240.00	£ 48.00	£ 288.00
01/07/2019	Marcus Young Landscapes Ltd	Waste and Dog Bins June	£ 452.00	£ 90.40	£ 542.40
02/07/2019	Lotte Landscapes	Grounds Maintenance June	694.17	£ 138.83	£ 833.00
02/07/2019	Lotte Landscapes	Allotment Maintenance June	110	£ 22.00	£ 132.00
03/07/2019	Geoffrey Leaver Solicitors	Registration of Rec Ground (Disbursements only)	£ 200.00	£ -	£ 200.00
<b>PAID</b>					
06/06/2019	British Gas	Rec Ground April-May	£ 45.24	£ 2.26	£ 47.50
18/06/2019	The Green Reaper	Strimmer and oil	£ 457.50	£ 91.50	£ 549.00
18/06/2019	Cox and Robinson	Allotment Poles and Post Rammer			£ 429.90
24/06/2019	BALC	3 x Planning course			£ 211.98

The clerk enquired how the PC approves invoices in August as it does not hold a meeting. It was agreed that pre-agreed contractors would be paid. Other invoices may need to wait until the September meeting.

**MOTION:** to agree the payments for June 2019 as above, PROPOSED by Cllr Proctor SECONDED by Cllr Simpkins and AGREED.

#### 19.089 Recreation Ground:

- i **Update on the work needed and new signage:** Cllr Courtman reported that the hand drier in the toilets was not working and there were no toilet roll holders. Cllr R Green agreed to install these if the PC buys them. It was discussed and agreed that a cleaner is needed for both the meeting area of the Pavilion and the sports changing and storage areas. They would also be responsible for replenishing soap, paper towels etc, as well as reporting any maintenance issues. Cllrs Palmer and Proctor agreed to ask contacts they knew of and inform the clerk. Cllr Proctor agreed to update the asset register.
- ii **Textile Recycling Bank:** The charity Scope had requested a textile recycling bank to be sited at the Pavilion which could mean potential income. Cllr Palmer advised that this had been discussed before and turned down, as these facilities tend to become an eyesore.
- iii **Summer Play Sessions:** The clerk reported on the dates for these as: -
  - Children under the age of 5 - Friday 9th August at 1:30 to 2:30pm
  - With Milton Keynes Play Association – 5-11 Year Olds:
    - Monday 22nd July – 10am-12.30
    - Thursday 25th July – 2-4.30pm
    - Monday 5th August – 10am-12.30
    - Thursday 8th August – 2-4.30pm
    - Monday 19th August – 10am-12.30
    - Thursday 22nd August – 2-4.30pm

The clerk stated the associations are not advertising them enough and Cllr Cass agreed to put the information on Facebook if the clerk provided the details.

#### 19.090 Allotments – Update:

Cllr Simpkins reported that the new strimmer has been a success. On 4/7/19, 24 volunteers from Hanslope Park conducted a team building/volunteering event at the allotments under councillor

supervision. They had made significant progress and Cllr Simpkins will report back how best to dispose of the non-burnable debris that was found.

#### 19.091 Village Maintenance

- i. **Devolved Services Contract and Weed Growth:** Cllr Simpkins had held meetings with Castlethorpe PC and the clerk to develop a suitable contract, and with Cllr Palmer to devise the specification for the village. These had been circulated by the clerk. MK Council were also suggesting a 3<sup>rd</sup> way which involved PC's contracting the current provider SERCO, using the MKC contract. This may be a good fall-back option if going out to tender does not produce an affordable contractor(s). Cllr Simpkins advised the village will be divided into 3 areas, plus Castlethorpe being the 4<sup>th</sup> and displayed the area maps. Contractors may bid for some or all the areas. The clerk advised that MKC are offering £5732 per year for the first 3 years plus £1830 per year for Castlethorpe, with whom a joint contract will be issued. The PC currently budgets £8000 for the recreation ground plus £1830 for the allotments, making a potential total available of £18,418 p.a. It is expected the bids may exceed this amount and the extra will need to be raised from the precept. The timeframe was agreed as:

- July 2019 - Specifications Out and Site Visits
- Late August 2019 - Tender Deadline
- Late August 2019 - Tenders Assessed
- September 9th, 2019 - Recommended Contractor(s) Voted at P.C. Meeting
- September 2019 - Checks and References
- October 2019 - Awarding of Contract(s)
- March 2020 - Contract Work Commences

Cllr Palmer thanked Cllr Simkins for his work on this and stated that it was clear the precept would need to be increased over the coming years by perhaps £6-8k. It was discussed what happens if the bids are too high. Cllr Simpkins stated in this event, the PC may need to withdraw in September.

**Weed Control:** Cllr Simpkins had obtained a separate quote for weed control in the village, from a reputable licensed operator. This totalled £3,300 and was discussed and agreed.

**MOTION:** to agree the content of the proposed contract for Grounds' Maintenance Services, as circulated, PROPOSED by Cllr Palmer SECONDED by Cllr Cass and AGREED.

**MOTION:** to agree the timeframe for implementation as above PROPOSED by Cllr Palmer SECONDED by Cllr Proctor and AGREED

**MOTION:** to agree to engage the weed control contractor, at the quotes discussed and to implement with immediate effect the spraying of the main village routes, PROPOSED by Cllr Simpkins SECONDED by Cllr Courtman and AGREED.

- ii. **Village Pond Maintenance:** The ground's contractor had supplied quotes for the main pond – phase 1 @ £1570 and phase 2 @ £1430, and for Harkness Court Pond @ £980. The clerk advised that at a total of £3980, this fell within the £4000 budget allocated. The quotes were discussed, and it was agreed to implement the work. Cllr Courtman agreed to put some information on the board and the clerk would post something on the website.
- iii. **Bin Installation:** The new bins had not yet been installed and Cllr R Green agreed to action this.
- iv. **Long Street Bench:** The MKC specified bench will be installed.
- v. **Neville Close Tree Request:** Cllr Palmer had checked the tree and felt it was a healthy tree and should remain. MKC's Arboriculturalist had inspected it and advised that it had a fungus and should come down. This was discussed and it was agreed to keep the tree. The clerk agreed to advise MKC accordingly.

- vi. **Dog Fouling on Recreation Ground and village footpaths:** The new Public Spaces Protection Order which would allow for enforcement against dog fouling in the villages is being implemented by MKC.

**19.092 Neighbourhood Plan:**

Cllr Palmer reported that following the the examiner’s report, minor amendments had been made and the version now available would be the final referendum version. He agreed to arrange for it to be circulated to Cllrs. A referendum date is awaited.

**19.093 Date of Next Meeting:** Monday 9<sup>th</sup> September at 7.30pm

The meeting closed at 10.15pm.

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