

Minutes of the Parish Council Meeting of Hanslope Parish Council, held on 9th
September 2019 at 7.30pm
at Hanslope Pavilion, Recreation Ground, Hanslope.

Present:

Parish Councillors: -	
D Courtman (Chair)	J Cass
R Simpkins	B Green (Ward Cllr)
Clerk: G Merry	1 Members of Public

19.094 Apologies for Absence:

Apologies were accepted from Cllrs Price, Palmer and Proctor.

19.095 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 Cass SECONDED by Cllr Simpkins and AGREED.

19.096 To Approve the Minutes of the Parish Council Meetings held on 8th July 2019:

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

19.097 Public Time:

A volunteer spoke on behalf the Junior Park Run organisation. Interest had been expressed on village social media, for a regular Junior Park run. This would be for children 4-14 years, every Sunday throughout the year from 9am and he asked that the Recreation Ground be considered for this. This was discussed and councillors were very supportive, provided the event is over before football starts at 10am. It was agreed that it would be mainly village families taking part and this would help promote healthy activity and social interaction. The volunteer agreed to contact the Junior Park Run organisation who would then contact the Clerk for the appropriate permissions, as well as organising funding, publicity etc.

The member of the public left the meeting.

19.098 Council:

- i. **Clerk's Report:** *It has been a new experience not having a PC meeting in August, but I have been able to use the time to put in place some of the systems and documentation highlighted in our internal audit report. We will continue to introduce the required policies over the next few months and some will be introduced this evening. The Standing Orders adopted last month refer to the Code of Conduct and we will be implementing that this evening, as well as a Data Protection Policy and Privacy Statement, to comply with GDPR. Following this, I will work on a document retention policy.*

It is important to re-visit the recommendations in the audit report every so often and particularly to ensure we have assessed risk. To this end, we will be discussing a draft Risk Register later in the agenda and we will continue to have 2 financial reconciliation checks by councillors every month.

We will also be discussing adding me on the account as a signatory and setting up online banking. As risk is involved, the rule must be complied with is that dual authorisation for payments must continue. With online banking it is possible to set this up, so that approved payments will need another signatory online before being made. We will set this up to comply with audit rules.

I have continued to hold weekly meetings with Cllrs in Hanslope and available to arrange meetings most weeks with Cllrs and members of the public.

- ii. **Adoption of the Code of Conduct:** The clerk stated that Standing Orders refer to the Code of Conduct which should be in place and had circulated the NALC Model version for comment. It was agreed to adopt this.
MOTION: to adopt the NALC Model Code of Conduct PROPOSED by Cllr B Green, SECONDED by Cllr Courtman and AGREED.
- iii. **GDPR, Data Protection Policy and Privacy Statement:** The clerk had previously circulated a proposed Data Protection Policy and Privacy Statement, and these were agreed. The clerk pointed out Clause 19b and advised Cllrs to move away from using personal emails for PC business. She proposed setting up .gov email addresses and it was agreed she should progress this. Clause 19k was discussed and the clerk advised compliance with the Privacy Statement, deleting emails containing personal data after use, shredding any hard copy documents containing personal data and keeping same under secure conditions. Personal computers should be password-protected and the clerk would buy a lockable filing cabinet for council documents. Personal data to do with the allotments would be handled by Cllr Simpkins.
MOTION: to adopt the proposed Data Protection Policy and Privacy Statement, PROPOSED by Cllr Courtman, SECONDED by Cllr Cass and AGREED.
- iv. **Councillor Vacancy:** Following the May elections, there was no request for an election and a new councillor could now be co-opted. There were no applicants and the clerk agreed to start publicising the vacancy. Interested parties would be encouraged to attend a meeting in the first instance before applying, then meeting with a smaller team with a view to co-option.
- v. **Arrangements for Open Meeting (14/10/19):** The clerk enquired what the arrangements were for the Open Meeting on October 14th. It was advised that this would start at 7pm with usual council business, with the open/public part at 8pm. Any further council business would be returned to, after the open meeting was concluded.

19.099 Planning:

- i **Update on New Planning Applications:** Cllr Cass Price reported as follows:
18/01968/FUL - The Globe, 50 Hartwell Road - 13 dwellings etc. - APPEAL DISMISSED. The outcome of the appeals for the other 2 larger 18/00724/FUL and 18/01625/OUT were still awaited. MKC have a proven 5-year land supply for Hanslope and it is hoped this will protect the village from more large-scale development. Cllr Cass advised re. 19/01916/FUL application for an extension. There had been insufficient detail in the plans, and she would write to the case officer.
- ii **Meeting with Highways:** A meeting had been arranged on 12/9/19 between Hanslope and Castlethorpe parish councillors with officers from MK Highways. The proposed changes of priority at the Forest Road junction would be discussed, as well as traffic management & timeframe for the current Gold St/Castlethorpe Rd junction and the proposed zebra crossing

adjacent to the school. Cllr Courtman had been concerned re. the Forest Road junction changes, as the village and PC were not consulted, and the changes were not felt to be necessary. This would be conveyed to Highways. Cllr Green confirmed that Davidsons were part funding the zebra crossing

- iii **MK Futures:** A meeting would be held on 10/9/19 between the Chair of Castlethorpe PC, Hanslope PC and MKC, re. MK Plan and MK Futures. In particular the potential development between this area and the M1. Cllr Green will be representing Hanslope PC.

19.100: Finance:

- i **Financial Situation Report:** The clerk had circulated accounts to August 31st. These showed a total Income to-date at £69,906 and total expenditure at £27,971 (23%) of budget. Although 2 budgets were overspent, most are underspent. There was no further discussion.
- ii **Policy re. Staff Enrolment of Local Government Pension Scheme:** The clerk would now be joining the LGPS, as detailed in her contract. She advised the employer's rate, which is higher than average, and stated it was therefore necessary to decide whether future employees would automatically go on the LGPS. This was discussed and it was agreed that for any future employees, appropriate schemes would be discussed on a case-by-case basis. It was acknowledged that pension enrolment is not optional.
MOTION: to agree a position re. employee's enrolment on LGPS, to be discussed on a case-by-case basis PROPOSED by Cllr Courtman SECONDED by Cllr Simpkins and AGREED.
- iii **Bank Signatory Changes:** It was discussed and agreed that the clerk would go on the accounts as a signatory and the Mandate Change form was signed by Cllr Courtman.
MOTION: to agree the clerk to become a signatory on the bank accounts PROPOSED by Cllr Courtman SECONDED by Cllr Green and AGREED
- iv **Online Banking:** It was discussed and agreed that the council would now move to online banking. The clerk stated that a transparent system must still be in place consisting of outstanding payments circulated in advance of the meeting and agreed at the meeting. These would then be sent for payment online by the clerk but dual authorisation would be in place, so that another signatory must approve payments before they were debited.
MOTION: to agree to set up on, line banking, PROPOSED by Cllr Courtman SECONDED by Cllr Cass and AGREED
- v **Payment of Salary:** The clerk's salary fell outside of the system outlined in 19.100iv, as it was paid around the 26-28th of the month. It was agreed this could continue under online banking, providing the overseeing team continued to approve the payslip
MOTION: to agree the clerk's salary can be paid by month-end PROPOSED by Cllr Courtman SECONDED by Cllr Green and AGREED.
- vi **VAT Situation:** Cllr Price will work on the 2017-18 claim when she returns from holiday. The council had agreed by email to engage Steve Parkinson to advise on claiming VAT for 2018-19, as this involved the Pavilion refurbishment costs. His recommendations were expected around October.
- vii **Asset and Risk Registers:** Cllr Proctor was working on the Asset Register, starting with land owned by the PC. Cllr Courtman had agreed to sign the Statutory Declaration confirming the recreation ground as parish council owned. The clerk had circulated a proposed Risk Register which was approved. Cllr Cass asked that allotments be added and any other publicly used land. Potential legal challenges would also be added, and the clerk agreed to make the changes.
- viii **Payments to be Agreed:** The clerk circulated the list of payments to be agreed as follows:

Date	Invoice from	For	Net	Vat	Total
24/08/2019	Wave	Water Rates	£ 97.61	£ -	£ 97.61
31/08/2019	Lotte Landscapes	Aug ground maintenance	£ 694.17	£ 138.83	£ 833.00
31/08/2019	Lotte Landscapes	Allotment mowing	£ 110.00	£ 22.00	£ 132.00
31/08/2019	G Merry	Reimbursement of expenses	£ 181.62		£ 181.62
31/08/2019	J Sharpe	August caretkaing	£ 365.00		£ 365.00
04/09/2019	Drew Archer	Fixing: allotmenmt tyap, pavilion door, WC and lock	£ 150.00		£ 150.00
05/09/2019	British Gas	Account No: 603150042 1st June- 30th August (Elec)	£ 137.76	6.87	£ 144.63
05/09/2019	British Gas	Account No: 603150043 1st June- 30th August (Elec)	£ 73.44	£ 3.67	£ 77.11
05/09/2019	British Gas	Account No: 600136199 1st June- 30th August (Gas)	£ 335.44	£ 16.77	£ 352.21
06/09/2019	Milton Keynes Play Association	Play Sessions - summer 2019	£2,040.00		£2,040.00
09/09/2019	Mr J Bates	Allotment deposit refund	£ 25.00		£ 25.00

Participation numbers had been received from MK Play Association for the summer free play sessions and these had been very well attended.

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

19.101 Recreation Ground and Village Projects:

- i **Review of Quotes:** The clerk had obtained quotes for the following jobs needed in the village: Installation of bins, replacement of broken barrier in recreation ground, gutter clearance in Pavilion, refurbishment of bus shelter on Long Street and installation of bollards adjacent to Pavilion. 3 quotes were circulated and discussed. It was agreed to offer Contractor 2 the refurbishment of the bus shelter and contractor 3 the other jobs as one contract.
MOTION: to agree quotes for the work listed, as above PROPOSED by Cllr Green, SECONDED by Cllr Courtman and AGREED. It was agreed steel bollards would be used for the recreation ground.
- ii **Devolved Services Contract:** Cllr Simpkins reported that 3 site visits had taken place and the spec. sent to 7 contractors. A working group of Hanslope and Castlethorpe councillors and clerks would be assessing the tenders on 19/9/19 with a view to recommending award of the contract.
- iii **Weed Spraying:** It had been agreed that only the main routes would be sprayed, 3 times a year and the licensed operator would be asked to carry out the second spraying.
- iv **Village Ponds:** Cllr Simpkins reported that the work as agreed was currently being carried out. However, the Harkness Court pond was completely dry and since there is no 'liner' it would need to be dug out, lined and replenished to remain as a pond. The approx. cost of this would be £1500, as opposed to seeding with grass and wildflower seeds at a cost of approx. £150. Both options were discussed. It was agreed that the original planning conditions would need to be checked and Cllr Green agreed to look into this and report back. The item would remain on the agenda.
- v **Signage in the Recreation Ground:** Cllr Green stated that Cllr R Green probably has the new signs and offered to chase him up on this and report back to the clerk.
- vi **Separation of Waste for Recycling:** Cllr Courtman reported she had been approached about separation of recycling in the village bins. Cllr Simkins advised that parish waste is classified as commercial and does not go through household recycling. Charges for this are likely to be prohibitive but he agreed to make enquires and report back.
- vii **Defibrillator Offer:** Davidsons had offered to fund a new defibrillator for the village. The clerk had spoken to the community first responder, who recommended accepting the offer. It was

agreed that the best location would be on the Pavilion wall, facing the recreation ground and the clerk agreed to obtain costings from the Community Heartbeat Trust.

19.102 Allotments – Update and Lawnmower:

Lawnmower: Cllr Simpkins reported that a second-hand mower has been offered FOC. Ongoing costs were discussed but concluded to be negligible. A member of the allotments working group had offered to keep it topped up with petrol, but concern was expressed as to where this would be stored. The clerk also agreed to find out the insurance position.

Debris: Following the clearance carried out by volunteers in July, there was now a large amount of debris at the allotments. Cllr Simpkins advised this should be removed by a licensed carrier and he had obtained a quote for £415, which included 2 operatives. This was discussed and agreed as the best solution and the clerk agreed to make the order.

19.103 Neighbourhood Plan:

- i. **Update and Referendum:** The clerk had sent round the advice to Cllrs re. purdah and what can and cannot be discussed or published, in the run-up to the referendum. It had been suggested many residents may not understand what the vote is for and the NP committee had been keen to fund a parish leaflet-drop. The clerk had found reasonable prices for this, but it had been necessary to submit proposed wording to MKC’s legal department for approval, in case of legal challenge, in the event the Plan becomes ‘Made’. The legal department had précised the wording to such an extent, that all that remained was the date, venue and time of the referendum which residents would have on their polling cards anyway. It was discussed and agreed that it was not worth carrying-out the leafleting.
- ii. **Gift:** It had been proposed that a member of the NP committee, who had put in large amount of work, could be bought a gift as a token of appreciation. This was discussed and agreed up to a total of £30.

19.104 Date of Next Meeting: Monday 14th October 2019 at 7.00pm followed by the Open Meeting at 8pm, at Hanslope Village Hall.

The meeting closed at 10.00pm.

Signed Date