

**Minutes of the Annual Meeting of Hanslope Parish Council, held on 9th
May 2022 at 7pm
at the Community Hall, Recreation Ground, Hanslope.**

Present:

Parish Councillors: -

M Palmer (Chairman)

R Simpkins

E Price

S Proctor

A Andrew

J Cass

G Duffield

D Courtman

C Wardle, G Bowyer, L Andrews (Ward Cllrs, MKC)

Clerk: G Merry

0 Member of Public

22.043 Election of chairman and vice chair for the year to May 2023

MOTION: Cllr Palmer was PROPOSED as chairman by Cllr Andrew SECONDED by Cllr Courtman and AGREED

MOTION: Cllr Courtman was PROPOSED as vice chairman by Cllr Palmer SECONDED by Cllr Simpkins and AGREED

Cllr Palmer welcomed new Ward Cllr Andrews.

22.044 Apologies for Absence: Apologies were received and accepted from Cllr Gregory.

22.045 Minutes of the Parish Council Meeting held on 11th April 2022:

The minutes had previously been circulated and were PROPOSED by Cllr Andrew SECONDED by Cllr Cass and AGREED.

22.046 Declarations of Interest: No declarations

22.047 Public Participation: No items

22.048 Governance, Working Groups and Processes

- i. **Governance Documents:** Review and re-adoption of Standing Orders, Financial Regulations and Councillor Code of Conduct – circulated, discussed and AGREED
- ii. **Working Groups and Committees:** Review and agree membership and Terms of Reference – circulated, discussed and AGREED with Cllr Duffield added to Rights of Way. Full list appended.
- iii. **Processes, Policies and Procedures:** Review of Data Protection Policy & Privacy Statement, Equal Opportunities Policy and Health and Safety Policy – circulated, discussed and AGREED
- iv. **Land, Assets and Insurance:** Review and re-adopt Asset Register, Risk Register, and level of insurance cover – updated versions circulated, discussed and AGREED. The clerk confirmed that the £210,000 listed for play equipment, refers to the MUGA, as the play area is MKC-owned.
- v. **Financial Approvals:** Review Internal control procedure, bank mandate/signatories, rents/tenancies – circulated, discussed and AGREED. It was agreed that Cllr Andrew would research the village hall hire rates for comparison, with a view to reviewing hall rates.

MOTION: to agree the re-adoption of the above, as detailed PROPOSED by Cllr Courtman SECONDED by Cllr Duffield and AGREED.

22.049 Council

- i. **Clerk's Report:** April closed with income @ £62,313 (due to receipt of the 1st precept instalment) and expenditure @ £13,952. This month, council has concentrated on overseeing the final MUGA & drainage work and ensuring there were as few hitches as possible, so the cricket season could start as planned. The process of installing broadband has begun and the internal audit is complete with just one recommendation - that council pursues projects to ensure earmarked reserves are spent. With regard to transparency, and the concerns raised at the parish meeting, statutory requirements are already complied with. I.E: holding one APM a year, ensuring the public are invited to attend monthly meetings and arranging for them to speak if they wish, publishing agendas and minutes within the required timeframes and putting extra information on the website, such as finances and financial control information. Regular updates are also posted on council's own and the village Facebook site. There are many ways in which the public can make contact, ask questions or complain and contact details are easily accessible. There is no need to wait for an open meeting to bring matters to council's attention.
- ii. **Highways Updates:** Cllr Courtman reported from the SID results: On Park Road, leaving the village, 62mph was recorded in a 30mph and closer to the village pond 75mph was recorded. It was agreed that traffic is due to worsen in the village and the clerk agreed to chase up the progress of the white gates. Cllr Andrew offered to look into the viability of Community Speedwatch (CSW) once the jubilee events are over and Cllr Courtman outlined some of the drawbacks of this scheme. Cllr Bowyer advised that the police commissioner has funding for CSW and there is also an amount available from the Ward budget. The clerk advised that the process for applying for any traffic or speeding measures, or parking restrictions has now changed. Communities/parish councils must first prove need, by evidence and data gathering via local consultation. This must be presented to Highway's in the first instance, before any application can be considered. Cllr Palmer thanked Cllr Wardle for his help in progressing the installation of the zebra crossing, scheduled for June/July.
- iii. **Broadband:** The clerk had instigated the process for installing broadband and groundwork was required, to get supply to the buildings. This would be via telegraph poles, rather than ground excavation and Openreach had quoted £1555 for the work, which was discussed and agreed. The clerk is currently waiting for connection and monthly line costs.
MOTION: To approve ground installation costs @ £1555 PROPOSED by Cllr Andrew SECONDED by Cllr Cass and AGREED
- iv. **Expanding the Council:** Cllr Price had felt that with the village expanding rapidly and much work to do, it was worth looking into increasing the number of councillors. The clerk had circulated the process for this, which involves triggering a Community Governance Review by Electoral Services at MKC. It was discussed and agreed that the clerk would request the review and that next year's election time would be best for this to be implemented.

22.050 Planning:

- i. **Update on planning applications** – Cllr Cass updated from the working group, with the following recommendations:
 - 22/00864/FUL - 21 Long Street Road - Single storey rear and double storey side extension. Decision: Send 'No pavement working/storage etc' letter.

- 22/00890/FUL - 9 Castlethorpe Road -Rear extension. Decision: No comment
- 22/00970/FUL - 13 Crick Close - Single storey rear extension. Decision: No comment.

MOTION: To agree the parish council’s response to any new applications as above – PROPOSED by Cllr Courtman SECONDED by Cllr Andrew and AGREED

- ii. **Enforcement:** Cllrs Price and Cass stated that enforcement notices had been sent to businesses displaying advertisements in the conservation area, but these had been served by MKC. The state of the bungalow next to the village shop was discussed and it was agreed this may need to be reported to Environmental Health but was not an planning enforcement matter.
- iii. **Revision of Neighbourhood Plan:** The working party had met and gone through the Plan, identifying areas for amendment. They would be contacting MKC’s Neighbourhood Planning Officer and Cllrs Cass & Price would also attend an NHP course in July.

22.051 Finance:

- i. **Reconciliations and financial situation report to 30/4/22:** Receipts/payments as stated at 22.049 i. Cllr Price had carried out the reconciliations of invoices to payments, and account balance reconciliations for April. Internal controls had been completed for the month. The programme for implementation of EMR projects had been circulated and Cllr Courtman asked that reserves should also be earmarked for the proposed Community Orchard.

- ii. **Insurance Renewal:** The clerk had revised the levels of insurance required and obtained 2 quotes: BHIB @ £3462 and Gallagher @ £5046. It was discussed and agreed to remain with BHIB.

MOTION: To agree to BHIB’s quote at £3462 - PROPOSED by Cllr Andrew SECONDED by Cllr Courtman and AGREED.

- iii. **Audit Timeframe:** The clerk proposed as follows:

- April 12th PC meeting: Year End accounts approved DONE
- Mid-April: Documents to Internal Auditor DONE
- June 13th PC meeting: Sign off of AGAR
- 14/6/22 – 25/7/22: Period of Elector’s Rights
- 30/6/22: Deadline for AGAR to external auditor

MOTION: To agree the Period of Elector’s Rights as 14/6/22 to 25/7/22 PROPOSED by Cllr Courtman SECONDED by Cllr Simpkins and AGREED.

- iv. **Approval of Payments:** The list as follows had been circulated and there were no questions:

Date	Invoice from	For	Net	Vat	Total
14/04/2022	BMKALC	Subscription 22-2023	£ 429.14		£ 429.14
14/04/2022	Tove Landscapes Ltd	Repairs to cricket wicket (Astro turf)	£ 2,726.43	£ 545.29	£ 3,271.72
22/04/2022	All Round Property & Garden	Odd Jobs April 22: Branch clearance, gutter clears, MUGA signage, Toilet locks	£ 126.00		£ 126.00
30/04/2022	RTM Landscapes	April Landscaping	£ 1,028.13	£ 205.63	£ 1,233.76
01/05/2022	Marcus Young Environmental	April Bins and dog bins	£ 565.00	£ 113.00	£ 678.00
01/05/2022	Anne Washington	April Litter picking etc	£ 462.00		£ 462.00
04/05/2022	Tina Charteress	Completion of internal audit 2022	£ 200.00		£ 200.00
05/05/2022	BHIB	2022-23 Insurance premium	£ 3,462.05		£ 3,462.05
06/05/2022	Tove Landscapes	April Landscaping – Rec	£ 788.33	£ 157.67	£ 946.00

06/05/2022	Tara Davies	April cleaning - Pavilion and Community hall	£ 187.50		£ 187.50
11/04/2022	G Merry	Expenses reimbursement			£ 8.87
PAID					
14/04/2022	British Gas	Pavilion Elec – MarApr	£ 37.00	£ 1.95	£ 38.95
14/04/2022	British Gas	Pavilion Elec – MarApr	£ 82.65	£ 4.35	£ 87.00
14/04/2022	All Round Property	Higham Cross Hedge	£ 150.00		£ 150.00
14/04/2022	Event Solutions South	Deposit - Hire of tables and chairs etc for Jubilee	£ 205.60	£ 41.12	£ 246.72
14/04/2022	Fiona Scott	Fabric for bunting	£ 98.40		£ 98.40
20/04/2022	EON Next	Hall Gas	£ 69.48	£ 3.66	£ 73.14
21/04/2022	Adobe	Monthly subs	£ 12.64	£ 2.63	£ 15.27
20/04/2022	Fabtronic	Deposit - Hire of Sound equipment for Jubilee	£ 136.46	£ 27.28	£ 163.74
20/04/2022	MK Brass	Payment for band for Jubilee	£ 100.00		£ 100.00
20/04/2022	TES Environment	Asbestos removal – allotments	£ 750.00	£ 150.00	£ 900.00
21/04/2022	EON Next	Hall – Elec	£ 38.92	£ 2.04	£ 40.96
21/04/2022	Royal Images	Framed portrait	£ 116.01	£ 23.20	£ 139.21
26/04/2022	Amazon	White spirit	£ 4.34	£ 0.87	£ 5.21
26/04/2022	Amazon	Brushes	£ 9.16	£ 1.83	£ 10.99
27/04/2022	Amazon	Paint for benches	£ 23.17	£ 4.63	£ 27.80
28/04/2022	British Gas	Pavilion Elec Apr-May	£ 15.19	£ 0.80	£ 15.99
28/04/2022	British Gas	Pavilion Elec Apr-May	£ 2.79	£ 0.15	£ 2.94
28/04/2021	G Merry	April Salary			
28/04/2021	HMRC	April Tax and NI			
28/04/2021	Bucks CC	LGPS - April pension contribution			
28/04/2022	SWCAA	2 x new tenants	£ 7.00		£ 7.00
28/04/2022	British Gas	Pavilion - Gas Apr-May	£ 351.89	£ 18.52	£ 370.41
03/05/2022	EON Next	Hall - Gas April	£ 32.55	£ 1.62	£ 34.17
10/05/2022	Zoom	Monthly subs	£ 12.64	£ 1.75	£ 14.39

MOTION: To approve the invoices as presented, PROPOSED by Cllr Price SECONDED by Cllr Andrew and AGREED.

22.052 Recreation Ground

- i. **Groundwork and MUGA Update:** Cllrs Palmer, Gregory and Simpkins had overseen the recent drainage works on the football pitch, as well as final snagging issues on the MUGA. The drainage work was complete and Cllr Palmer had taped-off the area which had been recently seeded and top-soiled, to avoid too much footfall but allowing cricket matches to still take place. It was still not clear that the MUGA playing surface was completely flat and a site meeting would be held with the contractor, to discuss this. Allocation for organised play was discussed e.g. whether the tennis nets could be left in place for a period of time. The clerk reminded all, that it had been agreed that the MUGA would be open-access and not a booked facility. There was some discussion as to how this could work for more formal groups e.g. bowls and it was agreed to see how things progress for the first few months after opening. It was hoped the opening would be on Friday 27th May, if the issues over the playing surface were resolved.
(Cllr Proctor arrived at 20.06)
- ii. **Rec. Ground and Community Hall Accessibility Measures:** When the Hall lease was first taken over, it had been agreed it was not accessible for wheelchairs and this would be looked at. Earmarked Reserves had been set aside. It was discussed and agreed that the summer holidays would be the best time to install a disabled toilet and the clerk would

obtain quotes. The Rec. ground is partially accessible and it was agreed that in the short term, the inner gate from the offset entrance to the south-western corner, would be removed. In the longer-term advice would be sought from a disability advisory group, regarding what was needed to make the grounds compliant.

- iii. **Community Hall Hiring Update:** The clerk advised that a wrap-around care charity, based at the village school, was looking to find cheaper premises and were interested in hiring the hall before and after school, during term-time. In order to provide their service they needed to keep costs as low as possible and the clerk asked whether the council would consider reducing the hire rate, due to the number of potential hours. Concern was expressed re. any modifications the group might require and the clerk stated she had offered the hall 'as seen'. It was agreed to defer a decision until the June meeting.

MOTION: To agree a rate for children's wrap-around care charity - DEFERRED

- iv. **CIF Grant Community Hall Ceiling:** MKC had confirmed the success of the application and a grant of £6000 would be awarded. The PC would need to fund the balance and 3 revised quotes must now be submitted. The clerk is obtaining quotes and the timeframe for the work was discussed. It was agreed the ideal time would be the school summer holidays, but availability may mean this stretching into September.

MOTION: To agree a quote and supplier – DEFERRED – as insufficient quotes received.

22.053 Village Projects:

- i. **Village Pond:** Cllr Simpkins circulated a new quote, using gabions to shore-up the sides of the pond. He clarified that Cllrs needed to assess this, in addition to the three quotes presented last month. The options were discussed, and it was agreed to order the gabions option @ £7705 and ask if limestone could be used in place of MOT for the sub-base.

MOTION: To agree the quote for the gabions, as above PROPOSED by Cllr Cass SECONDED by Cllr Simpkins and AGREED.

- ii. **Jubilee Events Update:** Cllr Andrew reported that tickets for the street party had sold out within 20 minutes. No live stream would be possible for the beacon event, as there was insufficient Wi-Fi coverage. The jubilee website has all the information, running orders etc. (<https://hanslope-jubilee.co.uk>). The budget had been circulated and was approved, including agreement for the PC to underwrite any shortfall.

MOTION: To agree the budget for the programme of events PROPOSED by Cllr Courtman SECONDED by Cllr Cass and AGREED

- iii. **Skatepark Feasibility:** Cllr Simpkins had scoped out the land to the West of Hanslope Fields but could not currently access the site. The working group are also looking at the possibility of privately-owned land.

- iv. **Request for Memorial Bench:** A resident had requested the placing of a memorial bench and plaque in memory of her late husband, preferably by the village Pond. It was discussed and agreed that this may set a precedent which would not be sustainable and the request would unfortunately be declined.

MOTION: To agree a response to the applicant, as above PROPOSED by Cllr Courtman SECONDED by Cllr Palmer and AGREED

- v. **Dr's Surgery Car Park Drainage Issue:** The clerk advised that the original contractor had ignored all phone calls and emails and asked what she should do next. It was discussed and agreed that Cllr Palmer would assess the site before deciding whether to undertake any legal action.

MOTION: To agree to the above course of action PROPOSED by Cllr Palmer SECONDED by Cllr Simpkins and AGREED.

22.054 S106 Projects: No updates.

22.055 Allotments:

Cllr Cass advised that the asbestos had been safely removed from the shed at the allotments.

20.056 Date of Next Meeting: Monday June 13th 2022, at 7pm

Signed Date

APPENDIX

HPC WORKING PARTY MEMBERSHIP – agreed 2022:

The following appointments were agreed:

- i Recreation Ground Management: Cllrs Palmer, Gregory and Duffield
- ii Recreation Ground New Sport/Leisure Projects: Cllrs Palmer, Gregory, Simpkins & Andrew
- iii Skatepark Feasibility: Cllrs Simpkins & Gregory and Mr Glanville
- iv Rights of Way: Cllrs Courtman and Duffield
- v Newsletter: Cllr Palmer
- vi Tree Warden: Cllr Simpkins
- vii Parishes Assembly (*inactive*): Cllrs Courtman and Price
- viii Neighbourhood Action Group (*inactive*): Cllrs Courtman and Price
- ix Neighbourhood Plan: Cllrs Cass, Courtman, Price and Andrew.
- x Traffic and Road Safety: Cllrs Courtman and Palmer
- xi School: Cllrs Courtman and Cass
- xii Planning: Cllrs Price, Cass, Proctor, Courtman and Andrew.
- xiii Assets and Insurance: Cllr Proctor
- xiv Parking: Cllrs Cass, Courtman and Duffield

Allotments Committee (Standing Committee):

Cllrs Simpkins and Cass, Mr Cass, Mr Walmsley and Mrs Cook.

Internal Financial Officer: Cllr Price