

HANSLOPE PARISH COUNCIL

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Minutes of the Meeting of Annual Meeting of Hanslope Parish Council on Monday 13th
~~April~~ ^{May} 2024 at 7pm at the Community Hall, MK19 7LG.

MINUTES

Present:

D Courtman (Chairman)
R Simpkins
E Price
A Flatley
Absent – J Moore.

W Pacheco
A Geary
A Andrew

Clerk: G Merry

1 member of Public

24.051 Election of Chair and Vice Chair for the year to May 2025

MOTION: Cllr Courtman was proposed as Chairman by Cllr Andrew, **SECONDED** by Cllr Geary and **AGREED**

MOTION: Cllr Simpkins was proposed as Vice Chairman by Cllr Andrew, **SECONDED** by Cllr Geary and **AGREED**

24.052 Apologies: Were received and accepted from Cllr Wallond.

24.053 Minutes from previous meetings held 8th April 2024

MOTION: To approve the minutes of the meeting **PROPOSED** by Cllr Geary **SECONDED** by Cllr Simpkins and **AGREED**

24.054 Declarations of Interest: No declarations.

24.055 Public Participation: No items

24.056 Governance, Working Groups and Processes

All documents had been circulated and read prior to the meeting: -

- i. **Governance Documents:** Review and re-adoption of Standing Orders, Financial Regulations and Councillor Code of Conduct
- ii. **Working Groups and Committees:** Review and agree membership and Terms of Reference.
- iii. **Processes, Policies and Procedures:** Review of Data Protection Policy & Privacy Statement, Equal Opportunities Policy and Health and Safety Policy.
- iv. **Land, Assets and Insurance:** Review and re-adopt Asset Register, Risk Register, and level of insurance cover.
- v. **Financial Approvals:** Review Internal control procedure, bank mandate/signatories, rents/tenancies.

The clerk advised that the new NALC Financial Regulations had only just been published and should be considered at a later meeting. Working parties had already been agreed in-year and It was agreed to retain 3 signatures on the bank mandate: Cllrs Courtman and Simpkins and the clerk.

MOTION: To agree the re-adoption of the above, subject to any changes/recommendations out of the new Financial Regulations, **PROPOSED** by Cllr Price **SECONDED** by Cllr Pacheco and **AGREED**.

24. 057 Council

- i. **Clerk's Report:** At 30/4/24 income stood at £90,783 (55% of budget) and expenditure at £18,861 (11%). It should be at around 8.33% at one month but the skew is due to a large gas bill debited in April, currently under investigation. The remedial work to the lower pitch took place and has taken well. The internal audit took place on 10/5/24 and did not flag anything major. Cllr Price also attended and the I.A's report has been circulated, along with the completed AGAR, for sign off later on the agenda. An area of concern has been an increase in ASB at the Rec. particularly in the children's playground. An incident of offensive graffiti was reported to the police, the council and to the enforcement officers and Cllr Andrew checked the CCTV. Unfortunately, on this occasion, MKCC did not attend quickly, so the contractor was authorised to remove the graffiti, as it was of a particularly offensive nature, and it was removed that day. This incurred a cost but needed to be actioned quickly.
- ii. **Enforcement Scheme update:** The clerk advised that the 2 officers are attending regularly and the May/June roster is due. She will chase this, along with the April report.
- iii. **Highways updates:** Cllr Courtman stated that the 2 new SIDs have arrived and have been checked. Installation of the poles by Highways is awaited. It was discussed whether a 3rd SID should be placed on Gold Street, close to the junction with Castlethorpe Road. It was agreed this is potentially unnecessary but the Speedwatch group will be asked to operate there for a while to obtain some accurate data.
- iv. **Crime updates:** The clerk circulated the anti-social behavior incident log for the Rec. Ground which showed a concerning increase.
- v. **Speeding updates:** Cllr Wallond sent a report stating Speedwatch sessions are running regularly again and advising the data.
- vi. **New City Plan:** Cllr Andrew had met with the Head of Planning, who had assured her that Hanslope and environs are not under consideration for development, due to inadequate infrastructure, particularly road access. MKCC are required to give equal time/attention to all areas of the borough at this stage and the call for sites will conclude in July. Following this will be public consultation for 12 weeks. Another joint rural ward councillor's meeting will be arranged in the coming weeks.
- vii. **Any reports from Cllrs:**
 - Cllr Andrew reported that the remedial work scheduled for Forest Road has been confirmed for this financial year. The change from 30mph to 40 and back to 30 on Long Street Road will be looked at. The police have been asked to install velo strips to obtain data on this.
 - The clerk confirmed that the knocked down 'Long Street' sign on Hartwell Road was reported last year. However Highways have not reinstalled it and Cllr Andrew agreed to chase up.

24.058 Planning

- i. **New planning applications May 2024.** Cllr Price talked through these and gave the working group's recommendations. These were discussed as follows (column 5):-

24/00830/FUL	Salcey Green Farm Forest Road Hanslope MK19 7DE	Erection of a Proposed 5MW Solar PV Scheme and all Associated Works	17/05/2024	Comment only - traffic management plan to direct heavy vehicles away from village
24/00875/HOU	63A Hartwell Road Hanslope Milton Keynes MK19 7BY	The erection of a wooden shed to the rear garden (resubmission 23/00747/HOU)	17/05/2024	No action
24/00795/HOU	1 Higham Cross Road Hanslope MK19 7FQ	Erection of a wall with iron grill fence detail (Retrospective)	25/05/2024	Agreed to object

24/00896/COU	Stone Cottage 66 Hartwell Road Hanslope Milton Keynes MK19 7BZ	Change of use of land from agricultural to residential	29/05/2024	Comment only - officer to check where development boundary lies.
24/00912/OUT	45 Newport Road Hanslope MK19 7ND	Outline application (matters of access, layout, scale, appearance and landscaping reserved) for the erection of a new dwellinghouse and access	31/05/2024	Seek further information with a view to potential objection

MOTION: To agree the parish council's responses to applications, as above, PROPOSED by Cllr Price SECONDED by Cllr Andrew and AGREED.

- ii. **Revision of Neighborhood Plan: Update from working group, agreement of recommendations and approval of any costs:** Cllr Price reported that the Steering Group have completed revisions to all sections and have a draft copy of the plan to send to the consultants for finalising. This course of action was agreed and she agreed to circulate the document to the council in the first instance.

24.059 Finance

- i. **Reconciliations and financial situation report to April 30th 2024:** The clerk circulated the accounts to 30/04/24 and Cllr Price confirmed reconciliation checks had been carried out for April. There were no questions.
- ii. **Internal audit and reappointment of auditor:** The Internal Audit report had been circulated and there were no questions. It was agreed to reappoint Mrs. Tina Charteress as Internal Auditor for the year to May 2025.
MOTION: To agree to reappoint Mrs. Tina Charteress as Internal Auditor for the year to May 2025. PROPOSED by Cllr Price SECONDED by Cllr Geary and AGREED
- iii. **AGAR:** The Annual Governance and Return was approved by the internal auditor and circulated. The clerk asked each individual question of the Annual Governance Statement and responses were 'yes' throughout. Both the Governance Statement and Accounting Statement were then signed by both chairman and clerk.
MOTION: To agree the Annual Governance Statement PROPOSED by Cllr Price SECONDED by Cllr Geary and AGREED
MOTION: To agree the Accounting Statement PROPOSED by Cllr Courtman SECONDED by Cllr Geary and AGREED
- iv. **Approval of payments, including any grant applications – April/May 2024:** The clerk circulated the list of payments for approval as follows. Cllr Geary suggested that if the perpetrators of the graffiti became know, the cost of its removal should be passed on to them:

	Invoice from	For	Net	Vat	Total
28/02/2024	BMKALC	Councillor induction course	£ 40.00		£ 40.00
29/02/2024	BMKALC	Clerk - Event Management and Martyn's Law course	£ 40.00		£ 40.00
06/03/2024	AAES Electrical	Initial assessment report and PAT testing	£ 740.00	£ 148.00	£ 888.00
13/04/2024	Almars Tring	Printing for APM	£ 31.00		£ 31.00
01/05/2024	Clear Council's Insurance	Annual insurance	£ 3,342.47		£ 3,342.47

22/05/2024	Sign Wizzard	Allotment gate sign	£ 47.21	£ 9.44	£ 56.65
23/05/2024	Brinnick Locksmiths	New lock for changing room door	£ 112.45	£ 22.49	£ 134.94
26/05/2024	Apple Mk/Andrew Woolard	Web hosting - village website and domain renewal	£ 110.00		£ 110.00
28/05/2024	Simon Bates	Village weed spray	£ 800.00		£ 800.00
29/04/2024	Tara Davies	Hall and Pavilion cleaning - April	£ 187.50		£ 187.50
30/04/2024	Tove Landscapes	Removal of graffiti - steam clean	£ 75.00	£ 15.00	£ 90.00
30/04/2024	Tove Landscapes	Landscape Maint. Annual Contract & Ponds - Month 2	£ 1,954.16	£ 390.84	£ 2,345.00
30/04/2024	Tove Landscapes	Work to 'Pavilion' pitch (S106)	£ 5,280.00	£ 1,056.00	£ 6,336.00
30/04/2024	Suez	April empties	£ 47.22	£ 9.44	£ 56.66
01/05/2024	Marcus Young Landscapes	April bins and dog bins	£ 660.55	£ 132.11	£ 792.66
08/05/2024	Anne Washington	Caretaking – April	£ 588.00		£ 588.00
08/05/2024	Mick Long	Painting changing room frame (swelled with rain & flaking)	£ 500.00		£ 500.00
08/04/2024	G Merry	PC Phone – April	£ 12.30		£ 12.30
10/05/2024	T Charteress	Internal Audit 2024	£ 200.00		£ 200.00
INVOICES PAID					£ -
12/04/2024	Amazon	iPhone charger cable	£ 6.14	£ 1.23	£ 7.37
12/04/2024	Amazon	charger plug	£ 6.65	£ 1.34	£ 7.99
15/04/2024	Microsoft	1 x license	£ 123.60	£ 24.72	£ 148.32
19/04/2024	British Gas	Hall Elec Mar-Apr	35.88	£ 1.79	£ 37.67
19/04/2024	Adobe	Subs	£ 16.64	£ 3.33	£ 19.97
19/04/2024	Hugo Fox	Website hosting	£ 9.99	£ 2.00	£ 11.99
19/04/2024	Bucks Best Village Comp	Entry fee	£ 25.00	£ -	£ 25.00
19/04/2024	Wayne Beck	Gutter clearance	£ 100.00		£ 100.00
19/04/2024	SWCAA	2 x allotment memberships	£ 7.00		£ 7.00
22/04/2024	Amazon	Blu roll	£ 8.16	£ 1.63	£ 9.79
22/04/2024	Amazon	Toilet rolls x 60	£ 14.99	£ 3.00	£ 17.99
22/04/2024	British Gas	Rec Ground Elec Mar-Apr	£ 186.20	£ 9.31	£ 195.51
22/04/2024	British Gas	Hall Gas Aug-April?? ESTIMATE	£17,848.93	£ 3,569.79	£ 21,418.72
22/04/2024	Amazon	Cleaning products	£ 5.98	£ 1.19	£ 7.17
29/04/2024	G Merry	April Salary	£ 1,884.12		£ 1,884.12
29/04/2024	HMRC	April tax and NI	£ 510.05		£ 510.05
29/04/2024	Bucks Pensions	April LGPS	697.32		£ 697.32
29/04/2024	British Gas	Pavilion - Gas - Mar-April	£ 23.18	£ 1.16	£ 24.34
27/03/2024	Iain Laurie	Reimburse Material - Install noticeboard & Fuel (allots)	£ 51.13		£ 51.13
30/04/2024	BT	Phoneline & broadband	£ 61.67	£ 12.33	£ 74.00
07/05/2024	Sam Turner and Sons	Strimmer for Allotments	£ 183.33	£ 36.66	£ 219.99

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

24.060 Recreation Ground

- i. **Review of previous resolution not to permit any trading in the Rec. Ground:** The trader from outside The Cock had requested to trade from the Rec. Ground and had been advised of the council's previous ruling. Cllr Simpkins suggested that as the village is growing, it would be timely to review this decision with a view to allowing limited trading on a case-by-case basis. There was discussion on the pros and cons of this, with Cllr Courtman pointing out that the previous decision had been based on reasons of risk. It was agreed to defer a decision so that further consideration could take place and the clerk agreed to check the insurance position.
MOTION: Deferred

- ii. **Repairs/work carried out update:** The clerk reported that the fence adjacent to the field gate was unstable and that the Rec. Liaison group had requested remedial work to worn patches on the main pitch. The contractor had sent a pitch report and quote for £2415 + VAT, and a quote for £651.26 for the fence. It was suggested applying for S106 funding for the pitch but pointed out that the work needed to be done straightaway, as now is the optimum time for growth, well ahead of the season. As such, there was not time to apply for S106. The 2 quotes were discussed and agreed.
MOTION: To agree the above 2 jobs at the above prices PROPOSED by Cllr Pacheco and SECONDED by Cllr Geary and AGREED

- iii. **ROSPA Inspection and report:** The clerk advised that the MUGA and outdoor gym equipment must be externally assessed annually and she had arranged for ROSPA to carry this out. They will attend in May but do not give a date. The outcome is awaited.
- iv. **Request from HFC for annual white lining.** The football club had requested that once again the PC pays for the white pitch lining before the start of the season. This was discussed and agreed.
MOTION: To agree the PC will find the cost of one-off, start of season white lining, PROPOSED by Cllr Flatley SECONDED by Cllr Geary and AGREED

- v. **Anti-social behavior incidents:** The incident log showed an increase in vandalism and anti-social behavior and Cllr Andrew reported further incidents of attempted fires. The clerk urged everyone to report these to her so they could be logged/reported.
- vi. **Additional CCTV:** Cllr Andrew suggested an additional camera trained on the playground and a further one at the top end, adjacent to the new bench and football shelters. She had obtained a quote @ £770 + VAT from the current supplier and this was agreed, subject to camera positioning being workable.
MOTION: To agree the additional CCTV PROPOSED by Cllr Pacheco SECONDED by Cllr Andrew and AGREED

- vii. **Additional car park signage:** Cllr Andrew pointed out that the Rec. Ground does not have signage from the road and this should be on the verge outside the entrance. The clerk advised that Highways, if they agree, will impose their own style of signage and costs but she agreed to look into it. It was also agreed that the clerk would request signage to the new Bloor's car park to be placed on Castlethorpe Road.

24.061 Village Projects

- i. **Update on Bloor's handover of car park and land:** Cllr Simpkins had heard nothing on this. However, Davidsons had been in touch and had instigated the process of transferring the Wheatfields estate. Cllr Simpkins and former Cllr Proctor are managing the process and are

currently arranging a snagging meeting. Cllr Simpkins agreed to find out if Davidsons will be installing a Trim Trail, as per their original plans.

- ii. **Christmas Lights:** The clerk advised Highways/Ringway had quoted £712.72 per lamppost to install the junction boxes x 6 = £4276.32. Added to this would be the electrical installation estimated to be @ £2550 and the new lights at approx. £300. It was suggested this may qualify for S106 under 'Village Amenities' and the clerk agreed to enquire. If so, more streets could potentially be requested.

MOTION: Deferred pending information re. S106 eligibility.

- iii. **Bucks Best Kept Village:** Cllr Simpkins reported that the entry was in and a small committee of volunteers was working on the necessary improvements. He advised that this year would be a learning experience to discover more about the judging criteria. Cllr Courtman expressed concern over the state of the churchyard and it was confirmed the church now has a ride-on mower and this would improve the situation. The contractor had quoted £240 for hanging baskets to go on each of the shops and £310 for renewed planting around the village sign at the 'Watts Arms' junction. Both were agreed. The contractor had asked to sponsor the plants in the new planter, by way of a small business sign and this was agreed.

MOTION: To agree to allocate funds for the hanging baskets @ £240 and the village sign planting @ £310 PROPOSED by Cllr Andrew SECONDED by Cllr Geary and AGREED.

24.062 S106 Projects:

- i. **Overall S106 picture:** Cllr Simpkins suggested a Facebook post asking for suggestions, could be placed to get feedback but not necessarily to agree any suggestions. This was not favoured; however, it was agreed that Cllrs Simpkins, Andrew, Wallond and Flatley would meet to discuss ideas and look at available amounts, in time for the next meeting.
- ii. **Public Art proposal – update:** The clerk circulated a specification from MKCC's Public Art officer, inviting tenders from art practitioners to develop projects for Hanslope, up to £9,000 including fee, materials and local consultation. Cllr Courtman felt the process had been removed from local people and the PC should have been involved. This was discussed and it was agreed to request 2 parish councilors to sit on the panel assessing the bids.
- iii. **Dr's surgery – update:** The application had been approved by Planning. However, Cllr Andrew anticipated potential issues due to the cross-border nature with Northamptonshire Integrated Care Board.
- iv. **Solar Panels – update:** Cllr Wallond reported that the application to the Carbon Offset Fund had been successful but only 50% of the costs were awarded. He had submitted an application for S106 funding for the balance, under 'Community Hall Improvements' and the outcome is awaited. The clerk suggested that the EMR budgets could be reworked but it was agreed to defer a decision on this.

MOTION: To agree the re-working of the budget/EMRs pending the outcome of the S106 application – DEFERRED.

24.063 Allotments: Cllr Simpkins reported that 14 tenants will receive letters to improve their plots but plots are almost fully let. There will be a BBQ in the summer as a social gathering for the tenants.

24.064 Date of Next Meeting: 10th June 2024.

Signed (Chairman): Dy. Courtman

Date: 10th June 2024