

**Minutes of the Meeting of Hanslope Parish Council, held on 12th April
2022 at 7pm
at the Community Hall, Recreation Ground, Hanslope.**

Present:

Parish Councillors: -

M Palmer (Chairman)

A Andrew

R Simpkins

J Cass

E Price

J Gregory

S Proctor

C Wardle (Ward Cllr, MKC)

Clerk: G Merry

1 Member of Public

MOTION: To exclude the public for items 22.035 iv & 22.037 iii, in accordance with the Public Bodies (Admission to Meetings) Act 1960. Items to be taken at end of meeting, PROPOSED by Cllr Cass SECONDED by Cllr Price and AGREED

MOTION: To set aside Standing Order 7a] to allow reconsideration of a resolution within 6 months, re. item 22.038 ii], PROPOSED by Cllr Gregory SECONDED by Cllr Simpkins and AGREED

22.031 Apologies for Absence: Apologies were received and accepted from Cllr Courtman. Cllr Duffield was absent.

22.032 Minutes of the Parish Council Meeting held on 14th March 2022:

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

22.033 Declarations of Interest:

No declarations

22.034 Public Participation

No items

22.035 Council

- i. **Clerk's Report:** The financial year ended with total receipts at £405,659 and total payments at £403,174. It is encouraging to note that 60% of expenditure for the year was on projects for the village and 17% on maintenance/landscaping. Only 9% of expenditure was spent on administration, including salaries, meaning the focus was on providing services, as it should be. Council will be moving now to focus more on projects, seeking developer money for the village and at least for now, seeing less large and speculative planning applications coming through, thanks to the neighbourhood plan. The clerk thanked councillors for their hard work this year and reminded all to regularly check and respond to their .gov emails.
- ii. **Highways Updates:** Cllr Wardle had been informed by MK Highways, that the zebra crossing for Long Street Road should be installed end of June and not Easter as expected. The clerk was asked to chase up the outcome of the speed data collection exercise on Castlethorpe Road.
- iii. **ASB, CCTV and Broadband:** Cllr Cass expressed concern about an apparent increase in anti-social behaviour, some of which had been concerning. The clerk stated she is

keeping an incident log and asked that incidents are reported to her. The clerk had not had time to pursue the installation of broadband to the Rec Ground but would be actioning this ASAP.

- iv. **Caretaker:** Item taken at end of meeting. The clerk reported that the new caretaker was working out well and had agreed to the expanded list of tasks. It was agreed to make her contract permanent.

MOTION: To agree to appoint the caretaker to the permanent role, PROPOSED by Cllr Andrew SECONDED by Cllr Cass and AGREED.

22.036 Planning:

- i. **Update on planning applications** – Cllr Cass updated from the working group as follows:
- 22/00725/CLUP- 9 Munday's Meadow, MK19 7FE- Cert of lawfulness - loft conversion with rooflights. AGREED NO COMMENT.
 - 22/00864/FUL-21 Long Street, MK19 7BL - Single storey rear and double storey side extension: AGREED to ask for an extension to enable the working party time to assess the application.
 - 21/03408/FUL - Cuckoo Hill Farm, MK19 7HQ - 3 residential dwellings plus improvements to existing farmhouse. The consultation period has been extended and various departments consulted but not the parish council. Cllr Cass stated this was disappointing and discourteous. She suggested she write to the Head of Planning, and this was AGREED.

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

- ii. **Enforcement:** The banners displayed in the conservation area were discussed but nothing further had been heard from conservation officer.
- iii. **Revision of Neighbourhood Plan:** The working party had not yet been able to meet this month.

22.037 Finance:

- i. **Reconciliations and financial situation report to 31/03/22:** Receipts/payments as stated at 22.035 i. The clerk stated the year-end close down had been completed that day and there were no issues. Cllr Price had carried out the reconciliations of invoices to payments, and account balance reconciliations for March. Internal controls had been completed for the month.
- ii. **HMRC Historical Arrears:** HMRC had written stating that arrears were owed dating back to 2016. The payroll company had advised this was likely to due to an error made somewhere between 2013-16, whereby employer's allowance had been erroneously claimed. It was discussed that it was unlikely the real reason would be found at this late stage, and it was agreed to pay the arrears in full.

MOTION: To agree to pay HMRC the arrears – now at £2215.65 - PROPOSED by Cllr Palmer SECONDED by Cllr Price and AGREED.

- iii. **NALC pay award and home office expenses for the clerk:** *Item taken at end of meeting without clerk present.* It was agreed that all were pleased with the clerk's performance and agreed to an increase to SCP point 36 on the pay scale, from April 2022. It was agreed to increase the clerk's home office allowance to £40/month, in recognition of the increase in heating and other costs.

MOTION: To agree the clerk may receive the increase to SCP 36 on the NALC scales PROPOSED and AGREED.

MOTION: To agree the clerk may receive an increase in allowance for use of home as office to £40/month PROPOSED 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
08/02/2022	Event Solutions South	Tables & Chairs for jubilee	£ 1,028.00	£ 205.60	£ 1,233.60
22/02/2022	Ainsey's Entertainment	Deposit for Jubilee - D.J.			£ 100.00
15/03/2022	HMRC	Historical Arrears			£ 2,213.91
18/03/2021	Fabtronic	Street Party Hire	£ 272.90	£ 54.58	£ 327.48
31/03/2022	Barbara Osborne Business Services	Payroll services Jan-Mar			£ 82.50
31/03/2022	Roy Courtman	Operation of SID Oct-Dec + supply of battery	£ 275.77	£ 55.15	£ 330.92
31/03/2022	Roy Courtman	Document storage Jan-March	£ 45.00	£ 9.00	£ 54.00
01/04/2022	Anne Washington	Mar Litter picking etc			£ 540.00
01/04/2022	Marcus Young Environmental	Mar bins and dog bins	£ 484.50	£ 96.90	£ 581.40
01/04/2022	All Round Property Maintenance	Installation of noticeboard – allots			£ 85.00
01/04/2022	RTM Landscaping	March Landscaping	£ 979.17	£ 195.83	£ 1,175.00
01/04/2022	Tove Landscapes	March Landscaping – Rec	£ 788.33	£ 157.67	£ 946.00
07/04/2022	Brian Cass	Reimburse allotment items: paint, stationery, pipes, worktop			£ 180.04
11/04/2022	G Merry	Expenses reimbursement			£ 51.27
11/04/2022	RBS Software	Year-end close down and open of accounts	£ 372.00	£ 74.40	£ 446.40
08/02/2022	Tove Landscapes (Lotte)	Feb Rec Ground Maintenance	£ 788.33	£ 157.67	£ 946.00
PAID					
02/03/2022	British Gas	Pavilion Gas - Jan-Feb	£ 338.19	£ 16.91	£ 355.10
10/03/2022	Zoom	Monthly subs	£ 12.64	£ 1.75	£ 14.39
21/03/2022	Adobe	Monthly subs	£ 12.64	£ 2.63	£ 15.27
28/03/2021	G Merry	March Salary			
28/03/2021	HMRC	March Tax and NI			
28/03/2021	Bucks CC	LGPS - March pension contribution			
11/03/2022	British Gas	Pavilion Elec – Feb	£ 32.24	£ 1.61	£ 33.85
11/03/2022	British Gas	Pavilion Elec – Feb	£ 36.27	£ 1.81	£ 38.08
15/03/2022	Purell	Sanitiser pouches - allots toilet	£ 19.54	£ 3.91	£ 23.45
16/03/2022	Dan Hughes	Singer - jubilee – deposit			£ 45.00
22/03/2022	EON - pending DD	Hall – Elec	£ 39.02	£ 1.95	£ 40.97
24/03/2022	Amazon	Liquid soap & stationery	13.29	2.66	15.95
24/03/2022	Microsoft	Exchange license for business premium license (for GM)	112.8	22.56	135.36
25/03/2022	Amazon	Soap - Pavilion & hall	9.65	0.93	11.58
25/03/2022	Amazon	Pedal bin- allotment toilets	11.65	2.33	13.98
25/03/2022	Amazon	Hand sanitiser	14.16	2.83	16.99
28/03/2022	Daryl English	Williams Close hedge			800
28/03/2022	Daryl English	Install boot scraper – MUGA			210
28/03/2022	Oldbrook Hire	Marquee deposit – jubilee			37.5

29/03/2022	Amazon	Plaque for roses	18.32	3.67	21.99
06/04/2022	Tara Davies	Pavilion & Hall cleaning March			£ 154.39
06/04/2022	F Scott	Jubilee Bunting Fabric – reimburse			£ 100.00

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

22.038 Recreation Ground

- i. **Outdoor Gym Update:** A team of Cllrs Palmer, Gregory and Andrew had evaluated the 5 tenders received and narrowed down to one. The clerk had circulated the details/evaluation comments and the recommendation was agreed, subject to minor fine-tuning re. the actual machines.

MOTION: To agree the recommended supplier – Proludic, PROPOSED by Cllr Andrew SECONDED by Cllr Gregory and AGREED.

- ii. **Making good damaged ground:** Cllr Palmer advised this was for the area where the trackway had been installed, plus the areas immediately around the MUGA. The play contractor had offered to do the work far too late, jeopardising the start of the cricket season and safety of users. It was agreed it was vital to get this done immediately and approving the council's own ground contractor's quote, was the safest and quickest option.

MOTION: To agree Tove Landscapes carry out the seeding and top soiling required @ £2,250 PROPOSED by Cllr Palmer SECONDED by Cllr Cass and AGREED.

- iii. **Cleaning the Changing Rooms:** The clerk explained that although the teams paid for cleaning, the changing rooms were often dirty in between cleans and the cleaner had complained of excess mud etc. Now that outside teams are hiring facilities, this potentially compromised the council's side of the agreement. It was agreed the clubs would have to adhere to the clauses in their written agreement to keep the areas clean and this must be implemented, with penalties/fines of necessary. Cllr Gregory suggested looking at improving facilities e.g. an outside tap and the clerk advised there was a Kercher Pressure Washer in the lock-up.
- iv. **Community Hall Ceiling:** Since the outcome of the CIF grant application was supposed to have been advised in November 2021, there was concern that the application had been unsuccessful. However, a recent circular from MK council seemed to be suggesting the grant would be offered. Confirmation was awaited and Cllr Andrew agreed to follow this up.

22.039 Village Projects:

- i. **Village Pond:** Cllr Simpkins circulated possible solutions and quotes for reinforcing the banks of the pond. The options were discussed, and it was agreed to look into the option of gabions, rather than concrete, as a more environmentally friendly solution. Cllr Simpkins agreed to look into the cost. The work would not take place until next year.
- ii. **Jubilee Event:** Cllr Andrew advised that 3 events were planned: The beacon-lighting event on the evening of 2/6/22, a village fete/dog show on 4/2/22 and the Street Party on the High Steet on 5/6/22. The clerk advised that parish council's insurance only covers events that are entirely managed by the PC, and it was agreed that this would apply to the Beacon event. The committee had met with MKC who were satisfied the street event was compliant with safety and licensing regulations. The event had its own insurance. The fete would consist of dog show, stalls, craft tables etc. Cllr Andrew stated the committee would seek stand-alone insurance for this event and the clerk stressed the

cricket square must be roped-off and not used, as well as no vehicles to be driven across the Rec. Cllr Andrews agreed to forward a budget account for all events to the clerk.

MOTION: To agree a fete could be held on the Recreation Ground on 4/6/22 PROPOSED by Cllr Gregory SECONDED by Cllr Simpkins and AGREED

- iii. **Defibrillator:** No update. The clerk will discuss with Cllr Courtman re. permissions from the homeowner.
- iv. **White Gates:** Cllrs Palmer and Simpkins had scoped out the proposed areas and addressed Highway's questions, with responses conveyed back to them. A more accurate quote is awaited.
- v. **Ad hoc caretaking jobs needed:** The clerk advised that a regularly used maintenance contractor would be ideal for undertaking ad hoc jobs that the new caretaker could not manage. If appointed as a preferred contractor, this would eliminate the need to go to quoting each time and it was generally agreed their work had already proven satisfactory. The clerk was maintaining a list of jobs and the contractor would be asked for approx. a half-day a month to cover these. Prices were quoted as £20/hour, £80/half day and £150/full day, and this was agreed.

MOTION: To agree to the preferred supplier – All Round Property Maintenance - for ad hoc caretaking jobs (including allotment jobs) PROPOSED by Cllr Price SECONDED by Cllr Andrew and AGREED.

22.040 S106 Projects

- i. **MUGA:** Cllr Palmer had met with the ROSPA inspector who had attended to sign off on the safety of the MUGA. There were a few minor snagging issues, and these would be in the report to the contractor. The small depressions in the playing surfaces were deemed safe but council was advised to have the contractor level these. The situation over the drainage work for the football pitch was discussed with the inspector, who had expertise in this area. He advised that the final stage of drainage must be completed, for the total to have the desired effect. Without this, water would not effectively run off into the soakaways. The only window of opportunity for this was the 1-week gap between the football and cricket seasons – w/c 25/4/22 – as advised by the clubs, and the work had been ordered for then. It was agreed the pitch would be roped off for the duration of the summer, to preserve settlement and re-growth as much as possible. A site meeting would be sought with the cricket club after Easter, as to how best to make this work for cricket matches. With regard to flints appearing in the ground, the inspector recommended scraping and then top soiling and seeding. It was agreed Cllrs Gregory and Palmer would oversee all pitch work going forward, including liaising with the contractors and overseeing on-site.

22.041 Allotments:

The clerk had circulated minutes from the recent allotment committee meeting, outlining the decision that committee members would be responsible for re-fuelling the machinery and safe storage of petrol. The cost would be reimbursed from the allotment budget. This negated the need to ask for a non-refundable deposit and the first MOTION was not called. Cllr Cass explained the need for safe removal of asbestos in one shed and quotes were circulated.

MOTION: To agree to the quote from TES Environmental @ £750 PROPOSED, by Cllr Andrew SECONDED by Cllr Simpkins and AGREED.

20.043 Date of Next Meeting: Monday May 9th 2022, at 7pm (including the Annual Meeting of the Parish Council).

Signed Date