

## Minutes of the Meeting of Hanslope Parish Council, held on 26<sup>th</sup> September 2022 at 7pm, at the Community Hall, Recreation Ground, Hanslope.

### **Present:**

Parish Councilors: -  
M Palmer (Chairman) A Andrew  
R Simpkins S Proctor  
D Courtman  
C Wardle (Ward Cllr)  
Clerk: G Merry 2 Members of Public

### **22.85 Apologies**

Apologies were received and accepted from Cllrs Duffield, Price and Gregory

### **22.86 Minutes from previous meetings held 11th and 18<sup>th</sup> July 2022**

The minutes which had previously been circulated were agreed.

**MOTION:** to approve the minutes of the last 2 meetings PROPOSED by Cllr Andrew, SECONDED by Cllr Courtman and AGREED

### **22.87 Declarations of Interest:**

There were no declarations

### **22.88 Public Participation:**

Members of Hanslope Community Orchard group discussed their plans and circulated drawings of the planned layout for the orchard, situated behind the village hall. Cllrs were supportive and suggested seeking advice regarding planning permission for any potential structures and concern was expressed re. availability of parking spaces. The group agreed to look into this.

### **22.89 Council**

#### **i. Clerk's Report**

Starting with a procedural matter i.e. to acknowledge that the meeting held over Zoom on 18/7/22 would not have been lawful, as remote meetings are no longer permitted, although the locum clerk standing in, advised in good faith. It was agreed that the decision would stand, as it was an urgent situation, with remedial action needed to recover the football pitch. Income to Aug 31<sup>st</sup> stood at £86,808 (66% of budget) and expenditure stood at £81,669 (62% of budget). The second instalment of the precept has now been received but, in any case, finances were not at any risk, as reserves are healthy. The expenditure figure within the budgetary accounts, should fall closer to the income figure as the policy has been to spend from some reserves. This is also the time of year to look ahead to the next financial year and start planning projects and expenditure. It is useful to be guided by the earmarked reserves breakdown (circulated). The budget needs to be finalised by January, and reserves are healthy, including monies set aside for devolved services for the next few years.

#### **ii. Adoption of new Cllr Code of Conduct**

The clerk had circulated the NALC new Code of Conduct 2020 and Cllr Wardle confirmed this had been adopted by MKC. It was discussed and agreed that for best practice, parish councils should follow district council practice and adopt the new Code.

**MOTION:** To adopt the new Model Code of Conduct (2020) PROPOSED by Cllr Palmer SECONDED by Cllr Andrew

#### **iii. Highway's updates**

- Proposed speed restrictions for Forest Road and Castlethorpe Road: It was discussed that

although any speed reduction measures were welcome, both the speed reduction and the new speed humps had been introduced without the knowledge of or prior discussion with the parish council. Cllr Courtman asked whether the speed humps planned for Forest Road were part of the legal agreement of the Wheatfields Development. Cllr Proctor stated it was probably undertaken under section 278 works re. speed mitigation. Cllr Courtman expressed concern there may be an increase in flooding on Forest Road and the gullies should be cleared before installation. It was agreed that the clerk would compose a response, outlining some of the concerns and circulate it to councilors for approval before submitting to Highways.

- SID Figures, potential permanent SID siting, purchase of new SID: Cllr Courtman outlined the SID figures which continue to show alarming levels of speeding for the village. It had previously been agreed to purchase a new SID @ £2,350, to be permanently sited on Forest Road and this would be monitored, with a view to potentially buying another. Historic SID figures for Forest Road were to be provided by Cllr Courtman, to allow comparison before and after installation of permanent SID.
- Update on any other speed mitigation measures: The clerk confirmed the White Gates were due to be installed mid-October.

iv. **Letter of Condolence**

The clerk stated that some PCs are sending letters of condolence to Buckingham Palace. This was discussed; however, it was felt it would be one of many and it may be more meaningful to match what was installed after the death of the Duke of Edinburgh. It was agreed to install a bench and plaque beside with the one by the village pond, as well as planting a rose in memory of the Queen.

v. **Any reports from Cllrs:** No reports

**22.90 Planning**

i. **New planning applications – Aug/Sept 2022. Discussion/agreement on PC responses, as well as any appeals.**

The following applications were considered and it was agreed **no consultation comments** would be submitted :

22/01990/HOU	13 Castlethorpe Road, MK19 7HG	Part 2-storey and single storey rear extension. Additional fenestration and enclosed rear balcony
22/02064/HOU	38 Western Drive MK19 7LD	Demolition of existing car port and erection of garage
22/02180/FUL	Rose Lane Farm, Forest Road	Erection of general-purpose agricultural building
22/02317/TCA	St James Church, Church Walk, MK19 7LR	Repollard 21 lime trees
22/02191/FULM	Malt Mill Farm	Variation to condition 18 (re. 20/03394/FULMMA) - Vary solar panels to air source heat pumps

NB. Application 22/02180/FUL for Rose Lane Farm was discussed at the end of the meeting without Cllr Courtman present.

**MOTION:** To agree the parish council's response to any applications PROPOSED by Cllr Palmer SECONDED by Cllr Andrew and AGREED.

ii. **Enforcement Issues:**

MKC had advised of an enforcement procedure in respect of one commercial unit at Cuckoo Hill Farm. However, no action was needed by the PC.

iii. **Revision of Neighborhood Plan: update from working group, including predicted costs.**

Cllr Andrew reported that the most recent meeting of the committee had been postponed due to ill health. 2 previous meetings had been held and progress was good. Cllr Andrew had devised a village consultation survey and once approved, this would be rolled out online via social media, as well as hard copies in village venues, shops etc. and door-to-door drops where possible. The

survey was due to be approved at the next meeting. Consultants were discussed and Cllr Palmer made the point that the current NHP had been devised and written by unpaid volunteers. Cllr Courtman pointed out that the committee this time is smaller and the need to produce the revision is more pressing. It was discussed and agreed to pay Mrs. Cass for her expertise and time, as well as maintaining documentation for the committee. O'Neil Homer's consultation fee would be met from the agreed budget and the clerk requested a budget breakdown to be discussed at a future meeting.

**MOTION:** To agree expenditure on consultants: N Homer (not yet known) and J Cass (£570-600), PROPOSED by Cllr Andrew SECONDED by Cllr Courtman and AGREED.

## 22.91 Finance

### i. Reconciliations and financial situation report to August 31st, 2022, including E.M.R. update.

The clerk had circulated the accounts to 31/8/22 and Cllr Price had signed off on the July reconciliation reports. The clerk had revised and circulated the allocation of Earmarked Reserves and asked for comments. It was agreed councilors would consider this for the next meeting.

### ii. Budget and project priorities for 2023-24

The clerk advised that the budget and will need to be agreed by the January meeting and from that the precept figure is decided. It was discussed and agreed to leave the final decisions until as late as possible, so that any cost-of-living effects may be assessed.

### iii. Small Authorities Audit Appointments opt-out option

The option to procure an external auditor, other than the Government appointed PKF Littlejohn, was discussed. It was agreed there was nothing to be gained by opting out.

**MOTION:** To agree **not to** opt-out of the Govt. provided auditors PROPOSED by Cllr Palmer, SECONDED by Cllr Andrew and AGREED

### iv. Approval of payments – Aug/Sept 2022, including consideration of any grant applications.

The clerk had circulated the list of payments as follows:

Date	Invoice from	For	Net	Vat	Total
17/07/2021	BMKALC	1 x Training Courses outstanding from 2021	£ 30.00		£ 30.00
05/08/2022	Smiths of Derby	Balance owing re. church clock (2/3)	£ 10,139.40	£ 2,027.88	£ 12,167.28
07/08/2022	Tove Landscaping	Top soiling, machinery hire and watering – pitch	£ 5,160.60	£ 1,032.12	£ 6,192.72
09/08/2022	Wave Utilities (Anglian Water)	Rec Ground water rates May-Aug 2022	£ 87.41		£ 87.41
22/08/2022	Simon Bates	Weed kill throughout village	£ 800.00		£ 800.00
22/08/2022	Almar Tring Ltd	Printing and binding NPPF copies	£ 30.92		£ 30.92
30/08/2022	Manor Interior Solutions	Balance on ceiling renovations in hall	£ 6,130.00	£ 1,226.00	£ 7,356.00
28/08/2022	RTM	Aug Landscaping	£ 1,028.13	£ 205.63	£ 1,233.76
31/08/2022	Anne Washington	Aug caretaking	£ 516.00		£ 516.00
01/09/2022	Tove Landscaping	Aug Rec Ground Maintenance	£ 788.33	£ 157.67	£ 946.00
01/09/2022	Marcus Young Landscapes	Aug bins and dog bins	£ 613.00	£ 122.60	£ 735.60
05/09/2022	Daryl English	Installation of bike rack, fixing fence at Rec	£ 90.00		£ 90.00
05/09/2022	Tove Landscaping	2 extra weeks of equipment hire for watering pitch	£ 500.00	£ 100.00	£ 600.00
05/09/2022	Tove Landscaping	Installation of steel gabions to wall of pond	£ 7,705.42	£ 1,541.09	£ 9,246.51
07/09/2022	AAES Electrical	Changing meter to smart meter - pavilion	£ 100.00	£ 20.00	£ 120.00
08/09/2022	G Merry	Phone	£ 8.88		£ 8.88
08/09/2022	Tara Davies	Aug pavilion/Hall cleaning	£ 97.50		£ 97.50
<b>Grant Applications</b>					£ -
01/08/2022	Village Hall	Annual Grant	£ 4,000.00		£ 4,000.00
<b>PAID – AUG</b>					£ -
15/08/2022	Amazon	Toilet paper – Pavilion	£ 17.01	£ 3.40	£ 20.41
08/08/2022	British Gas Lite (DD)	Pavilion Elec 1	£ 13.91	£ 0.70	£ 14.61
08/08/2022	British Gas Lite (DD)	Pavilion Elec 2	£ 70.92	£ 3.55	£ 74.47
08/08/2022	Eon Next (DD)	Hall Elec	£ 32.59	£ 1.63	£ 34.22

08/08/2022	Eon Next (DD)	Hall Gas	£ 27.57	£ 1.38	£ 28.95
	British Gas Lite (DD)	Pavilion Gas			
19/08/2022	Adobe	Subscription	£ 12.64	£ 2.53	£ 15.17
26/08/2022	G Merry	Aug Salary			
26/08/2022	HMRC	Aug tax and NI			
26/08/2022	LGPS	Aug pension			
22/08/2022	Post office	Postage NPPFs	£ 4.45		£ 4.45

Clr Simpson pointed out that one light in the new ceiling was flickering. The clerk agreed to request that the company rectify this before settling their bill.

**MOTION:** to approve invoices as presented (pink) and to retroactively agree payments made following the cancelled meeting on 12/9/22 (yellow), PROPOSED by Clr Simpkins SECONDED by Clr Andrew and AGREED.

## 22.92 Recreation Ground

### i. Update on Outdoor Gym installation

Clr Palmer reported there had been a productive with the contractor and installation would was due to begin on 7/11/22.

### ii. Replacement of worn signage around playground

A property adjacent to the children's playground had suffered a damaged fence due to balls being kicked against it. The clerk requested to look at replacing the signage around the playground, which was outdated and worn, as well as adding 'No ball games' signs inside the fence. This was agreed and it was further discussed that a hedge protecting the other adjacent properties could be extended. The clerk agreed to get a price from the contractor for this.

### iii. Football:

- Pitch update: The football club had played on the previous Saturday but there was no update on this yet. It was agreed that no more could be spent on the pitch and liability lay with the referees each week, to decide whether the game could go ahead. It was agreed to allow the club to pay half their pitch permit fee now and half in January.

**MOTION:** To agree payment terms for pitch permit invoice at 50% now and 50% in January, for football club PROPOSED by Clr Proctor SECONDED by Clr Andrew and AGREED

- Request for gate key: The club had requested their own gate key so that in the event of an injury, an ambulance could be given access onto the pitch. The pros and cons were discussed in terms of the council's liability versus the need to control how many keys are in circulation and the fact that no one person would hold the key. It was agreed to investigate a key safe or smash-glass unit, that the football club would have access to.
- Re-establishment of Sports and Rec. Liaison Group: The football club had requested a liaison committee is set up comprising representatives of each of the clubs plus Clrs currently on the Rec. Ground working group. This was agreed and the clerk agreed to set it up and to clerk the meetings.

### iv. Community Hall

- Ceiling: Sign-off and option to paint floor @ £475, plus paint: Clrs were pleased with the new ceiling and the contractors had offered to paint the floor. It was discussed that due to the types of groups meeting in the hall, this was not necessary at the moment.
- Hire updates and potential for community support: Woodlands Children's Centre based in Newport Pagnell run outreach projects throughout the area for children and vulnerable families and were planning to rent the hall to operate a group for young families in Hanslope. They had requested a reduction in the rent and this was discussed. It was agreed that the rent would remain as set but the group would be invited to apply for a grant from the PC, for their project. Clr Andrew had submitted an Expression of Interest form with a view to hosting the MKC Winter Holiday Food and Activities Programme in

the hall. Cllr Courtman stated she did not support this initiative as it was not for the council to decide who was and was not eligible. Cllr Andrew stated the application may not be successful but if it were, this would be presented again as a formal application and there was a team of volunteers prepared to host and run the programme for 4 days from 18<sup>th</sup>-22<sup>nd</sup> December. She further clarified the programme was not exclusive to children on free school meals. It was agreed no reduction in rent but a grant application could be considered.

**MOTION:** to consider underwriting or reduction in Hall rent for a) Woodland's Children's Centre sessions and b) Winter holidays food and activities programme, as above PROPOSED by Cllr Simpkins SECONDED by Cllr Andrew and AGREED.

## 22.93 Village Projects

### i. Installation of Gold St/Castlethorpe Road Finger Post

The blacksmith had once again told Cllr Palmer the post was almost ready. However, it was decided Cllr Palmer would retrieve the post as is, and the installation company would be asked to proceed with installing.

### ii. Bin contract and specification

The contract was due for renewal from 1/1/23 and this was discussed. It was agreed that tendering was a sensible business practice for the council and this would be actioned. The specification drawn up by the clerk was agreed.

**MOTION:** To agree to go out to tender for bin contract commencing 1/1/23, PROPOSED by Cllr Simpson, SECONDED by Cllr Palmer and AGREED.

**MOTION:** To agree proposed specification, PROPOSED by Cllr Simpson, SECONDED by Cllr Palmer and AGREED.

### iii. Landscape Maintenance Contract – delay to timeframe from principal authority

Cllr Simpkins explained that due to SERCO's contract for MKC not ending until September 2023, all council contracts would need to remain in place until then, including devolved landscaping. It was agreed to extend the 2 current landscaping contracts until 1/10/23. The tendering process would now start in approx. April 2023

**MOTION:** To agree to extend the existing landscape maintenance contracts to September 2023 PROPOSED by Cllr Simpkins SECONDED by Cllr Andrew and AGREED.

The hedge at Lincoln Court had been overlooked in the devolved contract now managed by the PC. The clerk had presented 2 quotes; one for ad hoc one-off trims @ £250, and one whereby the hedge was included in the annual contract @ £100/trim. It was agreed to incorporate the trims into the full contract from now.

**MOTION:** To agree to include the Lincoln Court hedge in the annual full contract, PROPOSED by Cllr Simpkins SECONDED by Cllr Andrew and AGREED.

### iv. Williams Close hedge – October cut

The hedge was once again overgrown and the clerk had obtained quotes from the regular contractor @ £600 for the work needed this time, or £1050 for 3 x trims a year going forward. It was agreed to action the one-off trim @ £600 and reassess each time.

**MOTION:** To agree to the contractor carry out the October hedge trim @ £600 PROPOSED by Cllr Palmer SECONDED by Cllr Simpkins and AGREED.

### v. State of Flower beds and potential replanting

The caretaker had tended 2 flower beds in the village – by the village sign adjacent to the Watts Arms and around the notice 'pole' at the shop – and these had not survived the drought weather. It was discussed and agreed to ask her to replant the beds with bedding plants and to water as necessary. Cllr Simpkins agreed to arrange this with her.

vi. **Hanslope Fields estate: increasing issues and bringing forward adoption**

The clerk reported increasing complaints from the residents of the Hanslope Fields Estate and the residents seem unaware that the PC had not yet legally adopted this area. She asked whether this process could be speeded up. It was discussed and agreed not to pro-actively accelerate the transfer process and the residents would need to take up issues with any management committee for the estate.

**22.94 S106 Projects – Any updates**

Cllr Palmer advised that the Doctor's Surgery application was in process, and the timeframe would likely be spring 2023. Cllr Andrew reported from a meeting held with Community Action MK, attended by herself, Cllr Palmer and Cllr Courtman. Community Action have now been designated to make formal bids for S106 money and to assist parishes to make bids. They have already begin formulating proposals for the parishes, including consulting with residents in Hanslope, for voluntary and community-based projects and their role will be to signpost these to Planning Obligations. Cllr Andrews felt this represented another layer of bureaucracy in the process for obtaining S106 funding. It was discussed and agreed that the responses to the consultation being rolled out as part of the NHP review, could be used to formulate appropriate projects for Hanslope and Cllr Andrews agreed to look into building these responses into priorities within the revised NHP. The clerk advised that MKC's Exacom site would soon be launched, detailing all S106 agreements and available funds online, and accessible by all.

**22.95 Allotments:**

i. **Committee Updates and new arrangements for maintenance work needed**

With fewer volunteers now available, the regular contractor would need to be used for necessary jobs, and the clerk had circulated the quotes as follows: -

Removal of the large goat willow on 71, chipped and left = £450.

Removal of the goat willow, and small trees on 70, chipped and left = £250.

Sub Total: £700

Remove and dispose of all loose mixed items on plot 70 (including machinery on 54)

Cut and clear overgrowth to a maintainable level.

Install 8 post to instate dividing pathway.

Sub Total: £500

Total: **£1200**

These were discussed and **AGREED**.

ii. **Digitisation of allotment plan**

It was advised that there was no accurate plan of the allotment site and layout/dimensions of individual plots and a quote had been obtained for professional digitisation. This was discussed but it was agreed that at the moment the cost outweighed the benefits.

**MOTION:** To agree to use a professional service for this and consideration of quote @ £1450  
NOT AGREED.

**22.96 Date of Next Meeting: 10<sup>th</sup> October 2022**

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..... Signed (Chairman)  
.....  
..... 10 Oct 2022 ..... Date