

ABBAY HILL PARISH COUNCIL



MINUTES OF THE MEETING OF THE PARISH COUNCIL

held at The Church of the Holy Cross

on Thursday 25 April 2024 at 7.30pm

Present – Councillors Simpson (Chair), Ryan (Vice Chair), Blyth, Pant and Anne Vine (Community Projects Volunteer Coordinator invited to speak at items 5/24 and 6/24) and Parish Clerk

Apologies – Councillor Evans and Ward Councillors Exon, Bradburn and Bradburn

Item		Action
1/24	<p>Apologies for absence Apologies had been received from Cllr Evans as well as Ward Councillors Exon, Bradburn and Bradburn.</p>	
	<p>Public Forum Five members of the public were in attendance including Anne Vine, Community Projects Volunteer Coordinator, Hannah Kara, Engagement Officer in MKCC Adult Services and Revd. Adedayo Adebisi, Minister for the Church of the Holy Cross.</p> <p>After hearing about the Coffee Mornings in the Annual Parish Meeting Hannah Kara expressed an interest in attending a session to speak to some of the residents about the work of Adult Social Care and their interactions with it. Hannah noted that Adult Services were able to signpost users to the Coffee Mornings. Cllrs asked whether MKCC could help the Council target particular households for event leaflet drops to ensure the most vulnerable were accessed. Hannah would ask the relevant contacts at MKCC about the feasibility of this approach.</p>	
2/24	<p>Declarations of Interest No declarations of interest were raised.</p>	
3/24	<p>Approve the minutes of the meeting held on 14 March 2024 The minutes were resolved to be approved.</p>	
4/24	<p>Discuss matters arising not already on the Agenda</p> <ul style="list-style-type: none"> - 4.2.2: Cllr Ryan asked for the Risk Assessment Pro Forma to be recirculated. - 5.1.2: The Clerk confirmed that the only s.106 funding available on Exacom related to biodiversity. 	<p>Clerk</p> <p>Clerk</p>



ABBHEY HILL PARISH COUNCIL

	<ul style="list-style-type: none"> - 7.3: There was no clarity on ownership of the overflowing bin on Clay Hill at the bus stop near Shorham Rise. The Clerk would investigate with the contractor. 	
Community Projects		
5/24	<p>Update on Coffee Mornings for noting</p> <p>Anne Vine reported that sessions had commanded good attendance despite getting to grips with the new location (in the foyer and Prayer Room of the Church of the Holy Cross). Anne reported success for a resident at a bring-your-own-device session and that a dart board had just been installed for use.</p>	
6/24	<p>Update on Milton Keynes Play Association sessions for noting</p> <p>Anne reported on attendance at the Easter holiday sessions held on 3 April (31 attendees) 11 April (22 attendees). The rate of no-shows was noted to be disappointing although it was reportedly the case across all areas due to the poor weather. Cllr Simpson requested MKPA provide a report on the October 2023 session for comparison.</p> <p>Anne reported that the next event would be on 30 May during the school half term holidays.</p>	Anne Vine
7/24	<p>Approve expenditure of £183 exc VAT for a room divider to facilitate the Coffee Mornings</p> <p>The Clerk reported that a divider was required to separate access to toilets between Coffee Mornings and pre-school use. £183 reflected half the costs, the other half being met by the Church of the Holy Cross.</p> <p>An equality of votes gave the Chair the casting vote on the decision; it was therefore resolved to fund £183 exc VAT for the provision of a divider on the understanding that the Council did not outlay the full cost.</p> <p>Revd. Adedayo Adebisi confirmed that day-to-day matters relating to the Church of the Holy Cross were in his remit, including bookings, but finance and contractual matters would be dealt with by Watling Valley Partnership.</p>	Clerk
Finance		
8/24	<p>Consider reports on the financial position for the month and financial year ending 31 March 2024, ratify payments made in March and approve payments to be made in April</p>	



ABBNEY HILL PARISH COUNCIL

	<p>Cllr Simpson noted that the full suite of financial reports had not been received in the papers and the Clerk would circulate after the meeting.</p> <p>The Council noted the end of year position for 2023/4 and bank reconciliations.</p> <p>The following transactions were resolved to be ratified as they had required payment before the end of the financial year: Milton Keynes Play Association - £880 on 18 March; Church of the Holy Cross - £1,230 on 26 March; and Church of the Holy Cross – £750 on 26 March.</p> <p>The following payments were resolved to be approved for upcoming payment on or around today’s date: Anne Vine expenses - £88.56; Anne Vine expenses - £25.11; BMKALC/NALC - £636.30; SLCC - £195; and Clerk Salary.</p> <p>It was noted that the Clerk did not yet have access to the Lloyds banking as this was still being set up. Rialtas and Microsoft 365 subscriptions had been cancelled. Further it was confirmed that MKPA payment terms were two weeks in advance of booked sessions.</p>	Clerk
9/24	<p>Update on accounting management from 1 April 2024 onwards</p> <p>The Clerk updated that spreadsheet accounting would be trialled for 2024/5 and no accounting software would be purchased at this time; given that transactions were few it was not thought necessary.</p> <p>The Clerk agreed to prepare a brief guide on how to prepare the accounts should it ever be required.</p>	Clerk
10/24	<p>Consider and approve the setting up of new savings accounts with Unity Trust Bank and Redwood Bank</p> <p>The Clerk sought approval from the Council on the setting up of savings accounts with Unity Trust Bank and Redwood Bank – £54,000 and £80,000 being transferred into them respectively – in order to ensure protection from the FSCS and benefit from a better rate of interest.</p> <p>The Clerk noted that Redwood Bank had a higher-earning 95-day account. It was agreed the Clerk would check whether funds could be withdrawn sooner forfeiting interest. If this was not possible the</p>	Clerk



ABBHEY HILL PARISH COUNCIL

	Council resolved to approve the opening of both accounts, with Redwood Bank being on the basis of their 35-day savings account.	
11/24	<p>Approve setting-up of monthly direct debits for HMRC payroll and Pension payments as of April 2024</p> <p>The Council resolved to approve the creation of direct debits for HMRC payroll and Nest Pension payments and the next iteration of the Financial Regulations would be amended to reflect this.</p>	
12/24	<p>Consider and approve the Asset Register for 2023/4</p> <p>The Council discussed certain items on the Asset Register which would require checking by the Clerk prior to approval at its next meeting in May.</p>	Clerk
Grants		
13/24	<p>Consider options for an application for CIF funding, for which the application deadline is 31 August 2024</p> <p>The Council discussed prospective items for CIF funding including several SIDS locations and the replacement of some play park equipment in Downland. The Clerk noted that the evidence required in an application for SIDS would be extensive and the outlay required of the Council costly (c.£6,000 for a pair of SIDS).</p> <p>Discussions on a prospective CIF application would be ongoing.</p>	
Planning		
14/24	<p>Note status of previous Planning Applications considered by the Parish Council</p> <p>It was noted that 24/00088/FUL was awaiting decision.</p>	
15/24	<p>Consider Planning Applications received and any others of which the Parish Council have been notified</p> <p>There were no objections from the Council on either 24/00566/HOU or 24/00684/PRIOR.</p>	
Communications		
16/24	<p>Update on a Hiring Agreement with Watling Valley Partnership and agree to delegate its conclusion to the Clerk with the support of Chair and Vice Chair</p> <p>The Clerk reported that a draft of the Hiring Agreement with Watling Valley Partnership for the hire of the Church of the Holy Cross was awaited. The Council resolved to delegate conclusion of the Hiring Agreement to the Clerk with the support of the Chair and Vice Chair. The final version would be circulated to the Council.</p>	

ABBEY HILL PARISH COUNCIL



17/24	<p>Update on Community and Social Media and approve sum of £40 plus VAT for access to Google Analytics</p> <p>Cllr Ryan reported that feedback on social media had been positive and access to analytics data on its use was required. The Council resolved to approve the expenditure of £40 plus VAT for this purpose.</p>	
Environment		
18/24	<p>Update on Parishes Monitoring Option (PMO) Landscaping Meeting on 26 March 2024 for noting and discussion about matters to raise in the next meeting on 30 April 2024</p> <p>The Clerk referred to the minutes of the last PMO meeting on 26 March which had been circulated to Cllrs; it had been established in that meeting that Parish and Town Councils were not using GIS. Subsequent to that meeting Cllr Blyth and the Clerk received demonstration of it. This tool was shown to be comparable to MKCC's free MyMapping and, indeed, not completely up to date. There was no information on scheduling contained within GIS so it was agreed this was not required.</p> <p>Jonathan Hawes had agreed to send the Council schedules of work as and when he received them. These would be subject to change due to weather and other events.</p>	
19/24	<p>Update on new Play Park Equipment for noting</p> <p>The Clerk reported that the three new items of equipment had been received by Glendale and they were awaiting ground conditions to improve before installation. It was hoped to be May or June.</p>	
20/24	<p>Update on Post and Rail Repairs</p> <p>Cllrs reported that there were not believed to be any broken portions of the railing and the Clerk would check with Cllr Evans.</p>	Clerk
21/24	<p>Consider Project and Fault Log Update</p> <p>It was agreed that the Log would be amended to just keep track of faults as projects were included on the Agenda as a matter of course.</p> <p>The Council updated the Clerk on the history of some of the items on the Log and conducted a thorough review as to whether the items were ongoing.</p>	
Meetings		
22/24	Clerk and Councillors Reports on meetings attended	



ABBHEY HILL PARISH COUNCIL

	The Clerk attended the PMO Landscaping Meeting on 26 March. Cllr Blyth and the Clerk attended a meeting with MKCC on the GIS tooling on 26 March.	
23/24	Receive and consider items for the next agenda <ul style="list-style-type: none">- Annual Meeting with the election of Chair and Vice-Chair- Standing Orders- Financial Regulations- Asset Register	
24/24	Confirm date of next meeting on Thursday 9 May 2024 at 7.30pm This meeting date was confirmed.	
25/24	Confidential discussion A confidential discussion was not required.	
	Meeting closed at 21.46 P.M.	

Signed: _____

Chair

Date: _____

Chairs Initials: