

# ABBAY HILL PARISH COUNCIL



## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held at The Church of the Holy Cross

on Thursday 9 May 2024 at 7.30pm

**Present** – Councillors Simpson (Chair), Ryan (Vice Chair), Blyth, Evans, Pant and Anne Vine (Community Projects Volunteer Coordinator invited to speak at items 32-34/24) and Parish Clerk

**Apologies** – Ward Councillors Exon, Bradburn and Bradburn

Item		Action
26/24	<b>To elect the Chair for 2024/5 and sign Declaration of Acceptance of Office form</b> Cllr Simpson was proposed and seconded as the Chair and signed the Declaration of Acceptance form.	
27/24	<b>To elect the Vice Chair for 2024/5 and sign Declaration of Acceptance of Office form</b> Cllr Ryan was proposed and seconded as the Chair and signed the Declaration of Acceptance form.	
28/24	<b>Apologies</b> Apologies were received from Ward Councillors Exon, Bradburn and Bradburn.	
29/24	<b>Declarations of Interest</b> No declarations of interest were raised.	
	<b>Public Forum</b> With the exception of Anne Vine for items 32-34/24 no members of the public were in attendance.	
30/24	<b>Approve the minutes of the meeting held on 25 April 2024</b> The minutes were resolved to be approved.	
31/24	<b>Discuss matters arising not already on the Agenda</b> No matters were raised.	
<b>Community Projects</b>		
32/24	<b>Update on Coffee Mornings for noting</b> Anne Vine reported that the last session had gone well with 13 to 14 participants and they were getting used to the new space. MKCC's	



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	<p>Hannah Kara planned to attend a future session to discuss access to adult social care services.</p> <p>It was reported that the divider panel to separate the toilets between the Coffee Mornings and pre-school was expected next week.</p>	
33/24	<p><b>Approve budget of £500 for Coffee Mornings resources for 2024/5</b> It was resolved by a majority that a budget of £500 should be allocated for 2024/5 Coffee Morning resources. Cllr Evans abstained.</p> <p>The Clerk would confirm the unspent remainder from the 2023/4 MKCC Warm Spaces grant.</p>	Clerk
34/24	<p><b>Update on Milton Keynes Play Association sessions for noting</b> It was noted that the poster for the next session on 30 May was required for advertising purposes and AV would chase for this.</p> <p>It was further noted that last October's report from MKPA had not been received and AV would chase for this also.</p>	AV  AV
<b>Annual Meeting – Items for Review</b>		
35/24	<p><b>Adoption of Code of Conduct</b> As specified in the Code of Conduct the Clerk confirmed that Code of Conduct training was an important element of the required Councillor training.</p> <p>The Code of Conduct was resolved to be adopted.</p>	
36/24	<p><b>Adoption of Complaints Policy</b> The Clerk noted that this Policy highlighted the need for the creation of further Policies which would be presented to the Council in the coming months.</p> <p>The Complaints Policy was resolved to be adopted.</p>	
37/24	<p><b>Approve Asset Register as of 31 March 2024</b> The Parish Council made several changes to the Asset Register to reflect the purchase of Christmas lights and the number of football goals and commemorative benches. With these changes, the Asset Register was resolved to be approved as at 31 March 2024.</p>	

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38/24	<p><b>Review of representation for external bodies and forums</b></p> <p>It was understood that representation by the Parish Council at external meetings would generally be reliant on availability and dealt with on a case-by-case basis, with the exception of MKALC meetings for which Cllrs Simpson and Ryan were registered.</p>	
<b>Finance</b>		
39/24	<p><b>Consider reports on the financial position for the month ending 30 April 2024, and approve payments to be made in May</b></p> <p>The financial position as at the end of April 2024 was noted and it was agreed to approve the following payments and direct debits: Coffee Mornings refreshment expenses of £20.70; Defibrillator pads (1 adult and 2 paediatric) at £349.20; MK Play Association for 30 May session at £896.55 and Clerk salary, HMRC and pension payments.</p> <p>Cllr Ryan agreed to look after the spare defibrillator pads when received. It was resolved to agree that funds would be vired from the Landscaping (Added Services) budget, which it was not anticipated to be able to spend, to create a budget for Asset Maintenance in 2024/5.</p> <p>The Clerk noted that Unity Trust and Redwood (35-day access) savings accounts were in the process of being opened.</p> <p>The Clerk further noted that the internal audit would be carried out by the existing internal auditor, Helen Mortimer, on 21 May. Her charges would be £125 as agreed as part of the budget-setting.</p> <p>The Clerk would investigate when the Zoom subscription was due to renew as it was no longer thought necessary.</p>	Clerk
40/24	<p><b>Consider approach for distribution of leaflets for the 2023/4 Annual Update, MKPA sessions and Coffee Mornings and approve budget amounts</b></p> <p>It was resolved to approve the expenditure of £246 plus VAT for the printing and solus distribution of the Annual Update leaflet to residents. This would be on double-sided A5 and sent out as soon as possible.</p> <p>Separately, a leaflet would be printed and distributed at the beginning of July with a double-sided A5 for both the summer MK Play Association dates and Coffee Mornings. Anne Vine would speak to MK Play Association on the artwork.</p>	Clerk  AV



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<b>Training</b>		
41/24	<p><b>Approve CiLCA (Certificate in Local Council Administration) training costs for the Clerk of £400</b></p> <p>Expenditure of £400 for the purposes of the CiLCA qualification for the Clerk was approved. This represented 50% of the costs of the training as the remainder was being met by another Parish.</p>	
<b>Grants</b>		
42/24	<p><b>Further consider options for an application for CIF funding, for which the application deadline is 31 August 2024</b></p> <p>It was discussed that the play area near Download required some improvement and work would begin to scope out possibilities. Cllr Evans indicated he could meet with potential suppliers if necessary.</p>	
<b>Planning</b>		
43/24	<p><b>Note status of previous Planning Applications considered by the Parish Council</b></p> <p>The Parish Council noted the following:</p> <ul style="list-style-type: none"> <li>- 24/00088/FUL for 13 Burners Lane Kiln Farm: Change of use from warehouse (Class B8) with ancillary offices to a showroom (Class E): refused</li> <li>- 24/00566/HOU for 10 Clay Hill, Two Mile Ash, Milton Keynes MK8 8BE: Conversion of a loft with clear glazed and openable roof lights: awaiting decision</li> <li>- 24/00684/PRIOR Proposal for Brioche Pasquier UK, Garamonde Drive, Wymbush, Milton Keynes MK8 8LW: Prior notification for the proposed installation of a solar PV system along the flat roof and solar canopies situated within the carpark/attached land: awaiting decision</li> </ul>	
44/24	<p><b>Consider any Planning Applications of which the Parish Council has been notified after the issue of this Agenda</b></p> <p>Two planning applications were received after the issue of the agenda, as detailed below, however the MKCC Planning Portal was not accessible due to maintenance and therefore the Parish Council resolved to consider outside of the meeting and ratify at the next opportunity:</p> <ul style="list-style-type: none"> <li>- 24/0078/FUL 4 Garamonde Drive, Wymbush MK8 8DF: Erection of additional 95m of fencing to match existing (deadline: 7 June)</li> </ul>	

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	<ul style="list-style-type: none"> <li>- 24/00941/HOU 2 Cambron, Two Mile Ash MK8 8BZ: Partial garage conversion and erection of rear conservatory, side and front extension over existing garage and porch (deadline: 7 June).</li> </ul>	
<b>Communications</b>		
45/24	<p><b>Update on a Hiring Agreement with Watling Valley Partnership</b> The Clerk reported that a draft of the Hiring Agreement with Watling Valley Partnership had not yet been received.</p>	
46/24	<p><b>Update on Community and Social Media</b> It was resolved to agree a post on social media sharing a green paper on modernising support for independent living. Similar posts would be agreed by the Parish Council on a case-by-case basis.</p> <p>The Clerk reported that Google Analytics had been set up but VISION ICT had been asked to review as it did not seem to be correct.</p>	
<b>Environment</b>		
47/24	<p><b>Update on Parishes Monitoring Option (PMO) Landscaping Meeting on 30 April 2024 for noting and discussion about matters to raise in the next meeting</b> Cllr Blyth reported that he had attended the Landscaping meeting on 30 April. It was confirmed at the meeting that the Parish Council would be provided with a grass cutting schedule.</p> <p>Further, it was reported that the grass surrounding lamp posts and signs may not be strimmed due to the application of weedkiller.</p> <p>More widely Parishes had shown an interest in bulb planting and MKCC would look into quotes from Glendale for the planting itself. It was understood the cost of the bulbs would remain a Parish cost.</p>	
48/24	<p><b>Update on new Play Park Equipment for noting</b> 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. This would take place in June. It was understood that Glendale had already conducted a site survey to determine the best location for the equipment.</p>	
49/24	<p><b>Update on Post and Rail Repairs</b> Cllr Evans believed there to be an area requiring repair behind hedging and would take some pictures.</p>	Cllr Evans

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50/24	<p><b>Consider Fault Log Update</b></p> <p>The Council updated the Action Log:</p> <ul style="list-style-type: none"> <li>- It was reported that the graffiti had been removed from the bridge and could be removed.</li> <li>- Lights were not working in the underpass from the Abbey Hill Foundation going east.</li> <li>- The culvert fence at the back of the golf course should be resurrected on the Fault Log given there remained a danger.</li> </ul>	
<b>Meetings</b>		
51/24	<p><b>Clerk and Councillors Reports on meetings attended</b></p> <p>Cllr Blyth attended the PMO Landscaping Meeting on 30 April as already reported.</p>	
52/24	<p><b>Receive and consider items for the next agenda</b></p> <ul style="list-style-type: none"> <li>- Standing Orders</li> <li>- Financial Regulations</li> <li>- Risk Register</li> </ul>	
53/24	<p><b>Confirm date of next meeting on Thursday 13 June 2024 at 7.30pm</b></p> <p>This meeting date was confirmed.</p>	
54/24	<p><b>Confidential discussion</b></p> <p>A confidential discussion was not required.</p>	
<b>Meeting closed at 21.47 P.M.</b>		

Signed: \_\_\_\_\_

Chair

Date: \_\_\_\_\_

Chairs Initials: