

# ABBAY HILL PARISH COUNCIL



## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held at The Church of the Holy Cross

on Thursday 13 June 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 59-60/24) and Parish Clerk

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

Item		Action
55/24	<b>Apologies</b> Apologies were received from Councillor Evans and Ward Councillors Exon, Bradburn and Bradburn.	
56/24	<b>Declarations of Interest</b> No declarations of interest were raised.	
	<b>Public Forum</b> With the exception of Anne Vine for items 59-60/24 no members of the public were in attendance.	
57/24	<b>Approve the minutes of the meeting held on 9 May 2024</b> The Clerk noted in respect of 39/24 that the Zoom subscription appeared to have been cancelled some time ago and had now been removed from the budget.	
58/24	<b>Discuss matters arising not already on the Agenda</b> No matters were raised.	
<b>Community Projects</b>		
59/24	<b>Update on Coffee Mornings for noting</b> Anne Vine reported that there had been 18 attendees in the previous week and sessions had been a success. Cllr Bradburn had indicated he would attend on a monthly basis.	
60/24	<b>Update on Milton Keynes Play Association sessions for noting</b> For the May half term session there had been an issue with a generator which impacted on Zorbing but despite the rain the rest of the equipment was used and the event was well attended with 66 children.	

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	The Parish Council noted the number of no-shows and requested MKPA increase the limit for each session to account to set-off no-shows and, also, write to no-shows after the event to make them aware another child could have missed out.	Clerk
<b>Annual Governance and Accountability Return 2023/4</b>		
61/24	<p><b>Note and consider actions arising from the Internal Audit Report 2023/4</b></p> <p>The Parish Council noted the findings and recommendations from the Internal Audit Report and resolved to accept them.</p> <p>The Clerk reported that many items were in progress, such as policy development, a.gov.uk domain for the website and separate Parish Council email addresses. The proper back-up of data onto a Parish-owned platform would be discussed at a future meeting as the Clerk was researching a solution.</p> <p>A key finding was to nominate a Cllr with responsibility for checking the bank accounts reconcile with the cashbook on at least a quarterly basis, as set out in the new Financial Regulations discussed at 65/24. Cllr Blyth agreed to carry this out and the Clerk would write a guide to assist.</p>	Clerk
62/24	<p><b>Approve Annual Governance Statement 2023/4</b></p> <p>The Annual Governance Statement was resolved to be approved by the Parish Council and subsequently signed by the Chair.</p>	
63/24	<p><b>Approve Accounting Statements 2023/4</b></p> <p>The Accounting Statements were resolved to be approved by the Parish Council and subsequently signed by the Clerk and Chair.</p> <p>The Clerk noted that the period for exercise of public rights would be 1 July to 9 August.</p>	
<b>Key Policies and Documents for Review</b>		
64/24	<p><b>Adopt revised Standing Orders</b></p> <p>The revised Standing Orders were resolved to be adopted. The final version would be circulated to Cllrs.</p>	Clerk
65/24	<p><b>Adopt new Financial Regulations</b></p> <p>In addition to Cllr Blyth taking responsibility for checking quarterly reconciliations as per Financial Regulation 2.6, Cllr Simpson agreed to check monthly payroll figures as per Financial Regulation 11.6.</p>	



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	The new Financial Regulations were resolved to be adopted. The final version would be circulated to Cllrs.	Clerk
66/24	<b>Adopt new Grievance Policy</b> The Parish Council resolved to accept the new Grievance Policy.	
67/24	<b>Adopt new Disciplinary Policy</b> The Parish Council resolved to accept the new Disciplinary Policy.	
68/24	<b>Consider and discuss the Risk Assessment Register for 2024</b> The Parish Council considered the extended Risk Assessment Register.  With a couple of amendments on risk ratings the Parish Council resolved to approve the Risk Assessment Register and it was noted that once the specified further controls had been actioned the risk rating across the board was expected to be low.	
<b>Finance</b>		
69/24	<b>Consider reports on the financial position for the month ending 31 May 2024, and approve payments to be made in May</b> The Parish Council noted the financial position for the month ending 31 May 2024 and approved upcoming payments as follows (not including salary and salary-related payments): Clerk expenses of £45.00; Anne Vine expenses for Coffee Morning refreshments and resources £115.07; Internal Audit costs of £75.00.  The Parish Council noted the transfers between accounts during May from the current account to savings accounts now that a separate Redwood savings account had been set up.  The Clerk shared figures relating to direct Warm Spaces/Coffee Mornings grants and expenditure in 2023/4 but it was considered that more data was required about indirect and associated costs to get the full picture. The Clerk would put together a comprehensive summary.  Further, the Parish Council resolved to ratify retrospectively the payment of £349.66 plus VAT for the printing and distribution of the Annual Update. The Parish Council had originally approved £265 plus VAT at its previous meeting.	Clerk
70/24	<b>Approve proposal regarding creation of new savings account with Charity Bank</b>	

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	<p>The Parish Council resolved to approve the creation of a new savings account with Charity Bank – their Ethical 40-day Notice Business Account, into which £25,000 would be transferred when set-up. This would generate 3.11% interest on a quarterly basis.</p> <p>The Clerk and Cllrs Simpson, Ryan and Blyth would be added as users for Charity Bank.</p>	Clerk
71/24	<p><b>Approve proposal for Parish Council Barclaycard</b></p> <p>The Parish Council resolved to approve an application for a Barclaycard. It would have a credit limit of £2,000 which would align with the authorisation limit in the Financial Regulations. The full amount would be paid off by a monthly direct debit and Cllrs Simpson, Ryan and Blyth would have access to the account.</p> <p>It was understood VAT on expenses and resources was unclaimable unless purchased by the Clerk. While using the Barclaycard would be impractical for every single purchase, it was expected to be used for larger purchases.</p>	Clerk
<b>Technology</b>		
73/24	<p><b>Approve the creation of a .gov.uk domain at a cost of £25 this year and £65 every two years thereafter</b></p> <p>The Parish Council resolved to approve the creation of a .gov.uk domain at a cost of £25 this year and £65 every two years thereafter. This would be implemented by Vision ICT and they would transition the website over to this new domain.</p>	
74/24	<p><b>Approve the creation of .gov.uk email accounts for Clerk and Councillors at an annual cost of £149.99</b></p> <p>The Parish Council resolved to approve the creation of .gov.uk email accounts for the Clerk and all Councillors at an annual cost of £149.99. This would be implemented by CloudNext once Vision ICT had set up the new domain.</p> <p>It was noted that it may be possible to have Parish Council volunteer email addresses given the package had unlimited email accounts.</p>	
<b>Grants</b>		
75/24	<p><b>Consider options for CIF funding, for which the application deadline is 31 August 2024</b></p> <p>The Clerk reported that three suppliers had been contacted and site surveys would be organised with them to visit the Haldene playground to scope ideas and costs.</p>	



<b>Planning</b>		
75/24	<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>- 24/00566/HOU for 10 Clay Hill, Two Mile Ash, Milton Keynes MK8 8BE: Conversion of a loft with clear glazed and openable roof lights: permitted</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: refused</li> </ul>	
76/24	<p><b>Ratify responses to follow Planning Applications received on the date of the last Meeting and considered over email:</b></p> <p>The Parish Council confirmed that it had no objection to the following planning applications:</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</li> <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</li> </ul>	
77/24	<p><b>Consider any Planning Applications of which the Parish Council has been notified after the issue of this Agenda</b></p> <ul style="list-style-type: none"> <li>- 24/00955/FUL for 37 Potters Lane, Kiln Farm MK11 3HQ: Proposal for change of use to provide hydroponic indoor plant growing facility and installation of new air conditioning unit (deadline: 25 June) – no objection</li> <li>- 24/01018/FULM for Sikh Temple, Keller Close, Kiln Farm MK11 3LH: Proposal for variation of conditions to amend approved layout, landscaping and drainage works relating to permission 21/03241/FUL – no objection.</li> </ul>	
<b>Communications</b>		
78/24	<p><b>Update on a Hiring Agreement with Watling Valley Partnership</b></p> <p>The Clerk reported that a draft agreement had been received from the Partnership and they wished for our edits before taking to the Board for approval.</p>	

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	The Clerk would circulate to the Parish Council and Anne Vine for comments before drafting a new version.	Clerk
79/24	<b>Update on Community and Social Media</b> Cllr Ryan noted business as usual on the website and social media. It was noted that the Annual Update was not on the website and this would be rectified.	Clerk
<b>Environment</b>		
80/24	<b>Update on Parishes Monitoring Option (PMO) Landscaping Meeting for noting and discussion about matters to raise in the next meeting</b> It was noted that neither Cllr Blyth nor the Clerk received an invitation to the last meeting at the end of May and for this reason clarity was required on the minutes received subsequently.  The Parish Council resolved that MKCC landscaping should be asked to cut the former wildflower verges on the High Street/Fairways as they had now been taken over to weeds.	Clerk
81/24	<b>Approve installation of larger litter bin at the bus stop near Shorham Rise at a cost of £154.86 plus VAT and £40 plus VAT for installation</b> The Parish Council resolved to approve the purchase of a larger green litter bin for Shorham Rise at a cost of £154.86 plus VAT and £40 plus VAT for installation. The bin would be installed by Marcus Young.	Clerk
82/24	<b>Update on new Play Park Equipment for noting</b> The Clerk reported that the equipment for the Clay Hill/High Street playground would be installed in July and had received reports that there was progress in relation to drainage solutions for the playground.	
83/24	<b>Consider plans for Christmas lights within allocated budgets</b> It was agreed that thought needed to be given in advance as to plans for the purchase and installation of Christmas lights. It was important that the lights were installed in good weather and the ground was firm.  Cllr Ryan would circulate the options again by email and it would be discussed at the next meeting in July.	Cllr Ryan

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84/24	<p><b>Update on Post and Rail Repairs</b> The Clerk and Cllrs present could not find any areas requiring repair. Cllr Evans would be asked to provide photos.</p>	Cllr Evans
85/24	<p><b>Consider Fault Log Update</b> The Council discussed items the updated Action Log.</p> <p>The Clerk reported that resident complaints had been received on the flooding of the footpath between Downland and Two Mile Ash Primary School. As it was an adopted highway, it was now with MKCC Highways and the Lead Local Flood Authority.</p> <p>Amongst other items, the dangerously broken steps from the bus stop on V5 near Clay Hill going down to the Redway had been reported to MKCC.</p>	
<b>Meetings</b>		
86/24	<p><b>Clerk and Councillors Reports on meetings attended</b> The Chair reported that the quarterly MKALC meeting due to be held on 29 May had been cancelled due to the General Election. It would be re-scheduled after the General Election.</p>	
87/24	<p><b>Receive and consider items for the next agenda</b></p> <ul style="list-style-type: none"> <li>- Christmas lights</li> <li>- Allotments Association</li> </ul>	
88/24	<p><b>Confirm date of next meeting on Thursday 11 July 2024 at 7.30pm</b> This meeting date was confirmed.</p>	
89/24	<p><b>Confidential discussion</b> A confidential discussion was not required.</p>	
<b>Meeting closed at 21.33 P.M.</b>		

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

Chair

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

Chairs Initials: