

# ABBAY HILL PARISH COUNCIL



## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held at The Church of the Holy Cross

on Thursday 12 September 2024 at 7.30pm

**Present** – Ryan (Vice Chair), Blyth, Pant and Anne Vine (Community Projects Volunteer Coordinator invited to speak at items 120-21/24), Parish Clerk and Ward Councillor Exon

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

Item		Action
114/24	<b>Election of Chair and signature of Declaration of Acceptance of Office form</b> Cllr Blyth was elected to the role of Chair with unanimous support and the Declaration of Acceptance of Officer was signed. Thanks were given to the former Cllr David Simpson for his tenure as Chair.	
115/24	<b>If applicable, election of Vice Chair and signature of Declaration of Acceptance of Office form</b> This agenda item was not required as Cllr Ryan would continue as Vice Chair.	
116/24	<b>Apologies</b> Apologies were received from Councillor Evans and Ward Councillors Bradburn and Bradburn.	
117/24	<b>Declarations of Interest</b> No declarations of interest were raised.	
	<b>Public Forum</b> There were no members of the public present.	
118/24	<b>Approve the minutes of the meeting held on 11 July 2024</b> The minutes were resolved to be approved.	
119/24	<b>Discuss matters arising not already on the Agenda</b> No matters arising were raised.	
<b>Community Projects</b>		
120/24	<b>Update on Coffee Mornings for noting and discussion on Coffee Morning Christmas celebration</b> For the most part there were 20 regular attendees at the Coffee Mornings but attendance varied.	



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	In respect of a Christmas celebration it was agreed that Anne Vine would establish whether the main hall in the Church would be free on Friday 20 December. If not, alternative arrangements would be discussed at the October meeting of the Parish Council.	AV
121/24	<p><b>Update on MKPA sessions for noting including approval of resident survey</b></p> <p>It was agreed that general attendance at the summer sessions had been good, although acknowledged that on a couple of occasions poor weather did affect numbers. Morning sessions tended to be busier. It was thought that perhaps in future a session catering to a mix of ages might be better received.</p> <p>The Parish Council approved the posting of a survey on social media in respective of the summer sessions to inform plans for 2025/6.</p>	Clerk
<b>Finance</b>		
122/24	<p><b>Consider reports on the financial position for the month ending 31 August 2024, and retrospectively approve payments made in July and August</b></p> <p>The Parish Council noted the financial position for the month ending 31 July 2024 and resolved to approve the upcoming payments as follows (not including salary and salary-related payments): £504 to PKF Littlejohn.</p> <p>Further, the Parish Council retrospectively approved payments of £29,160 to Glendale Countryside; £51.03 for Coffee Mornings expenses to Anne Vine and £67.47 for Coffee Mornings resources expenses to Anne Vine.</p> <p>The Parish Council noted the transfer during August to the current account.</p> <p>The Clerk noted that PKF Littlejohn had concluded their audit of 2023/4 and the Notice of Conclusion of Audit would be published on the website shortly.</p> <p>The Clerk also noted that as budgeting was imminent Cllrs would need to think about potential projects to feed into it for discussion at the next Parish Council meeting.</p>	All Cllrs
123/24	<b>Agree Councillor with the responsibility for checking payroll calculations</b>	



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	It was agreed that Cllr Ryan would assume responsibility for checking payroll calculations.	
124/24	<p><b>Determine Parish Council Insurance Policy arrangements for 2024/5</b></p> <p>The insurance arrangements were discussed and approved for the forthcoming year. The amount of £648.46 would be paid to Zurich shortly.</p>	Clerk
<b>Policies</b>		
125/24	<p><b>Consider and approve Co-option Policy</b></p> <p>The Co-option Policy was approved and adopted.</p>	
126/24	<p><b>Consider and approve Grant Making Policy and Application Form</b></p> <p>The Grant Making Policy and accompanying Application form was approved and adopted.</p>	
<b>Planning</b>		
127/24	<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>- 24/01272/HOU 13 Garston, Two Mile Ash MK8 8ET - ground floor orangery extension – permitted</li> <li>- 24/01461/FUL 13 Burners Lane, Kiln Farm – change of use from warehouse and external alterations – permitted</li> </ul>	
128/24	<p><b>Consider any Planning Applications:</b></p> <ul style="list-style-type: none"> <li>- 24/01803/FUL 101 Downland, Two Mile Ash – division of property into two dwellings, single storey rear extension and fenestration changes – no comments</li> <li>- 24/01375/HOU 44 Denmead, Two Mile Ash –single storey side and rear extensions – no comments</li> <li>- 24/01711/HOU 26 Fairways, Two Mile Ash –single storey front &amp; side extensions – no comments</li> </ul> <p><b>Consider any Planning Applications received after the issue of the Agenda:</b></p> <ul style="list-style-type: none"> <li>- 24/01911/FUL Proposed installation of a GRP unit measuring 5m x 4m (3m high) to house the inverters associated with the install at: Brioche Pasquier UK, Garamonde Drive, Wymbush – no comments</li> </ul>	
<b>Communications</b>		



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129/24	<p><b>Update on a Hiring Agreement with Watling Valley Partnership</b> The Clerk reported that a meeting with the Partnership would be taking place shortly regarding the draft Agreement between the parties.</p> <p>It was noted that the doors at the front of the Church had not been fixed and were still draughty for Coffee Mornings visitors; the Clerk would chase.</p>	Clerk
130/24	<p><b>Update on Allotments Association</b> The Clerk noted that residents backing onto the allotments had reported to MKCC evidence of rats and therefore allotment tenants were keeping bait down and monitoring.</p> <p>The Clerk reported that the tree overhanging the allotments belonged to residents; in the first instance MKCC would be asked to write to residents to remedy.</p> <p>The composition of the Allotments Association had changed again lately and the Clerk would meet the new members on 21 September.</p>	
131/24	<p><b>Update on Website and Social Media</b> The Parish Council agreed that reports circulated indicated an increased use of the website. It was further agreed that frequent posts about the Coffee Morning would be added with photographs of what had been created.</p>	
<b>Environment</b>		
132/24	<p><b>Update on Parishes Monitoring Option (PMO) Landscaping and discussion about matters to raise in the next meeting including particular requests for top ups</b> It was reported that certain footpaths were impassable – MKCC would need to be informed via Report It (ideally with a what3words reference) and shared with the Clerk too.</p> <p>In terms of top up landscaping for 2025/6 the Clerk had received a day rate for the work. It was agreed that the frequency of grass cutting seemed to be satisfactory but the shrub borders needed a lot of attention – not only were they overgrown but required extensive weeding. Cllrs would identify specific roads on which the shrub borders needed attention in order to send onto MKCC.</p>	All Cllrs

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133/24	<p><b>Update on bulb-planting, approve bulb and planting costs within the allocated landscaping budget and delegate project to the Clerk and a Cllr Planting on slopes</b></p> <p>The Parish Council agreed there would be a separate meeting to discuss exact locations but it was widely agreed that planting should be on embankments/well-drained areas. It was agreed there would be a £3,000 limit for the purchase of bulbs and planting and that the Clerk should proceed on that basis with the project with Cllrs' involvement as necessary.</p>	
	<p><b>AP left the Meeting therefore as it was not quorate the Meeting closed at 21.28 P.M.</b></p>	

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

Chair

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

Chairs Initials: