

ABBEY HILL PARISH COUNCIL



MINUTES of the Parish Council Meeting held on Thursday, 11th January 2024 at 7.30pm at The Church of the Holy Cross

Present: Cllrs D. Simpson (Chairman), K. Ryan (Vice Chairman), Dr A Evans, P Blyth; Anne Vine (Community Projects volunteer coordinator)

Residents: None

Ward Cllrs: None

Clerk: J Vischer.

1. **Apologies** – Cllr A. Pant. These were accepted.
2. **Open Forum** - None.
3. **Declarations of Interest in any of the agenda items** - None
4. **Minutes of the previous meeting**
 - 4.1. **Minutes approval of December 2023 Meeting** - unanimously approved. Proposer Cllr Evans, seconder Cllr Ryan.
 - 4.2. **Matters Arising from December Minutes other than those listed on the agenda**
 - 4.2.1. **(4.3.1.) PCSOs** - the weblink for reporting motorbike and similar incidents had been supplied. To be placed on AHPC website 'Useful Links'. **CLK**
 - 4.2.2. **(4.3.2.) Strimmer and other equipment** - Risk Assessment pro-forma — Final version to follow. **CLK**
 - 4.2.3. **(5.2) The Church of the Holy Cross as meeting venue** - The Clerk had collected a key for entry into the building. A brief discussion followed about extending the period of booking from the end of the schools' summer term. It was agreed unanimously that the parish meeting bookings run through to the end of the financial year, March 2025. Clerk to liaise with Reverend Adebisi to request.
 - 4.2.4. **(5.3.1.) Website - Usage Statistics** - The host provider had not responded to the Clerk's enquiry about why providing simple statistics was a service not readily available. Clerk to chase. **CLK**
 - 4.2.5. **(6.4) Spring Bulb Locations Maps** - Completed and posted to J Hawes, MKCC Landscaping.
 - 4.2.6. **(6.6) Allotments Agreement Meeting** - A new date had been suggested of 25th January pending confirmation from the Allotments Association. Cllr Ryan asked if this could be moved forward into February due to imminent hospital treatment. Cllrs were in agreement. Date to be set after conferring with the Allotments Association. **CLK**
 - 4.2.7. **(6.2) TMA Special Status (landscaping)**, shared with Neath Hill and Great Linford - these are centred around the use of herbicide and pesticide. "... the authority has an obligation to justify distribution and usage of pesticides and we are committed to reducing their use to where it can be justified... [Head of Environment and Waste, 29 December]... "I am afraid I can only offer potential solutions to the issues we face... which stem from the Authority not having the scale of resource needed to manage the scale of the asset with a specification that we would all like." The Head of Environment and Waste went on to say that he was pleased to work with the Top-Ups programme.
 - 4.2.8. **(6.8) Defibrillator installation** - The defibrillator had been installed on schedule. It remained for AHPC to inform the Emergency Services and register the device on the network of public defibrillators ('The Circuit'). **CLK**
5. **Communications**
 - 5.1. **Community projects**
 - 5.1.1. **Coffee Morning sessions/Warm Places** - An attendance statistics spreadsheet had been prepared by the volunteer coordinator Anne Vine and circulated. These showed a healthy monthly average attendance at the weekly sessions of approx 50 members of the public. She explained that she wanted to increase the activities on offer and was looking for a grant to

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purchase certain items and equipment: games, colouring books, jigsaw puzzles, scissors, card-making equipment (birthday cards etc), craft materials, and a sewing machine with associated supplies eg threads and needles. Cllrs approved £960 budget unanimously that could be drawn down on until March 2024. Proposer Cllr Simpson, seconder Cllr Ryan.

5.1.2. Youth Club - Anne Vine mentioned that the Reverend Adebisi was looking into setting up a Youth Club at the Church and asked if AHPC would be supportive. Councillors welcomed the plan and supported donating a set-up grant in principle in the near future. **AV**

5.1.3. Indoor MK Play Association sessions - following the successful indoor play session last year the coordinator was looking into providing more indoor sessions this coming season which would include February half term and perhaps the Easter session. It was agreed that recommendations and dates be circulated by the coordinator. **AV**

5.2. Feedback from the Community/Social Media - no pressing concerns at present.

6. Environment

6.1. Landscape Contract, Landscape Specification (for Abbey Hill), Schedule of Landscaping Rates -

Preparing an FOI appeared straightforward. [*post meeting note*: having been informed by the Clerk that this was the next step AHPC would take - documents were first requested and agreed in June 2023 - the Head of Environment and Waste, Nick Hannon (NH), copied the Clerk into his request to the Commissioning Programme Manager, Rebecca Trowse, and Landscape Client Services Manager, Euan Darling for copies to be issued to him which he would send on to AHPC. NH explained that the main contract included Waste and would be forthcoming at a later date.

The Clerk expressed his concern about the delay in receiving the documents further postponing AHPC requests for Top-up Services. Councillors agreed that the Clerk should inform the officer managing the scheme, Jonathan Hawes, Senior Landscape Services Officer, that AHPC's Top-Up requirements would be broadly similar to those operated with the previous contractor (SERCO). That is: 4/5 extra grass cuts, one extra weed treatment across the estate and one extra in season shrub pruning across the estate, with other additional specific 'project' top-up requests to follow.

CLK

6.2. New Play Park Equipment - It had been agreed between meetings to go ahead with this project as the MKCC Playgrounds officer indicated there was still time before March 31st to install more items of play equipment. The officer had supplied links to online brochures of the companies MKCC regularly used. Councillors agreed on 3 items and a request for a quotation was submitted by the Clerk to the MKCC officer in December 2023.

6.3. Project and Fault Log Update - The January Log was reviewed. 41 open issues - 2 projects, 39 faults. The Clerk was invited to go through the Log to extract items that were simply being monitored or had lapsed - (a 2nd sheet comprises all items historically logged, including completed ones, can always be referenced if required. **CLK**

7. Finance

7.1. Payments for authorisation & Balances - since the December meeting:

Clerk's salary & expenses (period 10) - (£976.00 & £38.00) £1,014.00; Warm Places expenditure refund (supplies) £27.16; Installing Defibrillator & Feed (LMC) £306.00; Xmas Tree Lights (new contractor) £1,626.00; Unanimously approved. Proposer Cllr Evans, seconder Cllr Simpson.

Available funds at 31 December 2023 - bank reconciliation of main account: £108,116.

Reserves at 31 December 2023: £38,805.

7.2. Budget & Precept 2023-24

7.2.1. The budget for 2024-2025 was agreed at £125,450. Unanimously approved. Proposer Cllr Evans, seconder Cllr Blyth.

7.2.2. The precept for 2024-2025 was agreed at £35,000. Unanimously approved. Proposer Cllr Ryan, seconder Cllr Blyth.

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8. Planning Applications

8.1. Previous

23/01876/HOU 8 **Brindlebrook Two Mile Ash**, The removal of conservatory, erection of double storey side extension and minor alterations to existing elevations including changes to fenestration. *Permitted*

23/02648/HOU 1 **Stone Hill Two Mile Ash**, The erection of a single storey ground floor side and rear extension. *Pending*

23/01303/HOU 5 **Pyke Hayes Two Mile Ash** - Gazebo only permitted. However the full application had disappeared from the website but the following had appeared under 'Building Control' with exactly the same text: 23/10928/IN 5 Pyke Hayes Two Mile Ash. Single storey side extension with pitched roof, part garage conversion to form new utility and office, internal alterations and associated works to an existing two storey dwelling, *Accepted - Initial Notice*. Further communication with the planning officer revealed that - "... it was considered upon further review that the original side extension element of the scheme was likely acceptable under PD [permitted development] given its overall dimensions and proposed materials. The agent/applicant was informed of this and it was removed from the proposal on this basis. As the timber gazebo did not match the materials on the existing building, then that was required to be assessed under full planning as it could not be built under PD." This review had occurred due to AHPC's and a Ward Councillor's objection to the application.

CLK

8.2. New

23/02755/HOU 39 The High Street Two Mile Ash, Replacement composite front door. *No objections*

23/02761/HOU 20 Fairways Two Mile Ash (post publication of the agenda) - The erection of a single storey flat roof extension to rear. *No objections*

9. **Grants and Correspondence** - Food Pantry grant request. It was agreed unanimously to offer £750 for the Food Pantry project. Clerk to notify Revd Adebisi and confirm correct bank account for the project.

CLK

10. Other Meetings and New Matters

10.1. **Clerk's Retirement** - The Clerk announced his retirement from the post after 11 years of service.

Appointed in January 2013 he had served under 4 Chairmen. He would work his notice out to the February meeting and inform MKCC. He would also notify the local Clerks' SLCC liaison group that a vacancy had been created for a part-time Clerk and Responsible Finance Officer at Abbey Hill Parish Council. The Clerk agreed to be available to aid handover.

CLK

10.2. The Chair gave his apologies for the March 2024 Meeting.

11. **Date of Next Meeting** – Thursday 8th February 2024 at The Church of the Holy Cross at 7.30pm

The meeting closed at 9.15pm

Signed

date