



# ABBAY HILL PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held at The Church of the Holy Cross

on Thursday 14 March 2024 at 7.30pm

**Present** – Ryan (Vice Chair), Evans, Blyth, Pant and Anne Vine (Community Projects volunteer coordinator), Clerks Julian Vischer and Maria Manthorpe

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

Item		Action
1.	<p><b>Welcome, and introductions to the new Clerk and any Apologies</b> Cllr Ryan assumed the role of Chair for the meeting in Cllr Simpson’s absence. Cllr Simpson’s apologies were noted.</p> <p>Cllrs and attendees introduced themselves.</p>	
2.	<p><b>Open Forum</b> Four members of the public were in attendance – Anne Vine, Community Projects Volunteer Coordinator, Chris Gossop, Secretary of TMAEG (Two Mile Ash Environmental Group) and representatives from Little Rascals Pre-School in Furzton.</p> <p>Chris related that he had been in discussions with Ray Christoe relating to the Community Garden. He had been struggling for volunteers. The Environmental Group was considering a pilot session in the summer, perhaps May, where volunteers could join them to help. The Parish Council indicated that a less rigid timetable may attract more volunteers. Chris would relate the meeting to Ray Christoe and update the Parish Council afterwards. Further, Chris said that the Environmental Group had a Memorandum of Understanding with the Parks Trust and would be working on a section of the Ashbrook Corridor given that it had been given over to bramble and required replacement trees. Chris said thank you to Julian Vischer for his years in post.</p> <p>Representatives from the Little Rascals Pre-School introduced themselves and indicated that they had a verbal agreement with Revd Adebisi to hire the Church five days a week after Easter. The Parish Council did not know how this would operate in terms of partitioning on Friday mornings given that successful Coffee Mornings, which were branching out into other activities, took place then. Little Rascals would email the Clerk with their contact details and it was suggested a meeting takes place with Revr. Abedayo,</p>	Clerk



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	Little Rascals, Anne Vine and the Parish Council to determine use of the Church on Friday mornings.	
3.	<b>Declarations of Interest</b> No declarations of interest were raised.	
4.	<p><b>Minutes of the previous meeting</b></p> <p><b>4.1 Minutes approval:</b> the minutes were resolved to be approved.</p> <p><b>4.2 Matters Arising:</b></p> <ul style="list-style-type: none"> <li>- 4.2.2: The Clerk would add another line to the Risk Assessment Pro Forma.</li> <li>- 4.2.4: Cllr Ryan reported that the February website statistics had not been received. The Clerk would investigate their automated monthly delivery.</li> <li>- 5.1.2: Although it looked as though there was only possible s.106 funding available relating to biodiversity, the Clerk would check with Kay Pettit.</li> <li>- 10: Bank details were awaited from Revd Adebisi to pay over grant monies for the Food Pantry project. The Clerk would chase.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
5.	<p><b>Clerk/RFO Handover</b></p> <p>It was reported that a handover had taken place including all the soft and hard copy records and passwords. It had been agreed that Julian Vischer would close the year-end on Rialtas given his knowledge of the software. Maria Manthorpe, the incoming Clerk, would not be looking to renew the software (although the renewal date at this time was unknown) and would recommend to the Parish Council a move to Scribe as an alternative platform to manage the accounting. The Parish Council agreed this at the discretion of the incoming Clerk and the Clerk would follow this up for implementation. This would be an opportunity to re-draft the Chart of Accounts.</p> <p>Further, Cllrs Ryan and Blyth could expect communications from Lloyds to add the incoming Clerk to the bank mandate.</p>	Clerk
6.	<p><b>Communications</b></p> <p><b>6.1 Community Projects:</b> Warm Places/Coffee Mornings: Anne Vine reported that £60 was left. A sewing machine had been purchased</p>	



	<p>and further may be donated. Anne reported that she was looking at a 'bring your own devices' session to help residents and there would also be a card-making sessions, as well as other hands-on activities in the pipeline. The possibility of revised advertising and an advert drop was considered.</p> <p><b>6.2 Church Hiring Agreement:</b> it was noted that neither the Coffee Mornings (for 9.30am to 1.30pm on a Friday) or the Parish Council's monthly meetings had formal hire agreements in place for hire of the Church. Anne Vine would share an old version of the Hiring Agreement with the Clerk to get started with drafting.</p> <p><b>6.3 MKPA Sessions:</b> it was agreed that Cllr Ryan would hold the keys for pick up by MKPA on the morning of Wednesday 3 April and afternoon of Thursday 11 April. If this was not possible another solution would be sought. The key for the Church was therefore passed to Cllr Ryan.</p> <p>Further Cllr Blyth reported that he had circulated costs for the coming year with no comments. The annual budget previously agreed was £8,000 although it was acknowledged this was unlikely to last the full financial year.</p> <p><b>6.4 Feedback from the Community/Social Media:</b> it was noted that Council Tax letters had been received by residents. There was no specific feedback to relate.</p>	<p>Anne Vine and Clerk</p>
<p>7.</p>	<p><b>Environment</b></p> <p><b>7.1 Parishes Monitoring Option Meeting Feedback:</b> it was noted that different types of weeding were being trialled.</p> <p><b>7.2 New Play Park Equipment:</b> the Clerk reported that the contractor was waiting on the equipment supplier. Delivery and installation were not likely to be in this financial year.</p> <p><b>7.3 Bin Emptying contract renewal:</b> it was resolved to accept the contract renewal with Marcus Young at a fixed price for 2 years. The contract included 5 bin empties twice a week and 9 once a week effective as of 1 April. It was understood the empties did not take place on a fixed day.</p> <p>Separately, it was discussed whether the bin on Clay Hill at the bus stop near Shorham Rise was indeed owned by MKCC. Cllr Evans</p>	<p>Cllr Evans</p>

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	<p>would send to Ward Cllr Bradburn to confirm. This bin was seen to be overflowing lately.</p> <p><b>7.4 Post and Rail repairs:</b> it was agreed that Cllr Evans would look and take some photographs. It was thought that only one or two had been done but more required attention.</p> <p><b>7.5 Project and Fault Log Update:</b> the items on the Log were noted.</p>	Cllr Evans
8.	<p><b>Finance</b></p> <p><b>8.1 Payments for authorisation &amp; balances:</b> the following payments were resolved to be approved for payment: Shelton Trophies - £40.00; MK Play Association - £440.00; HMRC: £743.58; Clerk salary - ****; Expenses to Anne Vine for Warm Places/Coffee Mornings resources: £303.24; ICO: £35.00.</p>	
9.	<p><b>Planning Applications</b></p> <p><b>9.1 Previous:</b> noted that 23/02761/HOU had been permitted and 24/00108/CLUP awaiting decision.</p> <p><b>9.2 New:</b> 24/00088/FUL: the Parish Council resolved to make no comment on the application.</p>	
10.	<p><b>Grants and (postal) correspondence</b></p> <p>No matters were raised for discussion.</p>	
11.	<p><b>Other matters</b></p> <ul style="list-style-type: none"> <li>- Cllr Evans asked whether the Parish Council could obtain any grants from the Shared Prosperity Fund for the Coffee Mornings and the various activities being held within them. The Clerk would review.</li> <li>- It was thought that the Parish Council could be given access to the GIS mapping system so all could log in. The Clerk would ask Jonathan Hawes if we could be given access and some training.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
12.	<p><b>Date of next meeting and Annual Parish Meeting</b></p>	



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	It was resolved that the next meeting and the Annual Parish Meeting would be held on Thursday 25 April at 7.30pm at The Church of the Holy Cross.	
13.	<b>Items for next Agenda</b>  No items were put forward.	
	<b>Meeting closed at 21.29 P.M.</b>	

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

Chair

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

Chairs Initials: