

# ABBEY HILL PARISH COUNCIL



## MINUTES of the Parish Council Meeting held on Thursday, 11th May 2023 at 7.50pm following the Annual Meeting at Two Mile Ash School

**Present:** Cllrs D. Simpson (in the Chair), A Evans, A. Pant, K. Ryan, P Blyth. One member of the public, Anne Vine ('Warm Places' volunteer coordinator).

Clerk: Mr J Vischer

1. **Apologies** – None.
2. **Open Forum** - None.
3. **Declarations of Interest in any of the agenda items** – None.
4. **Approval of previous Minutes and any Matters Arising** (*not covered below*)
  - 4.1. **April 2023 Meeting Minutes Approval** - previously circulated, were unanimously approved.  
Proposer Cllr P Blyth, seconder Cllr A Evans.
  - 4.2. **Matters Arising from previous Minutes** other than those listed on the agenda
    - 4.2.1. **Sight of new MKCC Landscaping contract** - (A formal letter had been sent to R Trowse, MKCC Commissioning Programme Manager, on 23 February 2023 requesting sight of contract). No further update.
    - 4.2.2. **MK Springers grant report** - (The contact person, who was leaving had passed on AHPC's request for an update to another member of staff). Reminder sent but no update received.
    - 4.2.3. **Parish noticeboard** - ongoing. Cllr Blyth and the Clerk will try one last repair before abandoning the old noticeboard. CLK/PB
    - 4.2.4. **Landscape Monitoring Meetings** - The Clerk had issued a formal complaint about the inadequacy of the meetings to N Hannon (Head of Environment and Waste), E Darling (Landscape Client Services Manager) and J Hawes (Senior Landscape Services Officer) who manages the meetings, on 9th May. An immediate response had been received expressing disappointment. A more detailed response promised.
    - 4.2.5. **Future bulb planting** (potential sponsoring) - The Mercure Hotel had been contacted immediately after the April meeting but no reply had been received. An additional email had been sent addressed directly to the newly appointed manager on 9th May.  
*Volunteers* - 5 residents had registered so far.
    - 4.2.6. **Allotments bulb grant request** - This was approved in principle - further details awaited from the Association
5. **Communications**
  - 5.1. **Community projects** - Anne Vine reported back on the proposed pavement advertising options for the Community Coffee Morning (previously the Warm Places sessions) and their evolution into more community sessions. After discussion it was agreed to investigate further pavement board options that were more versatile to different session information. Prompt decision to be taken between meetings.  
As a Two Mile Ash resident Anne Vine lodged her concerns about the newly released planning proposal listed as 23/00954/HOU.
  - 5.2. **Social Media/Website** Feedback from the Community - no matters of concern reported.
6. **Environment**
  - 6.1. **Allotments Agreement and site visit** - It was agreed that Cllr Ryan continue to edit the new agreement, based on other parish council examples and a signed copy of the original agreement letter between Bradwell Abbey Parish Council (precursor to AHPC) and the then Allotment Association (dated 30th June 1998).
  - 6.2. **Xmas Tree Lights** - The Chair had enlisted the help of an electrical contractor who had agreed to attend a site meeting with councillors about future proposals and feasibility. This was agreed. **DS**

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**6.3. Proposed Defibrillator** - As there was still no further information from the Bargain Booze Shop or OneStop Shop about feasible sitings and costs it was agreed to return to the siting of the defibrillator on the Two Mile Ash School wall as the School had been happy to be involved. Clerk to liaise with the site manager about providing a quotation. **CLK**

**6.4. Christmas Tree Green railing repair** - Councillors agreed to a brief site meeting to decide on the fate of the remaining unconnected post. **CLLRS/CLK**

**6.5. Project and Fault Log Update** - 26 items: 2 projects and 24 faults ongoing. Items reviewed.

## 7. Finance

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

Clerk's salary & expenses/refund (period 02 - £909.00 & £103.43) £1,012.43; Warm Places expenditure refund (supplies) £9.33; Internal Audit fee £50.00.

Payments were approved unanimously.

Available funds (bank reconciliation of main account) at 30th April 2023: £94,109 (plus reserves £38,545).

**7.2. Internal Audit Report** - previously circulated, was noted. The two recommendations - to offer finance training to councillors for quarterly spot-check on the accounts, and to provide tailored parish email addresses to councillors were discussed. Councillors agreed that the information provided in print-outs via the Clerk offered suitable opportunities for spot-checks which were regularly carried out by both Chair and Vice Chair. Councillors had recently declined the offer of bespoke email addresses.

**7.3. External Audit submission** - both the Accounting Statements 2022-23 and the Annual Governance Statement 2022-23 pages of the 'AGAR' were unanimously approved. Proposer Cllr D Simpson, seconder Cllr A Evans. Clerk to submit. **CLK**

## 8. Planning Applications

### 8.1. Previous

22/02216/FUL Transport House Brick Close **Kiln Farm**, Change of Use from warehouse (class B2) to Model Car Museum (class F1), erection of 2 storey extension to side of building including erection of open aspect canopy / coach shelter and internal alterations. *Pending*

23/00390/HOU **32 Astlethorpe Two Mile Ash**, The erection of a single storey rear extension with roof lights. *Permitted*

22/02717/FUL **Kiln Farm Sports And Social Club**, Keller Close, Kiln Farm, Increase the height of the boundary fencing with concrete posts and bases (retrospective). *Pending*

23/00523/HOU **17 The Hythe Two Mile Ash**, erection of a single storey rear extension to replace existing conservatory. Juliet balcony to first floor side elevation, and replacement of existing door with window. *Permitted*

23/00539/HOU **14 Cavenham Two Mile Ash**, erection of a single storey side extension to form annex and demolition of existing garage. *Awaiting Decision*

### 8.2. New

23/00954/HOU **9 Thornccliffe Two Mile Ash**, The erection of a single storey side extension. Comments of concern to be submitted: The floor plans indicate a large store room, with a shuttered front entrance, is this for a home or a business? What will be stored there? The Parish Council shares neighbours' concerns of losing light, about foundations encroaching on common land, dangers to vulnerable adults and children, inadequacy of parking and obstructing fire-engine access to the three bungalows. **CLK**

*Additional since Agenda publication* - 23/01086/CLUP **2 Garston Two Mile Ash**, Certificate of Lawfulness for the proposed loft conversion with dormer extension to side roofslope and rooflights. No comments.

**9. Grants and Correspondence** - None.

## 10. Other Meetings and New Matters

**10.1.** Annual report print and delivery - instruction to go ahead. **CLK**

**11. Date of Next Meeting** – Thursday 8th June 2023 at Two Mile Ash School at 7.30pm  
The meeting closed at 9.35pm.

*Signed*

*date*