

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Sarah Copley

Telephone: (01296) 613888

**Minutes of the Parish Council Meeting held on Tuesday 9th December 2014
at the Community Centre, Eskdale Road, Stoke Mandeville**

PRESENT:

Cllrs: R Butler, B Ezra, J Hunt, M Rogers, D Starr, R Swinney, S Watson and P Wood

Clerk: Sarah Copley

14/186 APOLOGIES Apologies were received and accepted from Councillor Adams and Clark. An apology was also received from County Councillor C Adams and District Councillor Mrs. C. Paternoster. The Chairman reported that Cllr Duncan had resigned as Councillor for Stoke Leys ward, thus creating a vacancy. As there were less than six months to the next election the Council could co-opt the vacancy. The Clerk would advertise on the website and notice boards.	
14/187 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION There were no declarations of interest. No requests for dispensation had been received.	
14/188 OPEN FORUM FOR PARISHIONERS There were no matters raised under this item.	
14/189 MINUTES OF PREVIOUS MEETING a) The minutes of the meeting held on 11 th November were agreed as a correct record and signed by the Chairman. b) The table of actions was noted. Cllr Rogers reported that planning application number CM/69/14 for storage sheds at Chiltern View Nursery had been approved by Bucks County Council's Development Control Committee. He had attended the meeting on 2 nd December when the application had been debated and spoken to the Parish Council's objections to the development.	
14/190 DEVOLVED SERVICES Cllr Rogers gave a verbal report on the workshop hosted by Bucks County Council on 4 th December. BCC were keen to progress devolution of services to parishes and asked that parishes let them know by 12 th December if they wish to accept services from April 2015. BCC said they would provide a copy of the agreement and up to date maps by Christmas. Cllrs Hunt, Rogers and the Clerk met with Aylesbury Town Council the previous day to discuss clustering with them and the service they would provide. In 2015-16 ATC would provide the devolved service for the cost of the funds being received from BCC. For 2015-16, funding would be £9,532, dropping to £7,538 for the following three years. In year 5 there would be no funding made available to the Parish Council from BCC. There would also be a 2% year on year increase to the costs. The Parish Council would need to meet the shortfall between funding and costs. Quotes for services had also been received from Amersham Town Council and Aylesbury Vale District Council but both would require a significant increase in the precept as were higher than the funding being provided by BCC.	

<p>Resolved:</p> <p>It was unanimously AGREED to accept devolved services from Bucks County Council from April 2015</p> <p>It was unanimously AGREED to accept the offer from Aylesbury Town Council to cluster with them and for them to provide the services as per the specification from Bucks County Council and for a “straight” transfer of those funds to the cluster</p> <p>It was AGREED that Councillors would monitor the work in their wards and advise the Clerk if there were any issues.</p>	Clerk/JH/MR
<p>14/191 FINANCE</p> <p>a) Payment of Invoices – the list of payments tabled was approved.</p> <p>b) Bank reconciliation and finance report – the bank reconciliation and finance report were noted.</p> <p>c) Clerk’s Salary – It was noted that the National Joint Council pay scales had been increased by 2.2% with effect from 1st January 2015 and non consolidated payments to be made in December 2014 and April 2015. The Clerk’s contract was based on NJC rates and it was unanimously AGREED that her salary be increased accordingly.</p> <p>d) Grant to Stoke Mandeville Village Community Association – A letter had been received from the Chairman of the Association requesting grant of £7,303 to support the running of the centre. After debate, it was unanimously AGREED to accede to the Association’s request. A suggestion was submitted that the Council should in future look to providing a grant for a longer term or at least giving some surety to enable funding for staffing at the Centre to be stabilised. The Finance and Governance Committee was asked to consider future funding to SMVCA in order to give them continuity of funds.</p> <p>e) New Homes Bonus – It was noted that AVDC’s New Homes Bonus panel had met in November and agreed to recommend a grant of £5000 to the Parish Council to fund speed limit changes for Risborough Road and Lower Road. The recommendation would go to Cabinet on 10th December. The funding could not be used for the necessary public consultation and the Parish Council would therefore need to fund this part of the work, the cost of which was £2000. It was unanimously AGREED to instruct Transport for Bucks to begin the public consultation once the formal approval of the grant was received from AVDC.</p> <p>f) Tree maintenance – the three quotes received for tree work at the QEII Field were discussed and it was unanimously AGREED to accept the quotation of £1,350 from P. Kernan Tree Surgery.</p> <p>g) Play around the Parishes – It was unanimously AGREED to fund two play and sports sessions for summer 2015 at a cost of £260 each.</p>	<p>F&G Committee</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>14/192 PRECEPT 2015-16</p> <p>a) 2015- 16 Budget and Precept – The draft budget for 2015-16 previously circulated was debated at some length. It was agreed that the amount of £9,500 included in the draft precept for devolved service would be amended to include £4,492 following the Council’s decision to accept the lowest quote for services. This would cover the additional cost above that sum to be allocated from BCC over a 5 year period.</p> <p>Councillors noted that the budget and precept would be discussed further with a view to agreeing the precept level at the Council meeting on 13th January 2015.</p> <p>b) Reserve funds – A breakdown of the earmarked reserves was provided together with a copy of the Council’s current Development Plan Cllr Starr outlined several projects which could potentially be funded from improvement project funds:</p> <ul style="list-style-type: none"> • Upgrade play equipment • Maintenance of tennis court • Provision of a MUGA 	

<ul style="list-style-type: none"> • Provision of adult exercise equipment • Fully accessible pathways to facilities • Improvements to allotments/Marsh Lane land • Streetlights • Provision of Burial Ground <p>The largest expenditure would be the upgrade of street lights but there was a possibility of applying for Salix funding for this project. Cllr Rogers explained the merits of the Salix funding which was an interest free loan available for energy saving projects. Payment of the loan would be made through savings on revenue costs for power.</p> <p>Cllr Watson asked that the Council took a strategic longer term view of future projects and spending. The Finance & Governance Committee was asked to look at producing a three year forecast.</p> <p>c) Councillor Allowances – It was unanimously AGREED that Councillors’ allowance for 2015-16 would be £200. Councillors were reminded that this was for elected members only.</p> <p>d) Stoke Mandeville and Other Parishes grant – It was unanimously AGREED to submit a bid to Stoke Mandeville and Other Parishes Charity for grant of £11,000 to support non statutory items.</p>	<p style="text-align: center;">F&G Committee</p> <p style="text-align: center;">Clerk</p>
<p>14/193 MOBILE VEHICLE ACTIVATED SYSTEM</p> <p>a) Wendover LAF funded MVAS</p> <ul style="list-style-type: none"> • Ground Screws - The Clerk reported that the ground screws were due to be installed in the village ward (Lower Road and Risborough Road) week commencing 15th December. The Chairman voiced concerns that the site between the Marroway and Station Road on the Wendover Road was too far away from side roads emerging on to Wendover Road and that traffic speed would increase by the time it reached Hampden Hall and Stoke Grange. • Volunteers Training – Cllrs Rogers and Swinney volunteered to attend the training course being organised by TfB in relation to the transportation and operation of the MVAS. • Laptop – The MVAS holds data relating to traffic and software is needed to be installed to a laptop in order for the data to be downloaded and analysed. It would not be possible to use the Clerk’s laptop as it was several years old and the battery life was now only minutes making it unsuitable for use outside. The MVAS would be shared with Weston Turville Parish Council who had indicated they would be willing to fund 50% of the cost of a laptop. SWARCO (supplier of the MVAS) had provided a specification and quotation for a laptop but it was felt this was too high. It was unanimously AGREED to purchase a dedicated laptop for use with the MVAS from an alternative supplier. Cllr Rogers would work with the Clerk on this. Cllr Hunt suggested that a new laptop should be purchased for the Clerk’s use as the current laptop was causing problems to the administration. Cllr Rogers and the Clerk would also look at options for a replacement computer for the office. <p>b) Greater Aylesbury LAF funded MVAS</p> <p>The GALAF were funding MVAS to cover the greater Aylesbury area, Aylesbury Town Council would be responsible for this MVAS. The Clerk reported that Cllr B Adams in his role as County Councillor had identified a site on Anton Way for a ground screw. In consultation with Stoke Grange ward councillors, the Clerk had written to County Councillor Brian Roberts to suggested Wendover Road, near the junction of Eastcote Road as a site for that ward.</p>	<p style="text-align: center;">MR/RS</p> <p style="text-align: center;">MR / Clerk</p> <p style="text-align: center;">MR / Clerk</p>
<p>14/194 HIGH SPEED RAIL 2</p> <p>a) It was noted that further Additional Provisions relating to the Bill would be deposited with the Parish Council. All material would need to be made available to the public. The Clerk would put a notice on the boards and website once the material was received.</p>	<p style="text-align: center;">Clerk</p>

<p>b) The report of the meeting concerning Chiltern Tunnel held on 26th November 2014 and attended by Cllrs Hunt, Starr and Rogers was noted. There was still no clarity on the site and size of the construction site for the northern portal</p> <p>c) HS2 Petitioning – Cllr Rogers, as the Council’s Parliamentary Agent, reported that he was currently analysing petitions for CFA11 to identify common issues.</p>	
<p>14/195 ENVIRONMENT COMMITTEE</p> <p>a) The minutes of the meeting held on 18th November were noted and the recommendations therein discussed.</p> <p>b) The Grounds Maintenance Contract would expire in March 2015 and the Council would need to put it out to tender. The draft specification was discussed and it was unanimously AGREED to go out to tender with this specification.</p> <p>c) It was unanimously AGREED that three street lights be upgraded to LEDs to assess the impact of the new lights on local residents and pedestrians. These would be installed in the roads identified as having the older style street lights. The Clerk would obtain quotes.</p> <p>d) The Environment Committee had identified three notice boards in need of replacement which were located outside the school, the post office and Hawkslade Community Centre. The Committee recommended replacing these with Oak wooden double glass fronted boards at a cost of £1,470 each, being the same as those purchased earlier in the year for use at Kynaston Ave and Stoke Grange. The Clerk advised that the supplier would give a 10% discount if all three were purchased at the same time. The school were willing to fund 50% of the cost of the board at the school. It was unanimously AGREED to proceed with the purchase of the new notice boards.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>14/196 FINANCE AND GOVERNANCE COMMITTEE</p> <p>The minutes of the meeting held on 25th November were noted.</p>	
<p>14/197 LEISURE COMMITTEE</p> <p>The minutes of the joint meeting with SMVCA were noted. It had been reported at the meeting that the copper pipes in the loft were failing due to their age resulting in a leak above the boiler room. SMVCA would get a quote to replace all the old pipes. It was unanimously AGREED that the Parish Council would contribute to this cost; the level of the contribution to be agreed once costs were known.</p>	
<p>14/198 CLERK’S REPORT</p> <p>The Clerk had recently attended training courses on VAT and Quotes/Tenders. She would report back on matters of note at the next Finance and Governance Committee meeting.</p> <p>The Clerk said that BMKALC were holding a training course on Cemetery Maintenance and Compliance at a cost of £125 which she wished to attend. It was unanimously AGREED to fund the Clerk’s attendance of this training and that the cost be vired from the Councillor’s training budget.</p> <p>A complaint had been received from a resident of Risborough Road about an A board that had been there for several weeks. The company was not working in the area. Cllr Butler agreed to arrange its removal.</p>	<p>Clerk</p>
<p>14/199 CORRESPONDENCE</p> <p>a) The list of correspondence was noted.</p> <p>b) It was noted that E Sharps Electrical hourly labour rate remained unchanged for 2015.</p>	
<p>14/200 POINTS OF INFORMATION</p> <p>Cllr Rogers had attended the GALAF on 1st December, he would forward on the minutes once they were received.</p>	

<p>14/201 DATE OF NEXT MEETING</p> <p>The date of the next meeting would be 13th January 2015 at 7.30pm.</p>	
<p>Due to the confidential nature of the business to be discussed, it was agreed to close the meeting to press and public in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960.</p>	
<p>14/202 LAND AT MARSH LANE</p> <p>The Clerk reported on the meeting she and Cllr Hunt had attended with Bucks CC Legal Department concerning the tenancy of the Council's land at Marsh Lane when it was AGREED that the Council would contact the BCC Legal Department regarding previous instructions of the Council.</p> <p>It was further unanimously AGREED to submit an application to the land registry with respect to the Allotment land and other land in the Council's ownership where land had not been registered.</p>	<p>Clerk/JH</p>

Signed _____

Date: 13th January 2015

Appendix 1 – Actions

	Action	By whom	Update/Complete
14/137	Bank mandate to add Clerk as a signatory and open an imprest account	Clerk	Signatory added
14/144	Submit application to register community assets	Clerk	
14/178	Feedback from residents group on ETRO	MR	
14/180	Provide e-copy of census data	MR	
14/190	Progress acceptance of devolved services	Clerk/JH/MR	✓
14/191	Consider options for future funding for the Community Centre	F&G committee	
14/191	Progress public consultation for speed limit change once formal approval of New Homes Bonus funding received.	Clerk / JH / MR	
14/191	Instruct P Kernan Tree Surgery to carry out tree works	Clerk	✓
14/191	Book two Play around the Parishes events for summer 2015	Clerk	✓
14/192	Produce longer term financial forecast for Council	F&G Committee	
14/192	Submit bid of £11,000 to SM&OP Charity	Clerk	✓
14/193	MR and RS to attend MVAS training on 14 th January	MR/RS	✓
14/193	Purchase a laptop for use with MVAS	Clerk/MR	✓
14/193	Investigate options for replacement laptop for Clerk	Clerk/MR	✓
14/194	When received, advertise HS2 bill materials available for viewing by the public	Clerk	
14/195	Advertise Grounds maintenance contract for 2015-19	Clerk	✓
14/195	Obtain quotes for supply and installation of 3 LED street lights	Clerk	
14/195	Place order for three notice boards	Clerk	
14/198	Book place on Cemetery training course	Clerk	✓
14/202	Write to Bucks CC Legal department	Clerk/JH	✓
14/202	Apply to Land Registry with respect to allotments and Marsh Lane land	Clerk/JH	