

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Sarah Copley

Telephone: (01296) 613888

**Minutes of the Parish Council Meeting held on Tuesday 19th May 2015
at the Community Centre, Eskdale Road, Stoke Mandeville**

PRESENT:

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

Clerk: Sarah Copley

Cllr B Adams (District and County Councillor)

15/73 ELECTION OF CHAIRMAN Cllr Hunt was unanimously elected as Chairman for 2015-16 and signed the declaration of acceptance form.	
15/74 ELECTION OF VICE CHAIRMAN Cllr Starr was unanimously elected as Vice - Chairman for 2015-16.	
15/75 APOLOGIES Apologies were received from Cllr Garrett and County Councillor C Adams.	
15/76 PARISH COUNCIL ELECTIONS a) Following the election on 7 th May, ten councillors had been elected. All those present had signed the declaration of acceptance of office prior to the meeting and it was agreed to grant an extension until the end of May for Cllr Garrett to sign as she had been unable to attend that evening. b) Two vacancies remained, both for Stoke Grange ward. Cllr Clark offered to provide text for a flyer to be delivered to properties in Stoke Grange. c) Councillors were reminded of the legal requirement to complete their register of interests form within 28 days of the election and to submit their expense claim to AVDC within 28 days.	AC
15/77 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION a) There were no declarations of interest made. b) The Clerk reported that written requests for dispensation had been received: <ul style="list-style-type: none">• Cllr Hunt requested dispensation in order to speak and vote on matters in relation to HS2, the allotments, SM&OP Charity and the Community Centre. The Council voted unanimously in favour of this.• Cllr Starr requested dispensation in order to speak and vote on matters in relation to HS2 and SM&OP Charity. The Council voted unanimously in favour of this.• Cllr Ezra requested dispensation in order to speak and vote on matters in relation to SM&OP Charity and the Community Centre. The Council voted unanimously in favour of this.	
15/78 OPEN FORUM FOR PARISHIONERS Cllr Brian Adams County Councillor for Hawkslade reported that he had received a Petition from residents of Wiseman Close as Persimmon had not completed the roads and paths as per the permission for development and a drain had collapsed. Skips and a Portaloo were also yet to be removed. Persimmon had been contacted and just responded to say they would look into it. He was taking the matter forward and a residents' petition would be submitted to Bucks CC on 21 st May. Cllr Adams will sign off the Community Leaders fund provided to Stoke Mandeville PC for two salt bins and was thanked by the Chairman on behalf of the Parish Council	

15/79	MINUTES OF PREVIOUS MEETING	Environment
	<p>a) The minutes of the meeting held on 14th April were confirmed as correct and duly signed by the Chairman.</p> <p>b) The Actions list was reviewed:</p> <ul style="list-style-type: none"> • 14/202 – the clerk reported that she had been in contact with Bucks Law Plus to progress registering the Council’s allotment land and the burial ground. • 14/178 - Cllr Rogers reported that the residents meeting for the ETRO on Stoke Leys had been well attended. County Cllr Brian Roberts had come to the meeting and said that the consultation period had been extended. The Chairman had subsequently written to Ruth Vigor Hedderly, Cabinet Member for Transport, to express disappointment that the Parish Council had not been advised of this extension. BCC website showed that the consultation closed on 30th April. <p>The Chairman would follow through the non-response to her letter of 24th April and the Environment Committee would consider the Council’s response to the consultation and include feedback obtained at the residents meeting.</p>	Chairman
15/80	MEMBERSHIP AND REMIT OF COMMITTEES	
	<p>The Chairman suggested that the Parish Council review its committees and their remit and consider if they were appropriate to meet the current and future needs of the Council in the changing pattern of responsibilities for Parish Council. She considered that it would be appropriate for all Councillors to participate in a ‘break away’ session with an experienced facilitator on a Tuesday evening during July. Cllr Starr agreed to act as facilitator for this session.</p> <p>Committee membership would remain the same with current Terms of Reference until after the working group had met. Cllr Garrett had expressed an interest in joining the Leisure and Environment Committees.</p>	
15/81	APPOINTMENT TO EXTERNAL BODIES	
	<p>The Council agreed representation to the following bodies :</p> <ul style="list-style-type: none"> • Greater Aylesbury Local Area Forum – Cllr M Rogers • Wendover Local Area Forum – Cllr J Hunt • ARLA Liaison Group – Cllr P Wood • Aylesbury Transport Users Group – Cllr A Clark 	Clerk
15/82	COUNCILLORS’ ALLOWANCES	
	<p>The Clerk advised that AVDC had yet to contact parishes with regard to allowance levels and rates for subsistence and mileage following the recent election. It was unanimously AGREED that the basic councillor allowance remained unchanged at £200 for 2015-16.</p>	
15/83	GENERAL POWER OF COMPETENCE	
	<p>Details of the General Power of Competence had been circulated. The Clerk explained that it was necessary for the Council to confirm that all the conditions for the GPC were met. It was therefore proposed by Cllr Rogers, seconded by Cllr Starr that the General Power of Competence be confirmed as Stoke Mandeville Parish Council met the criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Localism Act 2011 s 1-8 and this was unanimously agreed.</p>	
15/84	SERVICE OF SUMMONS FOR MEETINGS	
	<p>It was AGREED to send summons and papers for meetings by email and the Clerk would bring printed copies to the meeting for Cllrs requiring same with copies for any attending members of the public.</p>	
15/85	FINANCE	
	<p>a) Payment of invoices - the list of payments tabled was AGREED.</p>	

<p>b) Website hosting fee - The fee for hosting had increased to £150 per annum. Following discussion it was AGREED to remain with Smoking Rocket (formerly Lushh Digital) and the Clerk was asked to look at provision of Council email addresses for councillors and clerk.</p> <p>c) Tree at playing field – during the recent high winds it was noticed that the trunk of a large ash tree had split in two and half of the tree was swaying dangerously. In accordance with the Council’s financial regulations, the Clerk in consultation with the Chairman, had called out P Kernan Tree Surgery who had cut down the dangerous section of the tree. The cost for this work was £350 plus VAT. Mr Kernan had further advised that remaining part of the tree should also be felled as there was a large cavity and decaying wood present at the base of the tree, the quote to fell the remainder of the tree was £500 plus VAT. It was unanimously AGREED to accept the quote to fell the remainder of the tree and pay for the original works. The action of the Chairman in agreeing expenditure for this work was agreed in retrospect.</p> <p>d) The bank reconciliation and finance report had been circulated and were noted.</p> <p>e) Banking arrangements - Cllrs Hunt, Starr, Ezra and Wood and the Clerk were the current signatories on the bank account. It was unanimously AGREED that the signatories remain unchanged. The direct debits and standing orders were reviewed and AGREED that all were still required. Direct debits - British Telecom, EON Energy and the Peoples Pension. Standing orders - the Clerk’s salary and Mr Roger Haines for the grounds maintenance contract.</p> <p>f) Audit of 2014-15 Accounts and Annual Return - A copy of the accounts for the financial year ending 31 March 2015 had been circulated. The accounts showed a surplus for the year due to late invoices for work carried out towards the end of the financial year and funds set aside for the upgrade of the older street lights. The Clerk reported that the internal auditor had inspected the accounts and signed the section of the Annual Return relating to internal audit. There being no questions or comments, the Annual Return was agreed and signed by the Chairman and Clerk. The Clerk stated that the Annual Return would now be submitted to the External Auditors.</p> <p>g) Community Centre Upgrade – SMVCA had approached the Charity for funds towards the upgrade and they had agreed to contribute 1/3 of the total cost of £25,233. Cllr Starr proposed, PW seconded and it was unanimously AGREED to fund £8,500 towards the cost, £4000 from general reserves, £2000 from the Community Centre reserve fund and £2500 from the current year’s budget.</p> <p>h) Flower Bed Maintenance – a quote had been received from Windowflowers to maintain the raised flower bed for the next year. The quote was £385 plus VAT for summer planting and maintenance and £385 plus VAT for winter planting and maintenance. It was unanimously AGREED to accept these quotes for the full year. Sign for Tennis Court – following vandalism of the sign for the tennis court a quote of £68.93 plus VAT for a replacement sign had been obtained from Signwizzard. It was unanimously AGREED to accept the quote but change the wording to say “These Tennis Courts are provided by Stoke Mandeville Parish Council” with the logo and Clerk’s contact details.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>15/86 DEVOLVED SERVICES</p> <p>The proposed v3 of the devolved services agreement had been circulated to parish councils that day. All changes recommended by HB Law had been incorporated into the new agreement.</p> <p>It was unanimously AGREED that the Chairman, Vice Chairman and Clerk sign the agreement when official unaltered copy was sent to the Parish Council Should further alterations be included the document to be circulated to Cllrs for comment.</p>	

<p>The Clerk was asked to write to Winslow TC to thank them for the work done by their deputy clerk to progress the amendments.</p> <p>Aylesbury Town Council had begun grass cutting. The Town Council had questioned the authorisation for the display of temporary advertising signs on street furniture. Cllr Rogers proposed, seconded by Cllr Wood, that SMPC take responsibility for approval of temporary event signs and this was unanimously AGREED.</p> <p>The process for the removal of illegal signs was noted. Cllrs agreed to remove out of date from their localities.</p>	
<p>15/87 HS2</p> <p>a) Visit to Bucks by the Select Committee – the visit scheduled for 21st May has been put back due to changes to committee membership following the General Election.</p> <p>b) Working Group – The Joint Working Group had met on 16th April and agreed a proposed route which Cllr Rogers had discussed with BCC. For Stoke Mandeville moving on from Wendover, Coombe Hill and Nash Lee Road the route would travel past the Goat Centre, to Stoke House to see impact on Stoke House, the old church site and maintenance loop site. The tour would then move on to the village and a stop at school had been requested. Lunch would be at The Bell where there would be a display and members of the community would be invited to speak to the Committee. After lunch the tour would go to the Belmore Centre, on to Kynsaston Ave, Booker Park School, then to Hawkslade past Stoke Mandeville Hospital. The Committee would walk to Isis Close/Oats Close before moving on to Aylesbury Town areas of Walton Court.</p> <p>c) Photographs. Cllr Starr reported on photographs which had been taken at Petitioning points along the route by a local professional photographer at no cost to be included in the information packs for MPs. He suggested that a presentation be made to the photographer for his services and in appreciation of his work. It was agreed that up to £300 be committed to cover this.</p> <p>d) Cllr Hunt gave a verbal report on the bilateral meeting with HS2 and SMAG which took place on 16th April.</p> <p>e) Cllr Hunt had attended the BAS day on HS2 and heritage held on 16th May and gave a verbal report.</p>	DS
<p>15/88 PLANNING COMMITTEE</p> <p>a) The minutes of the meetings held on 23rd April and 14th May were noted.</p> <p>b) Notice had been received from AVDC concerning changes to planning service whereby the period of consultation with Parishes had been reduced from 28 days to 21 days and comments from Parishes which may be delayed would not be included on the Planning website.</p> <p>c) Gladman Developments Ltd had submitted an application for 190 houses on land adjacent to BCC Sports and Social Club. The deadline for the Council’s response was 11th June and a planning committee meeting would be arranged. Gladmans had also written to the Parish Council on a proposed development of 120 houses on land behind although a formal application was yet to be lodged. Gladmans had been invited to a planning committee meeting but had declined the invitation because the meeting would be open to the public.</p> <p>d) Neighbourhood plan – The Clerk reported that the Council’s application to designate the neighbourhood plan area had been submitted to AVDC. They would now carry out a four week consultation which would begin on 26th May.</p>	

<p>15/89 LEISURE COMMITTEE</p> <p>a) The minutes of the meeting held on 28th April were noted.</p> <p>b) It was AGREED to write to AVDC to explore the possibility of leasing part of AVDC's land for the use of leisure.</p> <p>c) The minutes of the joint meeting between the Leisure Committee and SMVCA held on 30th April were noted.</p>	Clerk																
<p>15/90 CLERKS REPORT</p> <p>The Clerk had circulated a written report which was noted.</p> <p>Costs for a colour copier had been obtained from the current supplier and would be considered by the Finance & Governance Committee.</p> <p>There was a missing rod in the safety fencing on the skatepark. Bendcrete had agreed to make the repair free of charge when next in the area.</p>																	
<p>15/91 CORRESPONDENCE</p> <p>The list of correspondence was noted:</p> <table border="1" data-bbox="225 757 1267 1160"> <thead> <tr> <th>Sender</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>HS2</td> <td>Notice of additional provisions material to be deposited with the Parish Council in mid July</td> </tr> <tr> <td>AVDC</td> <td>Acknowledgement of receipt of applications to register Community Assets</td> </tr> <tr> <td>SMVCA</td> <td>Copy of their audited accounts for 2014-15</td> </tr> <tr> <td>Magazine</td> <td>Clerks and Councils Direct (copy in office)</td> </tr> <tr> <td>Magazine</td> <td>The Clerk Magazine (copy in office)</td> </tr> <tr> <td>Bucks CC</td> <td>Notice of highways maintenance works in Eskdale Road scheduled for mid-late May (copy enclosed)</td> </tr> <tr> <td>Fields in Trust</td> <td>Notice of AGM on 11th June</td> </tr> </tbody> </table>	Sender	Description	HS2	Notice of additional provisions material to be deposited with the Parish Council in mid July	AVDC	Acknowledgement of receipt of applications to register Community Assets	SMVCA	Copy of their audited accounts for 2014-15	Magazine	Clerks and Councils Direct (copy in office)	Magazine	The Clerk Magazine (copy in office)	Bucks CC	Notice of highways maintenance works in Eskdale Road scheduled for mid-late May (copy enclosed)	Fields in Trust	Notice of AGM on 11 th June	
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<p>15/92 POINTS OF INFORMATION</p> <p>No matters were raised.</p>																	
<p>15/93 DATE OF NEXT MEETING</p> <p>The next meeting would be the Annual Meeting of the Parish Council and would be held on Tuesday 9th June at 7.30pm.</p>																	

Signed _____

Date: 9th June 2015

Appendix 1 – Actions

	Action	By whom	Update/Complete
14/202	Apply to Land Registry with respect to allotments and Marsh Lane land	Clerk/JH	Bucks Law Plus dealing
15/76	Text for flyer to advertise casual vacancies for Stoke Grange Ward	AC	
15/79	Consider Council's response to ETRO consultation	Env Committee	✓
15/80	Arrange date to review committee structure	Clerk/JH	✓
15/85	Investigate Council email addresses for councillors	Clerk	✓
15/85	Instruct P Kernan to fell the diseased tree	Clerk	✓
15/85	Submit annual return to external auditor	Clerk	✓
15/85	Advise SMVCA of Council's decision to contribute £8,500 to the heating upgrade	Clerk	✓
15/85	Instruct Windowflowers to replant and maintain the flower bed	Clerk	✓
15/85	Commission new sign for tennis court with Signwizzard	Clerk	✓
15/89	Write to AVDC to express interest in a lease for part of land at Hawkslade	Clerk	✓