

**STOKE MANDEVILLE PARISH COUNCIL**

*Clerk: Mrs Sarah Copley*

*Telephone: (01296) 613888*

**Minutes of the Meeting of the Parish Council Meeting held on Tuesday 14<sup>th</sup> June 2016  
at the Community Centre, Eskdale Road, Stoke Mandeville**

**PRESENT:**

Cllrs: J Hunt (Chairman), R Butler, B Ezra, M Rogers, D Starr, R Swinney, P Wood

Clerk: Mrs Sarah Copley

<b>16/91</b>	<b>APOLOGIES</b> Apologies were received from Cllrs Clark, Kirve and Pluckwell, Cllr Garrett was absent. District Cllr C Paternoster sent apologies.	
<b>16/92</b>	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> There were no declarations of interest made or written requests for dispensation received.	
<b>16/93</b>	<b>PARISH COUNCIL VACANCY</b> An application to be co-opted to the Council from Mr Stephen Atkinson for Stoke Grange ward had been received and was discussed and unanimously <b>AGREED</b> . Cllr Atkinson signed the declaration of acceptance of office and joined the meeting.	
<b>16/94</b>	<b>OPEN FORUM FOR PARISHIONERS</b> There were no members of public present. Cllr Butler raised the issue of the social event at the Woolpack – this was on the agenda and discussed under item 16/108.	
<b>16/95</b>	<b>MINUTES OF PREVIOUS MEETING</b> <ul style="list-style-type: none"><li>• The minutes of the meeting held on 10<sup>th</sup> May were agreed as a correct record and duly signed by the Chairman.</li><li>• The Actions list was reviewed and actions taken noted.</li></ul>	
<b>16/96</b>	<b>FINANCE</b> <ul style="list-style-type: none"><li>a) <b>Payment of invoices</b> - the list of payments tabled was <b>AGREED</b>.</li><li>b) <b>Bank Reconciliation and Finance Report</b> – the bank reconciliation and finance report were noted and accepted. Cllr Starr had reviewed and signed off the bank reconciliations.</li><li>c) <b>Staples Advantage Account</b> – BALC had negotiated discounts with Staples for Parish/Town Councils but in order to take advantage of the discounted rates, councils were required to open an advantage account. After discussion it was agreed to open an account in order to access the discounted rates.</li><li>d) <b>Clerk's Salary</b> – It was noted that the National Joint Council pay scales had been increased by 1% to be backdated to 1<sup>st</sup> April 2016 with a further increase of 1% from 1<sup>st</sup> April 2017. The Clerk's contract was based on NJC rates and it was unanimously <b>AGREED</b> that the salary increase be implemented. The Chairman raised the current workload of the Clerk and suggested that the Council ask the Governance and Resources Committee to look at the possibility of taking on a part time assistant to help with the increasing workload and future expectations of local Councils. This was <b>AGREED</b>.</li></ul>	Clerk  Clerk

<p><b>16/97</b></p>	<p><b>ANNUAL ACCOUNTS AND ANNUAL REPORT</b></p> <p>a) The year end bank reconciliation was reviewed and accepted.</p> <p>b) The Council's asset register was reviewed and accepted.</p> <p>c) The internal auditor's report was reviewed and recommendations noted.</p> <p>d) <b>Audit of 2015-16 accounts and Annual Return</b></p> <p>A copy of the accounts for the financial year ending 31 March 2016 had been circulated. The Clerk reported that the internal auditor had inspected the accounts and signed the section of the Annual Return relating to internal audit.</p> <p>The Council reviewed and agreed the Governance Statements in the Annual Return.</p> <p>There being no questions or comments, the Annual Return was agreed and signed by the Chairman and Clerk.</p> <p>The Annual Return would now be submitted to the External Auditors.</p>	<p>Clerk</p>
<p><b>16/98</b></p>	<p><b>FINANCIAL REGULATIONS</b></p> <p>Following the recent emergency works required to the plumbing at the Community Centre, Cllr Starr suggested that the amount that can be approved by Clerk and Chairman for emergency or urgent works be increased from £500. After discussion, Cllr Butler proposed that the limit be increased to £1,500, this was unanimously <b>AGREED</b>.</p>	<p>Clerk</p>
<p><b>16/99</b></p>	<p><b>DEVELOPMENT PLAN</b></p> <p>The Council's development plan was reviewed. Cllr Rogers suggested that the format is revised to take into account the 'red, amber and green light system' of monitoring progress. It was agreed that MR would work with the Clerk and Chairman on achieving this.</p>	<p>MR/ JH / Clerk</p>
<p><b>16/100</b></p>	<p><b>LOCAL COUNCIL AWARD SCHEME</b></p> <p>The completed application form for the Local Council Award Scheme had been previously circulated and was discussed, Cllr Starr recommended that the Council met the criteria for the Foundation Level and after discussion it was unanimously resolved to submit the application to NALC.</p>	<p>Clerk</p>
<p><b>16/101</b></p>	<p><b>HS2</b></p> <p>a) Cllrs Hunt, Starr and Rogers and members of SMAG had met with David Lidington MP and representatives from HS2 Ltd and provided an update on matters discussed:</p> <ul style="list-style-type: none"> <li>• Line past Hawkslade – HS2 are modelling the effects of lowering the line past Hawkslade.</li> <li>• Advice given to highlight the impact on schools when raising noise/sound barrier issues.</li> <li>• Bucks CC were working with HS2 on provision of roads between Lower Road and Wendover Road and around Hawkslade.</li> <li>• Screening at Stoke House and maintenance loops would be reviewed.</li> <li>• A new Engagement Officer had been appointed for the area – Charlotte Hewes who had previously been the Clerk at Wendover PC.</li> </ul> <p>b) Locus Standii - The Parish Council's locus standii was not challenged, but others in the area had been. As Roll 'B' Agent, MR had been defending the challenge to locus standii of his clients, including SMAG, at the House of Lords earlier that day. The outcome of the challenge was awaited.</p> <p>c) MR had already received the promotor's response to two other local parish councils and expected to receive Stoke Mandeville PC's response soon. It was therefore likely that the petitions might be heard before the summer recess on which much work would be needed to put together the Council's case. The Chairman asked MR if he was able to undertake this on behalf of the Parish Council and he said that he would but not "pro bono".</p> <p><b>MR left the room.</b></p>	

	<p>The Clerk reminded Council of s239 of the Local Government Act 1972 whereby no payment could be made by an authority to a member of that authority for acting as counsel or agent in promoting or opposing local or personal Bills.</p> <p>Furthermore it was reported that a request could be received from SMAG for a grant to continue with its HS2 work should its Petition be allowed to go ahead. After considerable discussion it was unanimously agreed in principle that should any application for a grant be received from SMAG before the next meeting of the Council this should be look at favourably.</p> <p><b>MR returned to the room.</b></p> <p>d) Stoke Mandeville Link Road and Land Acquisition</p> <p>Details from the BCC website had been previously circulated for the information of Councillors concerning the possibility of a link road between the B4443 and the A413, Cllr Rogers advised this was a procedural matter should the County Council need a compulsory purchase order for the land between Wendover Road and Lower Road in order for a road to be constructed. built.</p>	
<p><b>16/102</b></p>	<p><b>RESILIENCE PLAN</b></p> <ul style="list-style-type: none"> <li>• Cllr Wood gave a verbal update on the recent working group, notes of the meeting would be circulated.</li> <li>• The group had raised the possibility of a temporary speed restriction past the school during the HS2 construction phase. Cllr Rogers said that as part of the Council's petition a code of construction had been requested to ensure no lorry movements during peak school hours.</li> <li>• The next stage would be to write to the local schools, care home and other facilities in the parish to invite them to work with the Parish Council on the plan.</li> </ul>	<p>PW/ Clerk</p>
<p><b>16/103</b></p>	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>a) Three Neighbourhood Plan Launch events had been held in May with further consultation carried out at the Fete on 12<sup>th</sup> June. The comments and suggestions received at these events would be analysed and used to form the objectives of the Neighbourhood Plan.</p> <p>b) The Steering Group were now focusing on smaller consultations with local groups and gathering evidence for the Plan, supported by consultants.</p> <p>c) Expressions of interest had been received from members of the community who would like to be involved. Two had attended a recent steering group meeting and would be contacted to find out if they were still interested in helping.</p> <p>d) Cllr Atkinson requested to join the Steering Group which was agreed.</p>	
<p><b>16/104</b></p>	<p><b>PLANNING COMMITTEE</b></p> <p>a) The minutes of the meetings held on 19<sup>th</sup> May and 9<sup>th</sup> June were noted. Cllr Atkinson was appointed as a member of the Planning Committee.</p> <p>b) AVDC had published its draft Vale of Aylesbury Local Plan which would be subject to public consultation from 7<sup>th</sup> July – 5<sup>th</sup> September. Consultations events were being held across the District including at Friars Square on 14<sup>th</sup> July and 5<sup>th</sup> August. Councillors were urged to attend.</p>	
<p><b>16/105</b></p>	<p><b>ENVIRONMENT COMMITTEE (MR)</b></p> <p>a) To note the minutes of the meeting held on 24<sup>th</sup> May and consider any recommendations therein:</p> <ol style="list-style-type: none"> <li>i) The Terms of Reference were adopted.</li> <li>ii) It was agreed that litter picks be carried out more regularly in future.</li> <li>iii) It was AGREED to fund a bus shelter for Hawkslade. Transport for Bucks had confirmed they had no objections to it being installed at the bus stop at the junction of Orwell Drive and Lambourne Avenue provided the Council indemnify them against any claim made in relation to it.</li> <li>iv) It was unanimously <b>AGREED</b> to submit an application to the Secretary of State for change of use of allotment land in Marsh Lane for a burial ground</li> </ol>	<p>JH/ Clerk</p>

	b) It was noted that a number of allotment sheds had been broken into on 5 <sup>th</sup> June, the Clerk had reported to the police who advised that any affected allotment holders contact them direct.	
<b>16/106</b>	<b>STOKE MANDEVILLE AND OTHER PARISHES CHARITY</b> BE spoke to the accounts of the Charity which had been previously circulated and which were noted.	
<b>16/107</b>	<b>CLERK'S REPORT</b> <ul style="list-style-type: none"> <li>• Vale Countryside Volunteers had attended the Old Church site on 8<sup>th</sup> June to carry out maintenance.</li> <li>• Clerk had attended an event held by AVDC regarding the Vale Lottery. Parish Councils could get involved with this as a way of raising funds for specific projects.</li> <li>• ROSPA inspection report had been received and would be reviewed by the Leisure Committee when it met the following week.</li> </ul>	
<b>16/108</b>	<b>CORRESPONDENCE</b> The Council had been copied into a complaint from local resident to the Woolpack PH regarding the garden party held on 4 <sup>th</sup> June which he contended had been noisy and disruptive to his children and had caused litter and the inappropriate parking of cars and had asked as to the action the PC proposed to take. The General Manager from the hostelry had responded to the complaint and had agreed to meet with the resident. After discussion, it was agreed that the Council write to all the three PHs in the village suggesting that they ensure that the Council and residents are notified in advance of any future events held at their establishment. A copy of the letter from the Council to be sent to the Environmental Health Officer at AVDC.	Clerk
<b>16/109</b>	<b>POINTS OF INFORMATION</b> The Chairman said that she had recently attended the Reception of Aylesbury Town Council. Thanks were expressed to Councillors for their participation and involvement at the Celebration Event for the Queen's Birthday held on the Playing Field on 12 <sup>th</sup> June. A number of thank you letters had been received from those attending.	
<b>16/110</b>	<b>DATE OF NEXT MEETING</b> The next meeting of the Parish Council would be held on 12 <sup>th</sup> July 2016.	

Signed \_\_\_\_\_

Date: 12<sup>th</sup> July 2016

## Appendix 1 – Payments

### LIST OF PAYMENTS FOR PARISH COUNCIL MEETING ON 14TH JUNE 2016

<u>Date Paid</u>	<u>Payee</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
<b>From Current Account</b>					
14/06/2016	Booker Park Community School	2229	78.75		Venue hire for NP event
14/06/2016	SMVCA	2230	3,651.50		First instalment of grant 2016-17
14/06/2016	Full House Property Maintenance	2231	350.00		Replace hot/cold water supply to toilets
14/06/2016	E Sharp Electrical Ltd	2232	170.55		street light maintenance
14/06/2016	Vale Countryside Volunteers	2233	140.00		Old church site maintenance
14/06/2016	Mr R Haines	2234	34.82		Reimburse cost of graffiti remover
14/06/2016	IAC Ltd	2235	420.00		Internal audit fee
14/06/2016	Playsafety Ltd	2236	138.60		ROSPA inspection
14/06/2016	NALC	2237	60.00		Registration Fee for Local Council Award Scheme
14/06/2016	Bucks CC	2238	64.80		Legal fees - allotment registration
14/06/2016	Cllr A Clark	2239	50.00		Cllr Allowance Q1
14/06/2016	S Copley	2240	98.62		June salary balancing pmt
14/06/2016	Post Office Counters	2241	334.02		June PAYE & NI
19/06/2016	British Telecom	DD	28.24		Office phone
17/06/2016	People's Pension	DD	177.66		Pension June
15/06/2016	EON	DD	805.24		street light electricity
22/06/2016	British Telecom	DD	61.32		Office broadband
28/06/2016	Roger Haines	SO	628.98		Grounds maintenance April
28/06/2016	Sarah Copley	SO	1,070.00		May salary s/o
<b>From Clerks Account</b>					
10/05/2016	Sainsbury	Debit Card	7.00		Tea/coffee for NP launch
10/05/2016	Staples	Debit Card	64.23		stationery for NP launch
<b>Total Payments</b>			<b>8,434.33</b>		

## Appendix 2 - Actions

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>Update/Complete</b>
15/124	Arrange speedwatch for Marsh Lane with the school	MR	To be arranged for Autumn
16/34	All Cllrs to carry out inspection of Street furniture in their wards and send results to Clerk	All	
16/34	Contact Bucks CC regarding the parking area for the allotments LAT to be invited to attend the Environment Committee	MR	
16/87	Arrange for three quotes for to re-lay and resurface the aerial runway	Clerk	✓
16/96	Open Staples Advantage Account	Clerk	✓
16/96	Implement salary increment	Clerk	✓
16/97	Submit Annual Return to external auditor	Clerk	✓
16/98	Update financial regulations	Clerk	✓
16/99	Revise format of development plan	Clerk / MR/JH	
16/100	Submit application to Local Council Award Scheme	Clerk	✓
16/102	Write to local organisations about the resilience plan	PW/Clerk	✓
16/105	Submit change of use application to Secretary of State	JH/Clerk	
16/108	Write to local pubs	Clerk	