

**STOKE MANDEVILLE PARISH COUNCIL**

*Clerk: Mrs Sarah Copley*

*Telephone: (01296) 613888*

**Minutes of the Parish Council Meeting held on Tuesday 8<sup>th</sup> March 2016  
at the Community Centre, Eskdale Road, Stoke Mandeville**

**PRESENT:**

Cllrs: J Hunt (Chairman), R Butler, B Ezra, S Kirve, S Pluckwell, M Rogers, D Starr

Clerk: Mrs Sarah Copley

County and District Councillors: Brian Adams and Chris Adams

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| <b>16/38</b> | <b>APOLOGIES</b><br>Apologies were received from Cllrs A Clark, T Garrett, R Swinney and P Wood and District Councillors Bill Chapple, Sue Chapple and Carole Paternoster.   |     |
| <b>16/39</b> | <b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b><br>There were no declarations of interest made or written requests for dispensation received.  |     |
| <b>16/40</b> | <b>OPEN FORUM FOR PARISHIONERS</b><br>The meeting was adjourned to enable discussions with members of the public.<br>Cllr B Adams reported that the Bowman Drive residents meeting about maintenance of the car park had been well attended and further meeting arranged.<br>Cllr Rogers reported that he had been contacted by a resident of Kynaston Avenue whose garden had collapsed revealing an old metal container and pit beneath the ground which had been not been removed at the time the houses were built. He was assisting the resident to resolve the matter as none of the statutory authorities had taken responsibility.<br>Cllr C Adams said that he has started siding out the paths in Risborough Road and that salt bin had been installed at the junction of Risborough Road and Lower Road. The Council thanks Cllr Adams for this work.   |     |
| <b>16/41</b> | <b>MINUTES OF PREVIOUS MEETING</b> <ul style="list-style-type: none"><li>• The minutes of the meeting held on 9<sup>th</sup> February 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>16/42</b> | <b>FINANCE</b> <ul style="list-style-type: none"><li>a) <b>Payment of invoices</b> - the list of payments tabled was AGREED as attached to Minutes. It was noted that the invoice for the street lights had been received and that a further 30 lights had been upgraded to LED and 11 columns replaced at a total cost of £23,300 which was agreed.</li><li>b) The bank reconciliation and finance report had been circulated and were noted. Cllr Starr highlighted that the street light project had been funded partly by the current year's precept and partly by reserves set aside for that purpose.</li><li>c) <b>Reserves Policy and Allocation</b> – the draft reserves policy had been circulated and was considered. It was unanimously <b>AGREED</b> to adopt the policy and that the general reserve level should be 50% of the precept. The current reserve level was 25% and it was agreed that it would be increased to 50% at a rate of 5% per annum.<br/>The allocation of ear marked reserves was discussed. The Clerk had tabled a breakdown of the expected end of year balance for the Council and the Governance and Resources Committee were asked to consider the allocation of reserves at their next meeting in light of questions raised by SK.</li><li>d) <b>Best Kept Village 2016</b> – it was unanimously <b>AGREED</b> to enter the 2016 competition and that a litter pick would be organised in May.</li></ul> | G&R |



|                     |   |                              |
|---------------------|---|------------------------------|
| <p><b>16/47</b></p> | <p><b>NEIGHBOURHOOD DEVELOPMENT PLAN</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meetings held in February and March were noted. Two workshops with the Planning Consultants had taken place to progress the plan.</li> <li>• Open days would be organised for May to engage with local residents and businesses in order to collate their comments and concerns.</li> <li>• The Steering Group had considered that further consultancy support was required to help organise the consultation events and with the evidence gathering process which would cost approximately £800 - £1000. DS reminded the Council that in addition to the grant funding obtained the Council had set aside a further sum of £8,000. It was <b>agreed</b> to contract with Jennifer Lambert Assoc for additional work to be undertaken to assist with setting up and attending the open days.</li> <li>• <b>Website</b> – a grant of £1000 had been obtained from Locality for setting up a dedicated website for the neighbourhood plan. The Clerk had obtained quotes from two providers and after discussion, DS proposed that the Council accept the quote from Smoking therefore Rocket. This was unanimously <b>AGREED</b>.</li> <li>• DS raised the subject of the administration of the NP and it was agreed to exclude the public and press for this discussion as it related to a staffing matter and was deferred to the end of the meeting.</li> </ul>  |                              |
| <p><b>16/48</b></p> | <p><b>LEISURE COMMITTEE</b></p> <p>The minutes of the meeting held on 16<sup>th</sup> February were noted and the recommendations therein discussed:</p> <ul style="list-style-type: none"> <li>• AVDC Community Chest had approved a grant of £9,000 towards the outdoor gym project, the Clerk would send the acceptance form back. The Leisure Committee had recommended accepting the quote from Safe and Sound for the equipment but AVDC had confirmed that the grant could only be provided once funding for the entire project had been secured, unless the Council could get assurances from other grant sources that carrying out the project in stages would not affect those grant application. Cllr Starr and the Clerk would progress the other funding applications.</li> <li>• It was <b>AGREED</b> to accept the quote from Mike Carroll to carry out a patch repair to the roof to the Park Room.</li> </ul>  | <p>DS/Clerk</p> <p>Clerk</p> |
| <p><b>16/49</b></p> | <p><b>PLANNING COMMITTEE</b></p> <p>a) The minutes of the meetings held on 11<sup>th</sup> February and 3<sup>rd</sup> March were noted.</p> <p>b) Application 16/00424/AOP Development Hampden Fields Weston Turville<br/>Cllr Rogers gave a short overview of the application and the considerations made by the Planning Committee. After discussion, it was unanimously <b>AGREED</b> to raise no objections to the application subject to the following comments:</p> <ul style="list-style-type: none"> <li>• The land reserved for employment should be light industry / commercial use only.</li> <li>• The development should be mixed use to incorporate home/work units.</li> <li>• The development should include extra care housing for elderly and disabled.</li> <li>• Green buffers between the development and existing communities should be retained or strengthened.</li> <li>• Any development proposed close to existing homes along Wendover Road should be single storey</li> <li>• Key infrastructure should be in place as early as possible to minimise impacts elsewhere.</li> </ul> <p>c) Application 16/00448/AOP: Outline application for 190 dwellings for Land off Lower Road<br/>The objection as recommended by the Planning Committee was <b>AGREED</b>.</p> <p>d) <b>New Homes Bonus consultation</b> – the response produced by the Planning Committee was noted and approved.</p> <p>e) <b>Land off Eskdale Road</b> – a developer had requested an informal pre application consultation meeting with the Planning Committee with regard to a forthcoming application for 74 houses to be built on land off Eskdale Road. The application had</p> |                              |

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|--------------|---|--------------------|
|              | not yet been submitted and the developer would be undertaking further consultations with an open day for parishioners.  |                    |
| <b>16/50</b> | <p><b>ENVIRONMENT COMMITTEE</b></p> <p>a) Allotment Update<br/>Stoke Mandeville Combined School had taken on a plot and their caretaker would be assisting with its maintenance. Following the article in the Parish Magazine, some residents had come forward for an allotment plot and the Clerk was in the process of allocating the plots and setting up the tenancy agreements.</p> <p>b) Burial Ground<br/>The Clerk reported that due to the large mound of earth in the corner of the burial ground there were currently only three plots available for use. It was agreed to get a quote to remove the earth in order to make available another area for plots.<br/>The Chairman said this highlighted the urgency to progress a new burial ground for the parish. The Clerk had been in contact with the Environment Agency with regard to getting the land at Marsh Lane tested and had been advised that the Council needed to instruct an environmental consultant to assess the land. The Clerk would research potential companies and get costs.</p>   | Clerk<br><br>Clerk |
| <b>16/51</b> | <p><b>CLERK'S REPORT AND CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>• A resident from Hawkslade had contacted the Council to recommend a site for a bus shelter for Orwell Drive after seeing the article in the Parish Magazine. The Clerk had contacted Transport for Bucks for their comments on the suitability of the proposed site.</li> <li>• The new speed limit signs for Risborough Road and Lower Road were now in place. A local resident had contacted the Council to express his gratitude that the speed limit had been lowered but also disappointment in the lack of publicity and signage. The Clerk had contacted Bucks CC who advised that repeater signs could legally only be used on footway lighting or where there are no street lights. They would look into providing "new speed limit in force" signs if any were available for relocating to the parish.</li> <li>• The MVAS equipment was being passed to the Council the following week and it was agreed that it would be installed in Risborough Road first to raise awareness of the new limit and establish whether speeding was an issue in the road.</li> <li>• The visit to ARLA visit was being arranged, the date would likely be 17<sup>th</sup> March.</li> <li>• The list of correspondence was noted.</li> </ul> |                    |
| <b>16/52</b> | <p><b>POINTS OF INFORMATION</b></p> <p>Cllr Kirve had attended the HS2 Open Day at the Methodist Church.</p>  |                    |
| <b>16/53</b> | <p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Parish Council would be held immediately after the Annual Parish Meeting on <b>Tuesday 12<sup>th</sup> April 2016</b>, which would begin at 7pm.</p>  |                    |
| <b>16/54</b> | <p><b>Due to the confidential nature of the business to be discussed, it was unanimously AGREED to close the meeting to press and public in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960.</b></p>   |                    |
| <b>16/55</b> | <p><b>ADMINISTRATION FOR THE NEIGHBOURHOOD PLAN</b></p> <p>DS raised the question of the administration of the NP whereupon the Clerk left the room. After discussion it was proposed by DS seconded by MR and agreed that the Clerk keep a record of the additional hours worked in this capacity to be funded through the NP budget. DS agreed to advise the Clerk accordingly.</p>   |                    |

## Appendix 1 – Payments

| <u>Date Paid</u>                    | <u>Payee Name</u>               | <u>Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>                |
|-------------------------------------|---------------------------------|------------|--------------------|-----------------------|--|
| <b>From Current Account</b>         |                                 |            |                    |                       |  |
| 08/03/2016                          | AltoDigital                     | 2188       | 70.88              |                       | photocopies                              |
| 08/03/2016                          | Thames Water                    | 2189       | 99.87              |                       | Water at allotments                      |
| 08/03/2016                          | K Issaks t/a smartwheelie.co.uk | 2190       | 540.00             |                       | 30mph wheelie bin stickers               |
| 08/03/2016                          | AVDC                            | 2191       | 188.76             |                       | Burial ground business rates             |
| 08/03/2016                          | E Sharp Electrical Ltd          | 2192       | 103.69             |                       | Street light repairs                     |
| 08/03/2016                          | SignWizzard Ltd                 | 2193       | 69.29              |                       | Notice for burial ground                 |
| 08/03/2016                          | Broxap Ltd                      | 2194       | 233.94             |                       | Litter bin for Hawkslade                 |
| 08/03/2016                          | Cllr A Clark                    | 2195       | 50.00              |                       | Cllr Allowance Q4                        |
| 08/03/2016                          | Sparkx                          | 2196       | 27,960.00          |                       | Street light LED upgrade and new columns |
| 08/03/2016                          | AVDC                            | 2197       | 4,996.86           |                       | Grass cutting 2015-16                    |
| 08/03/2016                          | Jennifer Lampert Assoc          | 2198       | 929.16             |                       | Neighbourhood Plan consultancy           |
| 08/03/2016                          | Post Office Counters            | 2199       | 1,277.86           |                       | HMRC - PAYE & NI Q4                      |
| 08/03/2016                          | Mrs S Copley                    | 2200       | 27.77              |                       | Mileage and Feb balancing pmt            |
| 08/03/2016                          | KCT Supplies                    | 2201       | 20.43              |                       | Black sacks/gloves for litter pick       |
| 17/03/2016                          | Peoples Pension                 | DD         | 177.66             |                       | Pension contributions                    |
| 18/03/2016                          | British Telecom                 | DD         | 29.46              |                       | Office telephone                         |
| 22/03/2016                          | EON                             | DD         | 889.02             |                       | Street light electricity                 |
| 28/03/2016                          | Mrs S Copley                    | SO         | 1,070.00           |                       | March salary s/o                         |
| 28/03/2016                          | Mr R Haines                     | SO         | 628.98             |                       | grounds maintenance February             |
| <b>From Clerk's Imprest account</b> |                                 |            |                    |                       |  |
| 22/02/2016                          | Tesco                           | Debit Card | 31.13              |                       | NP workshop refreshments                 |
| 29/02/2016                          | Tesco                           | Debit Card | 25.64              |                       | NP workshop refreshments                 |
| 19/02/2016                          | Survey Monkey                   | Debit Card | 299.00             |                       | Subscription renewal                     |
| 27/02/2016                          | Amazon                          | Debit Card | 4.27               |                       | cups for hot drinks                      |
| 26/02/2016                          | Amazon                          | Debit Card | 73.90              |                       | Litter pickers x 10                      |
| <b>Total Payments</b>               |                                 |            | <b>39,797.57</b>   |                       |  |

## Appendix 2 - Actions

| Minute | Action  | By whom        | Update/Complete           |
|--------|---|----------------|---------------------------|
| 15/124 | Arrange speedwatch for Marsh Lane with the school   | MR             | To be arranged for Spring |
| 16/25  | Press release re new speed limit  | MR             |                           |
| 16/34  | Litter pick for 5/6 March, all councillors to be involved, Clerk to order litter pickers and bags | All Clerk      | Postponed                 |
| 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                                    | MR             |                           |
| 16/42  | Allocation of reserves  | G&R committee  |                           |
| 16/42  | Submit entry to Best Kept Village competition   | Clerk          | ✓                         |
| 16/42  | Set up 12 month contract for street light electricity   | Clerk          | ✓                         |
| 16/43  | Send committee reports to the Clerk for inclusion in the Annual report by 4 <sup>th</sup> April   | JH, DS, BE, MR | ✓                         |
| 16/44  | Letter to Council's neighbouring property owner   | Clerk          | ✓                         |
| 16/46  | Advise Came & Co of the event on 12 <sup>th</sup> June  | Clerk          | ✓                         |
| 16/47  | Contact NP consultant regarding work for open days  | Clerk          | ✓                         |
| 16/47  | Instruct Smoking Rocket re NP website   | Clerk          | ✓                         |
| 16/48  | Funding applications for outdoor gym project  | DS/Clerk       |                           |
| 16/48  | Progress repair to Park Room roof   | Clerk          | ✓                         |
| 16/49  | Submit planning responses for Hampden Fields and the Land off Lower Road                          | Clerk          | ✓                         |
| 16/49  | Submit response to NHB consultation   | Clerk          | ✓                         |
| 16/50  | Obtain quote to remove the mound of earth from the burial ground                                  | Clerk          | ✓                         |
| 16/50  | Research environmental consultants for groundwater assessments and obtain quotes                  | Clerk          | ✓                         |