

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Sarah Copley

Telephone: (01296) 613888

**Minutes of the Annual Meeting of the Parish Council Meeting held on Tuesday 10th May 2016
at the Community Centre, Eskdale Road, Stoke Mandeville**

PRESENT:

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

Clerk: Mrs Sarah Copley

County and District Councillors: Brian Adams and Chris Adams

One member of public.

16/70	ELECTION OF CHAIRMAN Cllr Hunt was unanimously elected as Chairman for 2016-17 and duly signed the declaration of acceptance.	
16/71	APOLOGIES Cllr Clark had sent apologies, Cllr Garrett was absent. The Chairman confirmed that she had written to Cllr Garrett regarding her recent absence. District Cllr C Paternoster sent apologies.	
16/72	ELECTION OF VICE CHAIRMAN Cllr Starr was unanimously elected as Vice Chairman for 2016-17.	
16/73	PARISH COUNCIL VACANCY It was noted that there was still a vacancy for a Councillor for Stoke Grange Ward. One expression of interest had been received and further information about the Council had been forwarded.	
16/74	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION There were no declarations of interest made or written requests for dispensation received.	
16/75	OPEN FORUM FOR PARISHIONERS The meeting was adjourned to enable discussions with members of the public. Cllr B Adams, County Councillor and District Councillor for Hawkslade, said that Eskdale Road would be resurfaced over the summer. The Chairman stated that it would be useful if this could be undertaken during the summer school holidays when the Centre was less busy. The Clerk would follow up with the Local Area Technician. Cllr Adams also reported that there would be a meeting at Bucks CC the following day regarding a proposed link road between A413 and A4010. Cllr C Adams, County Councillor for the Village Ward, reported that he had carried out a speed watch on A4010 Risborough Road the previous week late morning and recorded speeds of up to 50mph by traffic travelling from Princes Risborough towards the village. He suggested that the Council may wish to consider asking the PCSO team to carry out some speed enforcement in this area. Cllr Butler commented that speeding on this road during late evening was particularly fast.	
16/76	MINUTES OF PREVIOUS MEETING <ul style="list-style-type: none">• The minutes of the meeting held on 12th April were agreed as a correct record and duly signed by the Chairman.• The Actions list was reviewed and actions taken noted, Councillors were reminded to let the Clerk know the outcome of the street furniture inspections.	

<p>16/77</p>	<p>MEMBERSHIP AND REMIT OF COMMITTEES</p> <p><i>Cllr Rogers arrived.</i></p> <p>The committee membership was agreed as follows.</p> <p>Environment Committee – J Hunt, S Pluckwell, M Rogers, D Starr, P Wood</p> <p>Governance and Resources Committee – R Butler, A Clark, J Hunt, S Kirve, D Starr, R Swinney, P Wood</p> <p>Leisure Committee – R Butler, B Ezra, J Hunt, D Starr, P Wood</p> <p>Planning Committee – A Clark, B Ezra, J Hunt, S Pluckwell, M Rogers</p> <p>All Committees would elect a Chairman for the year and review terms of reference at their next meeting. Councillors were reminded by the Chairman that they could serve on more than one Committee or change Committees at any time. The bulk of the work of the PC was undertaken by the Committees but on occasions these had not always been quorate which had caused great difficulty, especially with Planning.</p>	
<p>16/78</p>	<p>APPOINTMENT TO EXTERNAL BODIES</p> <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 	
<p>16/79</p>	<p>REVIEW OF STANDING ORDERS</p> <p>It was unanimously agreed to accept the Standing Orders with no amendments.</p>	
<p>16/80</p>	<p>FINANCIAL REGULATIONS</p> <p>It was unanimously agreed to adopt the amended Financial Regulations as recommended by the Governance and Resources Committee.</p>	
<p>16/81</p>	<p>FINANCE</p> <p>a) Payment of invoices - the list of payments tabled was AGREED.</p> <p>b) Bank Reconciliation – the bank reconciliation was noted and accepted. Cllr Starr had reviewed them and signed them off.</p> <p>c) Direct Debits and Standing Orders – The direct debits and standing orders were reviewed and it was AGREED that all were still required and should remain in place.</p> <ul style="list-style-type: none"> • Direct debits - British Telecom, EON Energy, BAS Associates and the Peoples Pension. • Standing orders - the Clerk’s salary and Mr Roger Haines for the grounds maintenance contract <p>d) Bank Signatories - 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.</p> <p>e) Insurance Claim – the Clerk updated Councillors on the insurance claim made after a car had hit one of the Council’s street lights on Lower Road. The light had been damaged beyond repair and removed from the site. The driver’s details and quotes for replacement light had been passed to the insurance company and a new light would be installed as soon as possible.</p>	
<p>16/82</p>	<p>HS2</p> <p>Cllr Rogers reported that as Role B Agent, he had submitted the Council’s petition to the House of Lords on 19th April.</p> <p>Over 800 petitions had been submitted in total to House of Lords and subsequently approximately 50% of petitioners had been advised by Government lawyers that their locus standi had been challenged. The Parish Council’s locus standi had not been challenged and their petition still stood, but other local petitions, including SMAG’s, local</p>	

	<p>residents and others had been. Those whose locus standi had been challenged would have to appear before House of Lords to defend their right to petition at a date to be advised.</p> <p>Parish Councillors expressed concern that parishioners and the Stoke Mandeville Action Group had been denied their right to petition the House of Lords. After discussion, Cllr Wood proposed that the Parish Council issue a statement stating that it deplored the actions of HS2 Ltd and its lawyers in challenging the right of individuals and groups to petition the Select Committee of the House of Lords, particularly as those same individuals and groups had been allowed to appear before the Select Committee of the House of Commons and were dissatisfied by the outcome of that initial process. This statement was unanimously AGREED.</p> <p>Cllr Rogers said that as representative to the BCC Compensation and Mitigation Panel he would enquire about the meeting concerning the road between the A4010 and A413.</p>													
<p>16/83</p>	<p>PARISH EVENT FOR CELEBRATION OF HM QUEEN'S 90TH BIRTHDAY</p> <p>Cllr Hunt reported on behalf of the SG on progress being made. Leaflets had been distributed to every household in the village and notices would be published. Volunteers were required to assist on the day.</p> <p>The event was being sponsored by Stoke Mandeville & Other Parishes Charity.</p>													
<p>16/84</p>	<p>NEIGHBOURHOOD DEVELOPMENT PLAN</p> <p>The minutes of the Steering Group meeting held on 25th April were noted.</p> <p>Cllr Rogers reminded councillors of the dates of the Open Days and encouraged councillors to attend. Leaflets had been circulated to all homes in the parish advising of the Neighbourhood Plan and the open days.</p>													
<p>16/85</p>	<p>GOVERNANCE AND RESOURCES COMMITTEE</p> <p>a) The minutes of the meeting held on 19th April were noted and the recommendations therein discussed.</p> <p>b) It was AGREED to accept the recommendation of the allocation of reserves as follows:</p> <table data-bbox="403 1261 810 1469" style="margin-left: 40px;"> <tr> <td>25% of precept</td> <td>£29,106</td> </tr> <tr> <td>General reserves</td> <td>£13,189</td> </tr> <tr> <td>Community Centre</td> <td>£5,000</td> </tr> <tr> <td>Election costs</td> <td>£3,500</td> </tr> <tr> <td>Ringfenced:</td> <td></td> </tr> <tr> <td>Grant for outdoor gym</td> <td>£9,000</td> </tr> </table> <p>The Council had previously agreed to increase the statutory reserve from 25% to 50% over a number of years. The Committee had discussed this and considered it prudent to begin increasing the reserves from 2018-19 but would review later in the year.</p> <p>c) It was unanimously AGREED to adopt the Councillor Allowance and Expenses Policy for 2016-17.</p> <p>d) It was unanimously AGREED to accept the recommendation that the additional hours worked by the Clerk on the Neighbourhood Plan be paid through the payroll and that the overtime as a part timer would be pensionable. It was further AGREED that this be backdated from the beginning of the project. The Clerk would keep a record of hours and these would be indicated as a separate entity from her salary on the accounts.</p> <p>e) It was AGREED that the Council would apply for the Foundation Level of the Local Council Award Scheme and work towards Quality Level.</p>	25% of precept	£29,106	General reserves	£13,189	Community Centre	£5,000	Election costs	£3,500	Ringfenced:		Grant for outdoor gym	£9,000	
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<p>16/86</p>	<p>PLANNING COMMITTEE</p> <p>a) The minutes of the meeting held on 21st April were noted.</p> <p>b) AVDC had written to confirm that the road name for the new development being built of Isis Close would be “Harvest Close” which was one of the four suggestions put forward by the Parish Council’s Planning Committee.</p> <p>c) The two applications for developments on Lower Road had gone to appeal for non-determination and AVDC’s statement of case was available to view on their website. The case stated that had they been able to determine the applications they would have refused both for a number of reasons given in the reports – including traffic, design and drainage.</p>	
<p>16/87</p>	<p>LEISURE COMMITTEE</p> <p>a) The minutes of the meeting held on 3rd May were noted and the recommendations therein discussed.</p> <p>b) It was AGREED that the Council would seek three quotes to relay and resurface the aerial runway.</p> <p>c) It was AGREED to adopt the list of projects proposed by the Leisure Committee being:</p> <ul style="list-style-type: none"> • Extension to Community Centre to provide Parish Meeting Room and office/store space • Playground for Hawkslade • Allotments for Hawkslade • Fully accessible paths around the entire Queen Elizabeth II Playing Field • MUGA (Multi Use Games Area) • Extension to the skate park • Burial Ground • Extension to Community Centre car park • Replace aging playground equipment at Eskdale Road <p>These projects would be put forward when the Council was asked to nominate a project within s106 funding. It was noted that the items had not been listed in order of priority but would be applied to the appropriate development/location and applied at the time of any development.</p> <p>d) The Clerk reported that the Council’s bid to the Stoke Mandeville Parish & Other Parishes Charity towards the outdoor gym had been unsuccessful but the Charity had suggested that the Council re-apply once further funding had been achieved. An expression of interest had also been submitted for AVDC New Homes Bonus funding and the Council had now been invited to submit a full application. Cllr Rogers suggested to look at the guidance for Tesco plastic bag scheme which provides funding for community projects.</p> <p><i>Cllr Kirve left the meeting.</i></p>	<p>Clerk</p>
<p>16/88</p>	<p>CLERK’S REPORT AND CORRESPONDENCE</p> <ul style="list-style-type: none"> • Vale Countryside Volunteers would be at the Old Church site on 8th June. • The Internal Auditor would be completing the audit on 7th June and the accounts and annual report would be presented to the Council for approval at the 14th June meeting. • Bucks CC were organising two workshops on Community Safety / Neighbourhood Projects Toolkit - 13th June 6.30-8.30pm or 15th June 1.30-3.30pm. • A Hawkslade resident had telephoned to thank the Parish Council for providing the benches in the dog walk area. • A complaint had been received regarding cars parking at the end of Irvine Drive in the turning area, it was agreed to take this matter to the Environment Committee. 	

<p>16/89</p>	<p>POINTS OF INFORMATION</p> <p>a) Cllr Starr reported that he and the Clerk had attended the BALC organised Annual Audit training course run by Mazars.</p> <p>b) Litter pick</p> <p>Cllr Starr thanked his Hawkslade colleagues for their help with the litter pick. Cllr Hunt echoed this and thanked all councillors for their hard work over the bank holiday weekend. This would go on the next Environment Committee meeting to consider how to target the areas which were particularly bad.</p> <p>Cllr Rogers said that a local resident of Roblin Close regularly carried out a litter pick of the alley between Roblin Close and Kynaston Avenue. The Council agreed to provide a litter picker to the resident.</p> <p>c) Cllr Wood reported that she had attended the recent ARLA Liaison meeting. There were a lot of staff changes at ARLA and she would send the new contact details to the Clerk.</p> <p>d) The Resilience Plan working group had met the day before and a full update would be given at the June meeting.</p>	
<p>16/90</p>	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council would be held on 14th June 2016</p>	

Signed _____

Date: 14th June 2016

Appendix 1 – Receipts and Payments

RECEIPTS

<u>Date Received</u>	<u>Received from</u>	<u>Reference</u>	<u>Amount Received</u>	<u>Details</u>
28/04/2016	Aylesbury Vale District Council		58,375.00	50% precept
04/05/2016	HMRC		15,445.31	VAT Reclaim
06/05/2016	Groundwork UK		3,850.00	Neighbourhood Plan Grant
Total Receipts			77,670.31	

PAYMENTS

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
From Current Account					
15/04/2016	House of Lords	2214	20.00		Petitioning fee
10/05/2016	AVALC	2215	25.00		2016-17 donation
10/05/2016	Mike Carroll Ltd	2216	540.00		Park Room roof repair
10/05/2016	Safe and Sound Playgrounds	2217	96.00		Repair torn wetpour (aerial runway)
10/05/2016	Smoking Rocket	2218	150.00		Website hosting 2016/17
10/05/2016	Fields in Trust	2219	50.00		Membership fee
10/05/2016	A Weatherhead Ltd	2220	180.00		Jet and clear blocked drain
10/05/2016	Rialtas Business Solutions	2221	135.60		Accounts system licence fee
10/05/2016	Siemens Financial Services	2222	378.43		Photocopier lease (Jun-Sep)
10/05/2016	BALC	2223	759.90		Membership fee
10/05/2016	Aylesbury Town Council	2224	1,822.69		Devolved services
10/05/2016	S A Tipping	2225	250.00		Delivery of NP and Fete leaflets
10/05/2016	Mrs S Copley	2226	128.32		May salary balancing prmt and Mileage claim (£29.70)
10/05/2016	Post office Counters Ltd	2227	334.02		PAYE & NI
10/05/2016	Altodigital Networks	2228	129.92		photocopier charges
12/05/2016	People's Pension	DD	177.66		Pension May
16/05/2016	Eon	DD	835.33		street light electricity
18/05/2016	British Telecom	DD	29.50		Office phone
28/05/2016	Roger Haines	SO	628.98		Grounds maintenance April
28/05/2016	Sarah Copley	SO	1,070.00		May salary s/o
From Clerks Account					
20/04/2016	Staples	Debit Card	44.98		A4 copier paper and laminating pouches
25/04/2016	Ultimate Print and Design	Debit Card	162.50		Print 3000 NP leaflets
Total Payments			7,948.83		

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
16/34	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	
16/87	Arrange for three quotes for to re-lay and resurface the aerial runway	Clerk	