

**STOKE MANDEVILLE PARISH COUNCIL**

*Clerk: Mrs Jill Knowles*

*Telephone: (01296) 613888*

**Minutes of the Meeting of the Parish Council held on Tuesday 11<sup>th</sup> July 2017  
at the Community Centre, Eskdale Road, Stoke Mandeville**

**PRESENT:**

Cllrs: S Pluckwell, M Rogers, D Starr, S Atkinson, P Wood, S Kirve, K Gomm, B Ezra, P Wood, J Hunt (Chair)

Clerk: Mrs Jill Knowles

<b>17/105</b>	<b>APOLOGIES</b> Apologies had been received from Cllrs Watts, R Butler. Apologies were also received from Cllr C Paternoster and B Adams AVDC and Cllr Bowles BCC.	
<b>17/106</b>	<b>ABSENCES</b> Councillor Clark was absent.	
<b>17/107</b>	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> There were no declarations of interest made or written requests for dispensation received.	
<b>17/108</b>	<b>OPEN FORUM FOR PARISHIONERS</b> There were no members of the public present. M Rogers left the room and then returned as a member of the public speaking in his capacity as Chairman of Governors of Stoke Mandeville Combined School regarding the growth of Stoke Mandeville. He explained that the Combined School faces an uncertain future and due to the amount of development in the parish, the school governors' board want to safeguard the interests of the school and it wishes to be on the feasibility council. The school popular and most requested across Aylesbury Vale, and is currently at maximum capacity. The current site of the school is reasonably restricted and following an inspection by an architect, with a view to further development, it was found that the school cannot be built any higher than it already is; instead a new block would be required within the site boundary for it to accommodate more capacity. MR explained that a two-form entry school is more viable and he said that the issue is to achieve growth on the current site and there would need to be a reconfiguration of the land to enable the school to expand. He asked the PC Committee if the allotments could be reconfigured to accommodate this. In his capacity as Chairman of Governors of the school he said the reality is that split site schools are effective but the likely outcome is that Bucks County Council may choose a new school on one of the new sites and governors want to keep the school in operation. The only available land adjacent to the school to allow expansion was that of the Parish Council allotments. As the item had not been included on the meeting agenda no action could be taken other than to refer to the next meeting of the Environment Committee to take place on Tuesday 18 <sup>th</sup> July 2017.	

<p><b>17/109</b></p>	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>The minutes of the meeting held on the 13<sup>th</sup> June 2017 had been previously circulated and were agreed subject to the following amendments;</p> <p><u>7/96c – Future Involvement with HS2</u></p> <p>The decision in those minutes, as below, was not on the action sheet for the June meeting. After discussion and taking into account the needs of the Neighbourhood Plan it was agreed that the Councillors involved in the HS2 working group should draw together a framework with protocols for such a Committee of the Council to be established and bring these back to the Council for consideration. MR said that he would be happy to take this forward but would need another Councillor to act as the conduit between the PC and HS2. JH offered to take on this role.</p> <p><u>17/101 Dementia Awareness</u></p> <p>It was noted that this was not on the agenda for July and it was agreed to put it on the agenda for the September meeting.</p> <p>The Minutes were signed by the Chairman.</p>	
<p><b>17/110</b></p>	<p><b>FINANCE</b></p> <p>a) <b>Payment of invoices</b> - the list of payments tabled was <b>AGREED</b> and is attached to these minutes as Appendix 1.  DS reported that the cheque for Sparkx for the second phase of street lighting went through.  He also explained that the bill for EON had not come in and this bill was to be advised of later.  He said the parish groundsman had cleaned the tennis court lines in preparation for them to be painted.</p> <p>b) <b>Bank reconciliation</b> – DS explained that last month there were problems with the finance software so he had prepared the May and June bank reconciliation manually.    The cheque for Sparkx has been paid now as this was held on to until the work for the first phase of street light upgrades was completed.    He also noted that there were more cheques paid this month as more payments were due. The items on the list of payments marked TBA were because there was a delay with the cheque book coming through. These will be paid when the cheque book arrives. PW queried who P&amp;P were on the list of payments and DS clarified that it was the pension payment to People and Pensions.    Looking at the Cashflow 2017-18 spreadsheet DS explained that the year to date column was reasonable for what would be expected at this time. He highlighted that salary payments were high for June because there were no salary payments paid out in May.</p> <p>c) <b>Internet Banking</b> - DS explained that the Clerk had asked Lloyds Bank on several occasions for a cheque book. DS said he had a conversation with the bank and a member of staff there suggested the Parish tries internet banking. DS asked the Committee if he could explore this more and the Committee thought this was a good idea.</p> <p>d) <b>Bench in the playing field</b> – The Clerk reported that a recommended tradesman quotes £70.00 to fix the bench but she felt this was quite expensive. She had</p>	<p>DS</p>

<p>therefore asked Matthew Battista, Wendover who had undertaken previous work at the Centre to quote for the work.</p> <p>e) <b>Publishing accounts/Reports</b> – It was discovered that the Parish Council had not published the required Notice concerning the inspection by the public of the annual accounts as required within the Regulations relating to Parish Councils. The notification document gave a period of thirty days. A revised notification document was produced to rectify the error and the elected time frame on which to inspect the accounts ran from the 10<sup>th</sup> July for 30 days until the 18<sup>th</sup> August 2017. The new Clerk did not realise the significance of the dated sheet she was handed. DS explained he had been in touch with the Council’s Auditors and that it will be recorded in the Auditors records as a Matter of Interest in the audit report. He also explained that in the Annual Governance Statement at question 4 it asks, did you give notice? The PC’s answer has been ‘No’ because they were not displayed at the right time. The Chairman noted that it had been a procedural matter because the Parish Council changes in staffing.</p>	
<p><b>17/111 COMMUNITY CENTRE DRAINS (Previous Min.17/75[f])</b></p> <p>DS reported the update on the drains. He explained that the drain goes through the garden of 16 Eskdale Road. The drain is 52 metres long and the problems lie in the first 32 metres of the pipes. There is a section of pipe which is sagging and collecting water and this section lies just under the rear fence of number 16. DS said he had spoken to Weatherhead’s and that they would quote to repair the section in the rear garden of number 16. The quote from Agripower had not come in. He clarified that a third quote still needed to be obtained. JH said the work needs to be done in August and therefore it was agreed that the Chairman and Vice Chairman be granted executive powers to agree the necessary expenditure within the limits of £5,000.00. PW proposed this and SW seconded this to give powers to make a decision on repairing the drains in August as following meetings are after the date of repair in August.</p>	
<p><b>17/112 HS2</b></p> <p>a) JH reported that the civil engineering work will not start until the end of 2018. There has already been a suggestion that the plans on the enabling works should be presented to the Parish and then a community event can take place so the local residents can understand the work that will be carried out.</p> <p>b) Old Church Site</p> <p>JH reported that the digging on the site will start in November 2017 and the site will be cleared in May 2018, and the fallen tree will be removed. The masonry will be removed and stored in Aylesbury or nearby. The timescales for work to be carried out have not changed. There will be two access roads constructed i] from Nash Lee Lane, and ii] from Mill House Farm. The scheme should be completed in 2019. It will take 12 months for contractors to do detailed plans of the site. Fusion, the Contractors were intending to involve local schools and colleges in the work.</p> <p>SA asked for clarification about the fallen tree. JH explained that the trunk is split down the middle and the other half has fallen over, and the Clerk had been trying to involve AVDC to see if they could assess the tree. SA asked, is there a risk to the public? JH stated that the PC has the relevant public liability insurance but the Clerk should ask AVDC to come and have a look at it to give a view on safety issues.</p>	Clerk
<p><b>17/113 NEIGHBOURHOOD DEVELOPMENT PLAN [SA]</b></p> <p>SA reported the following;</p> <p><b>Current position</b></p> <ul style="list-style-type: none"> <li>• Since reporting at the last meeting of the Parish Council, the Steering Group has met only once, earlier on the 11<sup>th</sup> July 2017.</li> </ul>	

- The Steering Group has resolved to seek additional Government funding and technical support through the My Community – Locality organisation, part of the Department of Communities and Local Government. The Steering Group believe that they qualify as a ‘complex group’ because they are situated in a high growth area with proposals for over 500 homes. This enables them to seek up to £6,000 additional funding, and a range of Technical Support Packages.
- In the meantime, drafting of Evidence Papers by specific members of the Steering Group is continuing, including assimilation of the results from the questionnaire exercise.

#### Timetable

- The Steering Group expect to conclude the drafting of Evidence Papers by the end of August, after which these will be assessed and reviewed by the Steering Group by the end of September, then overseen by their Consultant.
- An overarching community feedback and consultation event will be held at the Community Centre on Sunday 19<sup>th</sup> November 2017.
- The detailed Progress Chart has been updated, and will be reviewed on a regular basis by the Steering Group, and reported to the Parish Council.
- Based on the current proposals, they expect to be in a position to present a Draft Neighbourhood Plan to the Parish Council in the second quarter of 2018.

#### Financial Report

- From Cllr David Starr

#### 17/114 PLANNING COMMITTEE

##### a) Minutes of the meeting of 22<sup>nd</sup> June 2017.

Due to the Minutes not being circulated with the papers, the Chairman of the committee gave a verbal report. The following action was taken by the Planning Committee in determining applications received from the LPA.

##### b) 16/04608/AOP – Land at Lower Road (adj to SMHosp) - (item P17/77c)

A report had been given on the AVDC Development Committee on 28<sup>th</sup> June when the application had been considered. The local planning authority had delegated to Officers with a view to approval and the resolution of matters concerning S106 contributions.

##### c) 16/02673/APP – Land to rear of Eskdale Road and Station Road for the development of 73 dwellings

JH reported on the outcome of the discussion by the Committee on further amendments to the proposals which had been received. These were opposed by the Committee and subsequently a meeting had taken place with the developers, highways and the Case Officer. Some changes suggested by the Case Officer were in line with the original comments of the Committee. However, there was objection to the proposal for the pedestrian access across the roadside embankment emerging on to Station Road.

The decision by the Planning Committee to continue to oppose the proposed pedestrian access was agreed by the Council with one abstention.

##### d) 17/01506/APP – Stoke House, Risborough Road – Demolition of and replacing existing barn with a new steel framed building

Due to the date for which comments were required which fell between meetings of the Planning Committee, the proposal was discussed by the Council. It was agreed that no objection be raised to the application and the local planning authority be notified accordingly.

17/115	<p><b>STREET NAMES FOR DEVELOPMENT IN LOWER ROAD – Land off Lower Road</b></p> <p>A request had been received from AVDC asking for suggestions of up to thirty street names for the development of Bloor Homes in Lower Road. Taking into account that names in Aylesbury town and adjoining villages should not be used, it was agreed that names of gem stones be submitted to AVDC for consideration.</p>	
17/116	<p><b>LEISURE COMMITTEE</b></p> <p>The minutes of the Leisure Committee meeting held on the 22<sup>nd</sup> June 2017 were considered as a true record.</p> <p><b>Slabs at the community centre</b></p> <p>JH suggested the Clerk talk to Paul Merrison regarding the relaying of the slabs to the rear of the community centre.</p> <p><b>Pollyanna Playgroup</b></p> <p>BE reported that the Committee would suggest a double gate to the area so the grass could continue to be cut; and two single gates be installed to stop the children going up the ramp. The litter bin will be concealed by fencing. The playgroup were asking for the permission for a shed to be erected, likely for outdoor items, but they need to confirm funding first. DS said it would need a proper base to prevent it rotting away.</p> <p>The committee AGREED the enclosing fence; the gates should have sliding bolts and the shed could be erected.</p> <p>It was noted that the bushes are leaning on the conifers and it was AGREED that the bushes could be cut.</p>	Clerk
17/117	<p><b>EAST WEST RAIL WESTERN SECTION PHASE 2 – ROUND TWO CONSULTATION</b></p> <p>It was reported that phase 2 works for the East West Rail western section are going to consultation, the closing date for which was 11<sup>th</sup> August 2017. MR reported that he had earlier received the memory stick containing the consultation document from the Chairman but he had not been able to study same. JH, SA and KG agreed to attend the consultation meetings, to take place at Waddesdon, and Princes Risborough during July and forward comments to the Clerk.</p>	
17/118	<p><b>ROAD CLOSURE NOTIFICATION – Station Road</b></p> <p>The Chairman reported that the entrance from Wendover Road to Station Road will be closed for 5 days from 9am-4pm for drainage improvements.</p>	
17/119	<p><b>CLERKS REPORT AND CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>a) The Clerk reported that work will be carried out to the electricity line on the edge of the Parish.</li> <li>b) A letter had been received from Aylesbury Town Council giving notice of the availability of unused allotment plots at Bedgrove to people living outside the catchment area. It was agreed that Notices be displayed on the notice boards and the Parish magazine.</li> </ul>	Clerk
17/120	<p><b>POINTS OF INFORMATION</b></p> <p>a) BE reported that a new person had taken over the delivering of the Parish Magazine.</p>	
17/121	<p><b>DATE OF NEXT MEETING</b></p> <p>The Chairman said that as there was no business to be transacted the provisional date schedules for 8th August would not be required. The next scheduled meeting would therefore be on 12<sup>th</sup> September 2017.</p> <p>It was noted that the day of the month of Parish Meetings coincided with those of the AVDC Cabinet which resulted in local Councillors serving on the Cabinet being unable to</p>	

attend PC meetings, and also as the Cabinet meeting was open to the public this prevented Parish Councillors attending if they so wished to do so. After discussion it was agreed that meetings of the full Council be changed from January 2018 to the third Tuesday of each month. The Clerk to make bookings of the accommodation accordingly. This was unanimously agreed.	Clerk
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Signed \_\_\_\_\_

Date: 12<sup>th</sup> September 2017

**Appendix 1 – Payments**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
<b>From Current Account</b>				
11.7.17	HMRC	2403	242.85	PAYE/NI June
11.7.17	BAS	DD	72.00	Quarterly payment Q4
11.7.17	Harrow Council	2405	237.60	Legal fees Q4
11.7.17	AVDC	2406	1,080.00	Play around the Parish
11.7.17	Roger Haines	2407	35.00	Station Bridge additional work
11.7.17	E Sharp Ltd	2408	128.39	Chalgrove End light repairs
11.7.17	Sparkx	2409	10,800.00	Phase 2 street lights Mar-Apr
11.7.17	ETCSports Surfaces	2410	500.00	Tennis court lines
30.7.17	EON	DD		Included in August payments
30.7.17	BT	DD	54.58	Office phone
30.7.17	Peoples Pension	DD	72.51	Pension payment for July
30.7.17	Clerk Salary	4212	1,228.06	July salary
28.7.17	Roger Haines	SO	628.98	Monthly payment for grounds maintenance
11.7.17	Roger Haines	2411	50.00	Cleaning tennis court lines, strimming allotments
<b>Total Payments</b>			<b>15,129.97</b>	

**Appendix 2 - Actions**

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>Update/Complete</b>
17/109	17/96c – Future Involvement with HS2 – Arrange meeting of HS2 Working Group to discuss framework for establishment of new HS2 Committee.	MR / JH	
17/110c	DS to investigate internet banking	DS	
17/112b	Clerk to ask AVDC tree officer to look at tree in Old Burial Ground	Clerk	Done
17/116	Clerk to contact Paul Merrison about relaying slabs at rear of community centre	Clerk	Done
17/119	Notice to be displayed on parish noticeboards regarding the availability of allotment plots in Bedgrove to residents in the catchment area of Stoke Mandeville.	Clerk	

16/170	All HS2 documents and correspondence for the archives.	MR / Clerk	
17/26	Investigate investment accounts	SK	
17/92	At item 17/15 of the Minutes of the PC meeting on the 23 <sup>rd</sup> May. To create a Standing Order about Attendance at Meetings	Clerk and DS	