

**STOKE MANDEVILLE PARISH COUNCIL**

*Clerk: Mrs Jill Knowles*

*Telephone: (01296) 613888*

**Minutes of the Meeting of the Parish Council held on Tuesday 12<sup>th</sup> September 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>17/122</b>	<b>APOLOGIES</b> Apologies had been received from Andrew Clark.  Apologies were also received from District Councillors Carole Paternoster, Jenny Bloom, Steve Bowles, and Sue Chapple.	
<b>17/123</b>	<b>ABSENCES</b> There were no absences.	
<b>17/124</b>	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> There were two declarations of interest; a) Councillor Rogers gave details of his change of employment and declared his interest. The Chairman asked that he make the appropriate changes to his Declaration of Interest Form. b) Councillor Pluckwell declared his membership of the Mandeville Surgery Patients Group. It was agreed that all Councillors review their Declaration of Interests record and make changes where appropriate.  <b>REQUESTS FOR DISPENSATION</b> There were no requests for dispensation.	
<b>17/125</b>	<b>OPEN FORUM FOR PARISHIONERS</b> District Councillor Brian Adams raised the following issues. <ul style="list-style-type: none"><li>• AVDC Planning Department – he spoke about the changes in the AVDC planning department.</li><li>• HS2 - when the work starts on HS2 he suggested and requested a restriction for HGV's on Station Road. The Chairman said that any such requests would need to be directed to Bucks County Council. She continued by saying that Station Road is designated as a 'hall' route for heavy vehicles.</li><li>• Sites for Development – Cllr Adams explained he is on the Scrutiny Committee for the AVDC Local Plan.</li><li>• RB asked when the cutting of grass verges would be done as the verges in his road had not been cut. It was confirmed that this was carried out last week. MR requested a list of dates for the cutting of grass verges and this was agreed to be circulated to all Councillors.</li><li>• RB also said the two windows in the bus shelter are still broken. Clerk to chase up the repairs. It was agreed that the windows will be place with unbreakable glass.</li><li>• RB expressed his concern over the amount of waste being burnt by the livery stables and the resultant smell is being blown into the village. RB has not been successful in finding a licence to the stables to burn waste. MR explained he is</li></ul>	Clerk  Clerk

<p>the director for Roylands and he confirmed they do have a licence to burn waste. He explained that Roylands are moving to North Marston on the 29<sup>th</sup> September 2017 and they are trying to clear the site as the expectation is that they will move everything in one day. MR apologised on behalf of Roylands Charity for the inconvenience caused to local residents. RB thanked him for his explanation.</p> <ul style="list-style-type: none"> <li>• RB raised an issue about the noise created by recent musical events at the Woolpack public house. He explained he could not find a record of any licence being granted for this entertainment event. It was agreed that the Clerk contact Environmental Health, AVDC and clarify the licensing status for these events.</li> <li>• Attention was drawn to the access points to land on Lower Road for which permission had been granted for the development of 190 homes. The gates provided included large concrete blocks at road level which protruded into the roadway causing a potential risk to users. The Chairman suggested that clarification be sought from the Highways Authority with a solution being sought and this was agreed. The closure of one lane in the road had caused traffic to queue which was particularly difficult for ambulances attempting to access Stoke Mandeville Hospital. The Clerk to pursue with the Highway Authority.</li> </ul>	Clerk
<p><b>17/126 MINUTES OF PREVIOUS MEETING</b></p> <ul style="list-style-type: none"> <li>a) <b>Minutes of the Parish Council Meeting 11<sup>th</sup> July 2017</b> The minutes of the meeting held on the 11<sup>th</sup> July 2017 had been previously circulated and were agreed subject to the MVAS to be included in the actions sheet. A number of actions were noted as requiring attention.</li> <li>b) <b>Minutes of the Extraordinary Meeting 8<sup>th</sup> August 2017</b> The Minutes of the Meeting of the Parish Council held on 8<sup>th</sup> August 2017 were still outstanding and this was noted.</li> </ul>	
<p><b>17/127 FINANCE</b></p> <ul style="list-style-type: none"> <li>a) <b>Payment of invoices</b> - the list of payments tabled was <b>AGREED</b> and is attached in Appendix one below.</li> <li>b) <b>Bank reconciliation</b> – DS reported that some direct debits have not as yet been called and do not show on the bank statement. The payment for the street lights has cleared. The budget is looking good and DS and Clerk will discuss the budget for 2018 in the coming weeks and this would be discussed at the meeting of Finance and Governance on which all members of the Council were invited to attend. The precept does not have to be submitted to AVDC until January 2018. SK enquired about line 4215 in the 2018-18 Cash Flow Statement spreadsheet marked at ‘Regeneration of Marsh Lane’. DS said that the Reserve had been built in to account for the handover of the total cost for devolved services from BCC. JH clarified that the parish are not allowed to have unmarked reserves and an amount had been set aside towards the cost of a new burial ground. SK said the statement shows ‘spend to date’ and queried whether the Council were underspending on this. JH said for clarity, and suggested that line 4215 should be changed to include the words ‘burial ground’ so that this was recorded.</li> <li>c) <b>Internet Banking</b> - DS reported that this was currently being investigated.</li> <li>d) <b>Parish Garden, Lower Road</b> - The invoice for summer 2017 for stripping out and replanting the Parish garden on the Green in front of the School had been received for payment. The Chairman said that the contract would possibly require to be renewed prior to the next meeting and requested the Council’s intentions. Previous costs had been around £385.00. It was <b>AGREED</b> to commission winter planting for the garden.</li> <li>e) <b>Training for Clerk</b> – JH reported and sought permission of the Committee for the Clerk to attend a Finance and Accountancy course at a cost of £60.00, which was agreed.</li> </ul>	

<p><b>17/128</b></p>	<p><b>COMMUNITY CENTRE DRAINS (Previous Min.17/75[f])</b></p> <p>DS updated on the Community Centre drains. He explained that the drains had been repaired by Agripower at a cost of £2,716.80 which was well below the £5,000.00 authorised. A new manhole had improved the fall of the drain and hopefully the problem had been resolved. However, the situation would be monitored until the 16<sup>th</sup> October and if there are any problems Agripower would then return and do the necessary work. DS had thanked the occupiers of 16 Eskdale Road for their kind co-operation while the work was carried out. It was agreed that a formal letter of thanks be sent to owners of the property by the Chairman on behalf of the Parish Council.</p>	<p>Chairman</p>
<p><b>17/129</b></p>	<p><b>BUCKS COUNTY COUNCIL SPORTS AND SOCIAL CLUB, LOWER ROAD ‘CALL IN’</b></p> <p>The Chairman reported on the BCC Scrutiny Committee Meeting held on the 12<sup>th</sup> September at which she had presented the Parish Council’s case against the recent closure of the premises to take place at the end of October. The Council’s case had been based on there being no engagement or consultation with users of the Club, the Parish Council as the nominee of the Asset of Community Value status or members of the public. The outcome of the meeting had concluded that the decision should be referred back to the Resources Cabinet Member for review within a period of ninety days. MR thanked the Chairman for her presentation and other Parish Councillors who had been involved. He went on to speak about the Family Fun Day which had been organised by the Social Club Committee on 3<sup>rd</sup> September to raise awareness of the closure when 190 people had signed up for future membership.</p> <p>The Chairman thanked MR and SK for their involvement and support for the Sports and Social Club throughout this difficult period. She reported that she had advised the Club that the Parish Council would now stand back unless further evidence emerged as to the potential sale of the site. . It was agreed that MR be nominated to act as Parish Council representative to the Community Interest Committee established for the Sports and Social Club.</p>	
<p><b>17/130</b></p>	<p><b>FLOODING ON LAND TO REAR OF PLAYING FIELD</b></p> <p>The Chairman gave the history of flooding of the field at the bottom of the Playing Field which had been investigated by the former Clerk without result as Thames Water Authority had evidenced that no water pipes existed and no danger presented to persons or property. It was noted that water was pumping out from a small metal box at ground level and amongst the considerable overgrowth making closer examination impossible. The owner of the land had been identified through the Land Registry and a letter from the Parish Council drawing attention to the problem. The former Clerk had also contacted Bucks County Council as the local flood authority.</p> <p>Recently the Parish Council had have received correspondence from Laura Kemp of SUDS at Bucks County Council asking if anything had progressed in relation to the flooding. She had since visited the site with the Chairman and advised that the Council contact the Environment Agency as the water from the adjoining field was affecting other land including a proposed adjoining building site and also the children’s playground.</p> <p>RB spoke of problems which had been experienced in past years with the ditch on the western boundary of the playing field. The ditch had now silted up because that of the adjoining field had become blocked with debris. He suggested that this ditch needed to be cleared to provide a sluiceway into the adjoining field which would allow water to freely flow from Parish Council land. It was noted that LK from BCC had advised that the ditch alongside the western side of the playing field was the responsibility of the Parish Council with the owner of the adjoining land for which planning permission had been agreed for 117 houses.</p> <p>After considerable discussion after which it was proposed by DS seconded by KG that a further approach be made to the owner of the field to the rear of the playing field and</p>	

<p>that the Environment Agency be contacted in an attempt to resolve this ongoing problem of overflow flooding on the playing field.</p>	
<p><b>17/131 ENVIRONMENT COMMITTEE</b></p> <p>a) The Minutes of the meeting held on the 18<sup>th</sup> July 2017 had been previously circulated and were noted. In the absence of the Chairman of the Committee MR, the meeting had been Chaired by JH who presented the Minutes. Issues arising would be dealt with at the next meeting of the Committee. Arising from the Minutes</p> <ul style="list-style-type: none"> <li>• SP reported he had made contact with BCC about overgrowth along passageways at the rear of housing on Hawkslade. The response had been that this was the responsibility of the Parish Council. He was advised to refer the matter to the Clerk.</li> <li>• It was noted that the MVAS had been retained by Weston Turville PC since last April although the housing of this equipment was with SMPC. It was agreed to request that the equipment be returned to SMPC from WTPC if this was no longer in use. DS to make arrangements for installation as per the rota.</li> <li>• It was furthermore agreed that the BCC Parking Toolkit be sent to all Councillors.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
<p><b>17/132 PLANNING COMMITTEE</b></p> <p>a) The Minutes of the Meeting on the 24<sup>th</sup> August 2017 had been previously circulated and were noted.</p> <p>b) <b>Section 106</b> The Chairman of the Planning Committee referred to Minute No. P17/95 of the Planning Committee Minutes, concerning S106 in respect of application 16/04608/AOP 125 houses at Lower Road Stoke Mandeville. J Houston AVDC had requested that further consideration be given to the use of the site allocation because the stated aims submitted by the PC were unacceptable as no land or facility had been identified. He suggested a number of options. The matter was fully debated and it was agreed on a proposal from MR seconded by DS that the S.106 for this site be used for the provision of additional sports and leisure facilities including the purchase of future land for this purpose. The Motion was unanimously agreed.</p> <p>c) <b>Planning application 17/03075/HS2PS – to consider application concerning Wendover Footpath 4A inasmuch as it affects Stoke Mandeville</b> The Chairman reported that this application had been deferred to the meeting because it required a wider view from the Council. It was agreed that No Objection be raised to the application and that in future planning applications from HS2 should be dealt with by the Planning Committee.</p>	
<p><b>17/133 NEIGHBOURHOOD PLAN (SA)</b></p> <p>a) The Minutes of the previous meeting held on the 11<sup>th</sup> July were previously circulated for information.</p> <p>b) <b>Report from Steering Committee</b> SA reported that there will be a consultation event on the 19<sup>th</sup> November at the Community Centre in order for the SG to gauge the opinions of the public on evidence to date. Once this has been done the Plan could be drafted. Discussion took place on publicity for the event which was under the direction of the Publicity member of the NPWG. SA requested that maps be obtained as a joint initiative of the PC and NP SG at a cost of up to £250 which was agreed. The Parish Council would retain ownership of the documents.</p>	

17/134	<p><b>BUCKINGHAMSHIRE MINERALS AND WASTE LOCAL PLAN</b></p> <p>Copies of the consultation document on which comments were requested by 27<sup>th</sup> September, had been made available for consideration. SA reported he had studied the draft plans and if possible would prepare comments for submission. It was noted that a secondary waste management site would be at the Triangle Business Park.</p>	
17/135	<p><b>SCHOOL TRAVEL PLAN (MR)</b></p> <p>A copy of the Travel Plan had been previously circulated to Councillors. . MR as Chairman of Governors introduced the document and noted that cycle training is taking place although fewer children are using bikes. MR was thanked for submission of the Plan and asked to pass on the congratulations of the Parish Council on the excellence of the continued work with the children in travelling safely to school.</p>	
17/136	<p><b>DEMENTIA AWARENESS WORKSHOPS</b></p> <p>SA provided information on potential small dementia awareness sessions which could be held at the Community Centre supported by qualified Dementia Champions. The sessions would be aimed at sufferers, carers, friends and family to provide support and information about dementia. . The session would be free. The Dementia Action Alliance in Aylesbury would lead the programme. The Parish Council AGREED to support the initiative in the provision of accommodation. SA also mentioned that the Lindengate Charity open day was to take place during the afternoon of Saturday 7<sup>th</sup> October.</p>	
17/137	<p><b>CLERK'S REPORT AND CORRESPONDENCE</b></p> <p>a) To receive report from the Clerk on matters of note not on the agenda. The Clerk reported the following items;</p> <ul style="list-style-type: none"> <li>• <b>Best Kept Village</b> The Clerk read out the principle features of the marking sheet and the marks awarded to the Parish was 79 out of 100. It was noted that a number of the items listed were outside the remit of the Parish Council. The Chairman would include in the next edition of the Parish Magazine. It was suggested that in future residents should be made aware of the competition in order to showcase the village.</li> <li>• <b>Post Box outside 111 Wendover Road</b> A requested had been received from a resident that a GPO mail box placed outside 111 Wendover Road caused increasing problems with people using the post box parking their cars on the footpath causing restricted vision to adjoining householders pulling out of their drives. The resident has contacted Royal Mail and has an enquiry in to move the post box.</li> <li>• <b>BALC Training Courses</b> There are spaces on courses run by BALC, which were previously circulated, and if Councillors wish to attend they should contact the Clerk.</li> <li>• <b>Parish Council Website</b> The Clerk reported on problems with the Council's website drawn to her attention as this had been "hacked". The problem had now been rectified and all files updated. The service provider had suggested that the Parish Council needed to use a better security system .KG suggested he meet the Clerk and check the security on the computer. It was agreed that any action required be taken forthwith.</li> <li>• <b>Bucks Playing Field Association Association</b> The membership fee is due. It was AGREED to renew the members.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Allotments</b> The Clerk reported that there are one and a half plots vacant and people on the waiting list have been contacted with regards to taking on a plot. There are a few plots that have not been cultivated this summer and Clerk is investigating this currently. The tenant of plot 6 is vacating in October 2017.</li> </ul> <p>b) No correspondence was reported.</p>	
<p><b>17/138 POINTS OF INFORMATION</b></p> <p><b>Paperless Working</b> – MR suggested that the Parish Council provide Councillors with i-pads in order to save paperwork in the office. The Chairman advised that by law paper copies of agendas and reports for meetings would still have to be provided although Agendas could be initially sent out by e mail.</p> <p><b>Saving Time At Meetings</b> SK suggested that the Council should review time councillors spent in meetings by delegation decision. It was AGREED to raise this in the Finance and Governance meeting on the 19<sup>th</sup> September 2017.</p>	
<p><b>17/139 DATE OF NEXT MEETING</b></p> <p>The date of the next meeting will be Tuesday 10<sup>th</sup> October 2017 at 7.30pm.</p>	

Signed \_\_\_\_\_

Date: 10<sup>th</sup> October 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>				
12.9.17	BALC	2413	48.00	12 copies of Good Councillor Guide
12.9.17	Steve Webb	2414	100.00	Grass cutting at paddock in Marsh Lane
12.9.17	Siemens	2415	378.43	Photocopier
12.9.17	Information Commissioner	2416	35.00	Data Protection registration
24.8.17	Clerk Salary	2418	1,227.86	August Salary
12.9.17	Clerk	2419	16.20	Travel expenses for Finance Training Course
12.9.17	Clerk	2417	20.19	Stationery
15.7.17	EON	DD	941.84	Street light electricity (July)
15.8.17	EON	DD	973.24	Street light electricity (August)
19.8.17	BT	DD	50.95	Office phone (August)
31.8.17	Peoples Pension	DD	72.51	Pension payment for August
25.8.17	Roger Haines	SO	628.98	Monthly payment for grounds maintenance
12.9.17	HMRC	2420	324.45	Tax and NI for July 17
12.9.17	Wind Flower	2421	385.00	Strip out and replant for Summer 17
12.9.17	Agripower	2422	2,716.80	Repair existing 150mm foul pipe in adjacent garden, install new chamber to foul sewer, materials and digger
22.9.17	Clerk salary	2423	1,228.06	September salary
<b>Total Payments</b>			<b>9,147.51</b>	

## Appendix 2 - Actions

Minute	Action	By whom	Update/Complete
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	
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	
17/125	Clerk to supply list of dates to Councillors for verge and grass cutting	Clerk	
17/125	Clerk to chase the repairs of the bus shelter windows	Clerk	Awaiting a reply from Mr Battista
17/125	Clerk to investigate if Woolpack PH has a licence for music late into the night and what the regulations are.	Clerk	Done
17/125	Clerk to query with BCC Highways and ask if Bloor Homes have permission for the barricading and traffic calming on Lower Road	Clerk	Done
17/127c	Internet banking. To see if the banking process can be smoothed and eased.	DS	
17/128	A letter should be sent to the occupier of 16 Eskdale Road regarding their co-operation over the repair of the community centre drains	Chairman	
17/131	To check on siting of dog waste bin in Oat Close following a complaint from a neighbour about the new position of it.	SP/PW	In-process
17/131	Item E17/36 in the Environment minutes. The speed roundel sign should read 40mph and not 30mph. Clerk to amend.	Clerk	
17/131b	Clerk to chase Matthew Batista about the bus shelter window repair	Clerk	
17/131b	Clerk to send the Parking Toolkit to all Cllrs	Clerk	
17/131b	The street light covered by overgrowth in Lower Road belongs to the Parish – Clerk to organise getting this cut back.	Clerk	
17/131b	Item E17/36 speeding in Anton Way – Reduction of speed in Anton Way	Clerk	Environment meeting
17/137a	Clerk to send a copy of the Best Kept Village competition to the Church and write back to BALC. JH is going to ask BALC how they judge.	Clerk JH	Copy given at PC Meeting on 12.9.17
17/137	KG to check security on office computer and install the relevant Malwarebytes and antivirus protection	Clerk / KG	