

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Jill Knowles

Telephone: (01296) 613888

**Minutes of the Meeting of the Parish Council held on Tuesday 13th June 2017
at the Community Centre, Eskdale Road, Stoke Mandeville**

PRESENT:

Cllrs: S Pluckwell, M Rogers, D Starr, S Atkinson, P Wood, S Kirve, R Butler, J Hunt (Chair)

Clerk: Mrs Jill Knowles

17/88	APOLOGIES Apologies had been received from Cllr Watts and B Ezra, and A Clark.	
17/89	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION There were no declarations of interest made or written requests for dispensation received.	
17/90	CASUAL VACANCY FOR PARISH COUNCILLOR – HAWKSLADE WARD The Chairman reported that one expression of interest had been received for this casual vacancy; the applicant being present in the public gallery but left of his own accord for this item. The Chairman read the letter of application from Mr. Keith Gomm which was discussed in some detail. A proposal was made by DS and seconded by SA that Mr. Gomm be co-opted to the Parish Council which on being put to the vote was unanimously agreed. Mr. Gomm signed the declaration of acceptance of office in the presence of the Clerk and joined Councillors at the table.	
17/91	OPEN FORUM FOR PARISHIONERS There were no members of the public.	
17/92	MINUTES OF PREVIOUS MEETING The minutes of the meeting held on the 9 th May 2017 which were agreed subject to the following amendments - had been previously circulated and some errors were highlighted and corrected below; <u>At item 17/71 – Membership and Remit of Committees</u> Paul Walter [PW] and Eileen Stewart [EW] should be added to the list of members. <u>At item 17/79 – Neighbourhood Development Plan</u> a) An amendment to the Terms of Reference of the Neighbourhood Plan Steering Group (NPSG), made by the Steering Group under Section 4 of the Terms of Reference dated 8 December 2015, whereby the maximum number of members was increased from 12 to 16, was noted. b) A list of the NPSG members, as provided in the paper presented at item 17/71, and subject to the addition of Mr P Walter as a local resident member, was reviewed and confirmed by the Parish Council as required under Section 1 of the Terms of Reference for the NPSG. c) The minutes of the meetings of the NPSG were noted, as required under Section 2 of the Terms of Reference for the NPSG. d) The progress report is unchanged other than a spelling change to bullet point 13 i.e. gant to Gantt. <u>At item 17/83 – Dementia Awareness</u> SA reported that as part of Dementia Awareness Week, organised by the Alzheimer's Society, Wendover has joined with Great Missenden to be a pilot area to become a	Clerk

	<p>Dementia Friendly Community, under the auspices of the Bucks Dementia Action Alliance (BDAA). The initiative is not PC driven, and its drive comes from the BDAA, whose members include Bucks County Council and the local Lindengate charity.</p> <p>SA recommended the PC looks into increasing awareness of the issues faced by those living with dementia, including those who care for those with dementia e.g. by arranging one or more workshops at the end of which attendees are enrolled as Dementia Friends. MR pointed out that Aylesbury Town Council is also a member of BDAA, and they may be able to provide insight into possible actions. SK advised that his wife is closely involved with dealing with dementia on a professional basis and SK will accordingly work with SA on a proposal to be brought back to the PC for consideration.</p>	
<p>17/93</p>	<p>FINANCE</p> <p>a) Payment of invoices - the list of payments tabled was AGREED and is attached to these minutes as Appendix 1.</p> <p>DS reported that the cheque for the former Clerks holiday pay went missing and should be cancelled and a replacement cheque has been written.</p> <p>There was discussion about the VAT refund.</p> <p>There was also discussion about EON but this was deferred for later in the meeting.</p> <p>b) Bank reconciliation – DS tabled the May finance report. So early in the year, there is little of significance to report. However, DS explained that we are expecting shortly to pay the invoice for the second part of the work for the street light upgrades planned for March and April. As a result, our payment for that work will total £21,600 and the second invoice will be included in the next month’s list of payments.</p> <p>DS apologised to the Council for the absence this evening of a bank reconciliation statement. The delay has been cause by his own lack of familiarity with the detailed workings of the software used to produce this document. Reconciliations for each of May and June will be presented at the next meeting. In the meantime, a series of protocols will be written to help both him and the new Clerk with the accounts preparation function.</p> <p>c) AVALC Request for Voluntary Contributions</p> <p>The Association for Aylesbury Vale Association of Local Councils had written requesting a voluntary donation of £20 as a contribution towards expenses as the Association which represented the interests of all Parishes in Aylesbury Vale received no direct funding. DS proposed the payment of £20.00 be made and RB seconded and this was agreed.</p> <p>d) Marsh Lane – DS reported that an invoice for £200.00 had been received from J & S Landscapes for grass cutting on allotment land in Marsh Lane had been received. This sum was in respect of the first cut and subsequent cuts would be £100 per month until the end of September. This was agreed in retrospect.</p> <p>e) Unmetered street light electrics – DS reported that it had been queried in the last meeting whether a better price could be obtained for the street light electrics. DS explained that the PC recently signed a contract for one year for the electrics. During the year UK Power Networks monitors the usage and when bulbs are changed to LED. They then report this to EON, and EON adjust the direct debit accordingly. DS said that the cost of the electricity has gone up by 22%, but this is nationwide and he concluded that he does not think it is worth changing supplier because it would not be any cheaper. It was AGREED to keep the current contract.</p>	
<p>17/94</p>	<p>ANNUAL ACCOUNTS 2016/2017 – STOKE MANDEVILLE VILLAGE COMMUNITY ASSOCIATION (DS)</p> <p>The Annual Accounts of the Association had been previously circulated for information of the Parish Council as required within the lease of the Association. DS said that these had been discussed at the Joint Meeting with the Association held on 25th May. The Association was in a healthy position with something over £79,000 in their current bank account. In addition they continue to hold the restricted fund balance of £12,000, being capital from the sale of the former British Legion building for which only the interest can be used. DS said he had questioned the format used for presentation of the Annual</p>	

	<p>Accounts and it was agreed that he seek clarification from the Association’s Treasurer for next year. Discussion took place on the use of the wording ‘slowly sliding scale’ in respect of the grant provided by the Council for the employment of an Administrator. The Chairman and Councillor Butler had no recollection of this being so when the grant had been introduced and that it was for the Association to apply for a sum each year. It was agreed to seek clarification from the Chairman of the Association.</p>	
<p>17/95</p>	<p>COMMUNITY CENTRE DRAINS – (Previous Min.17/75[f])</p> <p>The Chairman reported on the work undertaken to date due to a series of call outs for clearing the drains pipes due to constant blockages. Investigation had been undertaken by Weatherheads and the report had been circulated and was discussed. It was noted that tree roots had been identified within the pipes some of which had sunk so there was no even level of flow and water had become trapped. After considerable discussion it was agreed that the report did not contain sufficient detail for any decision to be made at this stage. Therefore, Cllrs Butler and Starr to seek a meeting with Weatherheads to clarify a number of points. The Chairman of the Association to be included in this meeting if available and this was agreed. DS offered to make the arrangements.</p>	
<p>17/96</p>	<p>HS2</p> <p>a) Meeting of Joint PC/SMAG Working Group held 16th May 2017 – JH reported on the meeting of the Working Group to discuss the way forward now that the project had entered a new phase. Further information was being sought from HS2 Ltd about timescales especially for work at the old church site and the construction of the diversion of the A.4010.</p> <p>b) Old Church Site – the Chairman had nothing to report. DS said he had made a plan of the trees at the site and was concerned that the split tree damaged during Spring storms could be unsafe and suggested the Tree Officer at AVDC be contacted as soon as possible to provide the PC an opinion on this and any other trees with similar problems. MR proposed that as HS2 had not yet confirmed a work programme that trees on site be made safe. The Chairman said that this point was being raised with HS2 Ltd</p> <p>c) Future Involvement with HS2 – The Chairman said she had looked the way forward being taken by Wendover Parish Council now that HS2 was on the Statute Book. They had established a PC Committee to act as the catalyst for the local community with the co-option of members from the community mostly those who had been involved in scheme during previous years. It was understood that HS2 Ltd was looking to link in to Parishes and Primary Authorities. After discussion and taking into account the needs of the Neighbourhood Plan it was agreed that the Councillors involved in the working group should draw together a framework with protocols for such a Committee 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>Clerk</p>
<p>17/97</p>	<p>NEIGHBOURHOOD DEVELOPMENT PLAN</p> <p>a) Work is continuing on Evidence Papers.</p> <p>b) The Working Group established to analyse the Questionnaire responses concluded that there was no benefit in further analysis of the responses by either postcode or demographic details. The Working Group also concluded that the executive summary and comparisons undertaken by People & Places in their draft report were adequate, and those responsible for individual Evidence Papers would extract such information as was relevant to each topic from the draft report. No further meetings of the Working Group are planned.</p> <p>c) People & Places (Mike King) will continue with postcode analysis to verify location of respondents. Some potential anomalies have come to light which will be discussed between MK and SA.</p> <p>d) The updated VALP is expected to be published at the end of June or first week in July 2017.</p>	

	<p>e) SA is currently investigating potential follow-on funding of up to £6,000 because Stoke Mandeville will probably qualify as a complex group (over 500 new homes, Garden Town proposals). SA expects to present a proposal to seek the additional funding to the next PC meeting, subject to approval by the NPSG. The package will also include additional technical support from AECOM.</p> <p>f) A further meeting with Jenny Lampert, our planning consultant, will be arranged to discuss policy setting and drafting of the Neighbourhood Plan report. SA expects to discuss options with JL before 23 June 2017.</p>	
<p>17/98</p>	<p>FINANCE, GOVERNANCE & STAFFING WORKING GROUP (DS)</p> <p>a) The minutes of the last meeting held on 23rd May were approved. DS said that the Standing Orders were approved at item 17/15, and it was agreed that the Clerk and DS would write a standing order for attendance at meetings in line with the Regulations and bring this to full council meeting in October with any updates.</p> <p>b) The Financial Regulations were changed in 2016 and there is no change in 2017. DS proposed the front sheet be updated to May 2017. This was seconded by PW and unanimously agreed. It was clarified that the vote was to change the front page not to sign off the Financial Regulations.</p> <p>c) DS reported that the Clerk had mentioned that the office Broad Band connection had dropped out on a number of occasions. At the Governance and Resources meeting, held on the 23rd May, it was agreed that DS and the Clerk can look around the market place for a better deal. MR asked if Wi-Fi could cover the whole of the Community Centre. This is right but it is not for the PC it is for the Community Association. We both have our own Wi-Fi systems. Steve was asked previously by another Association if this could be provided but he refused. Cllrs can request the PC system for their own computers so they can use them at meetings.</p> <p>d) At item 17/19 in the minutes of the 23rd May meeting it was reported that the LCAS had been applied for and the application was in hand for the Silver Award.</p>	<p>Clerk & DS</p>
<p>17/99</p>	<p>PLANNING COMMITTEE</p> <p>a) The minutes of the planning committee held on the 18th May 2017 had not been circulated with the agenda so the Chairman gave a verbal report. She said that the Council's response to the application for material considerations for 190 houses in Lower Road had not been placed on AVDC planning website which was causing the frustration of the developers and residents. The tenure of the application report had listed Aylesbury Town Council as the Parish who had requested details of S.106 although the application was clearly far into the boundary of the Parish of Stoke Mandeville. It was agreed to write to AVDC drawing attention to this error.</p> <p>b) 17/01786/APP – 5 Lower Road - Application for the erection of a dwelling. Because comments on the application were required by AVDC the following day this had been referred to full Council for consideration. Concerns were raised at the positioning of the access to Lower Road which was sited within the cartilage of the "layby" at the front of the school which became congested with cars and pedestrians at admission and leaving times of pupils. It was considered that this should be moved to the northern corner of the site exiting direct on to Lower Road.</p> <p>c) Section 106 – J Houston at AVDC had written saying that the Parish had not identified the use of Section 106 monies to be awarded to the Council in respect of leisure/sports facilities in connection with development of 125 homes at Lower Road West. The Chairman said that she had been in touch with AVDC to ask if some of the considerable S.106 monies could be used for a burial ground as with over 1600 new homes there was also a need to take into account "end of life". J Houston had confirmed that all S.106 monies from agreed developments had to be for leisure and sport. MR said that there was no national requirement as to the use of S.106 funding and it was up to the local planning authority as to how this was directed. It was agreed to write to Cllr</p>	

	<p>Paternoster as the local District Councillor to see if any progress could be made in securing S106 funding towards a new burial ground. Furthermore, that AVDC be advised that S.106 for the site under discussion should contribute to sports and leisure facilities in the location of the proposed development and that this be used for Stoke Leys which currently was without provision.</p> <p>d) Revocation of part of the improvement line – Development Lower Road After discussion it was agreed, no action need be taken.</p>	
<p>17/100</p>	<p>LEISURE COMMITTEE</p> <p>Pollyanna Preschool had requested the use of a portion of land alongside the Community Centre to be fenced off for use by the children in order that they could meet Ofsted requirements. The Chairman said she had contacted Fields in Trust because of conditions laid down as to the use of Queen Elizabeth II Playing Fields had been advised that there was no objection provided that the land in question could still be for public use and that a gate be provided within the fence. Considerable discussion ensued as to the conditions to be applied including that of payment and it was considered important that the ownership of that portion of land should not be lost to the Parish Council at any future time. On being put to the vote of all those present it was agreed that no objection be raised to the fencing off of the strip of land to the rear of the building for use by the Pre School Playgroup and that all costs should be met by them and that such use should be subject to a number of conditions to be agreed.</p>	
<p>17/101</p>	<p>DEMENTIA AWARENESS (SA)</p> <p>SA had no information to bring to the meeting.</p>	
<p>17/102</p>	<p>CLERKS REPORT AND CORRESPONDENCE</p> <ul style="list-style-type: none"> a) There was a reminder to the Councillors about the invitation to attend the bi-annual South Central Ambulance Bucks and MK Patient forum on the 14th June at 2.30pm to 4.30pm. There was no indication from any Councillor that they wanted to attend. b) Burial Ground - Items have been reported stolen off two graves in Swallow Lane. The Clerk has been in touch with the PCSO at Wendover Police Station and has been told that regular police patrols will be conducted. c) Street light not working in Chalgrove End – The Clerk has reported this to the electrician. d) Allotment – A plot has been let to a resident and there is now one whole plot, and one half plot left for rent. e) Allotment – a resident has reported the theft of vegetables. The Clerk has reported this to the PCSO at Wendover Police Station and patrols will be conducted. f) Weed killing – The Clerk has recently been advised, following complaints, that weed killing will be carried out along the kerb side of roads in the Parish. This is done by Aylesbury Town Council as part of the devolved services contract with them. SP said there was also a problem with weeds at the walkway between Ravensbourne Road and Misbourne Close off Anton Way and would send the Clerk photos. g) JH added that Bucks and Milton Keynes Association of Local Councils were holding a Parishes Liaison meeting the following evening which would include infrastructure in Buckinghamshire. 	
<p>17/103</p>	<p>POINTS OF INFORMATION</p> <p>a) The Chairman reported that notices had been received about consultation on East West Rail during July. Unfortunately, the majority of consultation meetings were to take Bedfordshire, Bletchley and Oxfordshire and villages in North Bucks. No such meetings were planned for Aylesbury or the surrounding area, the nearest to which was Waddesdon. It was agreed to draw this to the attention of BCC and AVDC</p>	<p>Clerk</p>

	<p>b) MR reported that a manhole cover was out of place on the grass verge opposite the o the goat centre there is a manhole cover out of place. Clerk to pursue.</p> <p>c) RB reminded the Clerk that the bus shelter window still needed fixing.</p> <p>d) The Chairman said that there was a need to identify an “odd job” man to undertake small tasks for the Parish Council and asked that if Councillors were aware to contact the Clerk.</p>	
17/87	DATE OF NEXT MEETING	
	The next meeting of the Parish Council would be held on Tuesday 11 th July 2017 at 7.30pm.	

Signed _____

Date: 13th June 2017

Appendix 1 – Payments

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
From Current Account				
13.6.17	Jennifer Lampert Assoc	2384	179.16	Assistance with NHPlan
13.6.17	BALC	2385	57.90	Clerk – Digital Engagement Course
13.6.17	E Sharp Electrical	2386	110.05	Pearce Close light repairs
13.6.17	Rialtas Business Solutions Ltd	2387	139.20	Software maintenance
13.6.17	BALC	2388	31.85	CLlr Induction Training – Keith Moss
13.6.17	Matthew Battista	2389	35.00	Works to Community Centre Door
13.6.17	Rospa Playsafety Ltd	2390	235.20	Annual Inspection of play equipment
13.6.17	Jill Knowles	2391	98.44	Office stationery
13.6.17	Jill Knowles	2392	1,338.26	May salary
13.6.17	Sarah Copley	2393	128.36	Holiday pay (replacement cheque)
13.6.17	Altodigital	2394	216.06	Photocopier maintenance
13.6.17	A Weatherhead Ltd	2395	540.00	Jet, clear, flush drains
13.6.17	Castle Water	2396	69.58	Allotment water
30.6.17	Jill Knowles	2397	1,309.66	June Salary
13.6.17	Steve Webb	2398	50.00	Two signs in park/play area
13.6.17	Steve Webb	TBA	200.00	Grass cutting in paddock in Marsh Lane
13.6.17	AVALC	2399	20.00	Donation
13.6.17	Andrew Clark	2400	50.00	Quarterly payment
9.5.17	HMRC	2382	94.82	May PAYE and NI
13.6.17	HMRC	TBA	202.66	June PAYE and NI
13.6.17	Peoples Pension	DD	90.63	May Pension contribution
13.6.17	Peoples Pension	DD	90.63	June Pension contribution
9.6.17	British Telecomm	DD	63.84	Broadband services for quarter
19.6.17	British Telecomm	DD	44.39	Office phone
28.6.17	Roger Haines	SO	628.98	Monthly payment for grounds maintenance
16.6.17	EON	DD	973.24	Electricity for June
Total Payments			6,997.89	

Appendix 2 - Actions

Minute	Action	By whom	Update/Complete
16/170	All HS2 documents and correspondence for the archives	MR / Clerk	
17/26	Investigate investment accounts	SK	
17/48	Quote for fencing and boundary markers at the land in Marsh Lane	Clerk	Deferred until planning permission obtained
17/51	Contact land agent regarding transfer of land to HS2	Clerk	List of questions to be compiled
17/76	Three quotes to be obtained for drain repairs	Clerk	
17/80	Contact Gareth Bird for trees survey at Old Church Site	Clerk	done
17/82	Obtain quote for new surface under zip wire in play area	Clerk	
17/92	On the Membership and Remit of Committees, to add PW to the NHPlan Steering Group	Clerk	done
17/92	At item 17/15 of the Minutes of the PC meeting on the 23 rd May. To create a Standing Order about Attendance at Meetings	Clerk and DS	