

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Jill Knowles

Telephone: (01296) 613888

**Minutes of the Meeting of the Parish Council held on Tuesday 9th May 2017
at the Community Centre, Eskdale Road, Stoke Mandeville**

PRESENT:

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

Clerk: Mrs Jill Knowles

District Cllr B Adams representing Hawkslade Ward.

One member of public.

17/64	ELECTION OF CHAIRMAN On a proposal from Cllr Starr seconded by Cllr Atkinson Cllr Hunt was elected as Chairman for the forthcoming year. The vote was unanimous. A declaration of acceptance of office was signed by Cllr Hunt.	
17/65	APOLOGIES Apologies had been received from Cllr Butler, Pluckwell and Watts. Cllr Clark was absent.	
17/66	ELECTION OF VICE CHAIRMAN On a proposal from Cllr Hunt seconded by Cllr Ezra Cllr Starr was elected as Vice Chairman for the forthcoming year. The vote was unanimous.	
17/67	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION There were no declarations of interest made or written requests for dispensation received.	
17/68	OPEN FORUM FOR PARISHIONERS The member of the public thanked the PC for the erection of the bus shelter at Hawkslade.	
17/69	MINUTES OF PREVIOUS MEETING The minutes of the meeting held on 11 th April had been previously circulated and were agreed as a correct record and signed by the Chairman. There was a discussion around items contained in the Actions in Appendix 2;- a) At item 16/170 'all HS2 documents and correspondence for the archives' - is outstanding and Cllr Rogers will do this as soon as possible. b) At item 17/26 'investigate investment accounts' – Cllr Kirve will liaise with Cllr Starr to resolve. c) At item 17/47 'submit application for Silver Award of Local Council Award Scheme' – the Clerk will contact the former Clerk and investigate this. d) At item 17/48 Cllr Hunt reported the fence for the new burial ground, if metal, would cost approximately £6,000. Cllr Starr suggested that a concrete strip be laid to denote the boundary. Cllr Hunt said that planning permission has not been sought for the burial ground and it was agreed to leave the fence for the time being until planning permission has been approved. e) At item 17/51 Cllr Hunt reported that early works had not been completed yet and the environmental work has been delayed. Cllr Rogers suggested a list of questions be drawn up and that they should be posed to HS2 on a regular basis so the PC can keep up to date with news about this matter. The working group meeting is next week so the question of when work will start will be asked again. Cllr Starr said that the work has been put back six months. There is a query outstanding regarding land ownership. The Clerk reported that a notice was to be served on the PC by HS2 before any work was done. Cllr Hunt said they would give 28 days' notice for this. MR suggested we should keep ownership of the land for as long as possible. It was agreed	

	that a list of questions should be composed and they should be asked regularly. Cllr Atkinson said the PC should seek legal advice from a solicitor.	
17/70	PARISH COUNCIL VACANCY Cllr Hunt reported that an expression of interest had been received for the vacancy. Information had been forwarded but no response had since come back about it. It was agreed to take it off the Agenda but keep the notices up. Cllr Atkinson also reported that he had a conversation with a person who has also not come back to him about the vacancy.	
17/71	MEMBERSHIP AND REMIT OF COMMITTEES The Committee Membership details had been circulated for consideration. All Cllrs present were content with their membership.	
17/72	APPOINTMENT TO EXTERNAL BODIES It was agreed that the following be appointed to serve on external bodies : a) Greater Aylesbury Local Area Forum - Cllr Rogers. b) Wendover Local Area Forum - Cllr Hunt. c) ARLA Community Forum - Cllr Wood.	
17/73	REVIEW OF STANDING ORDERS It was reported that the Standing Orders were reviewed last year and they should be deferred to the Finance and Governance Committee on Tuesday 23 rd May 2017. This was agreed.	
17/74	FINANCIAL REGULATIONS This matter was agreed to be deferred to the Finance and Governance Committee on Tuesday 23 rd May 2017.	
17/75	FINANCE a) Payment of invoices - the list of payments tabled was AGREED and is attached to these minutes as Appendix 1. The payment for the former Clerks holiday pay and the pension was not known at the time of the meeting so it was approved the new Clerk could insert them into the list of payments and deal with them in the minutes. Approval of the list of payments was proposed by DS and seconded by BE. This was agreed by the Council. b) April bank statements were reconciled and accepted. DS explained there was an outstanding cheque for Sparks due to the PC waiting for the next phase of lights to be completed. c) The direct debits and standing orders have not changed and these were approved. d) The bank signatories were reviewed and it was agreed that they remain the same. The signatories are Cllrs Wood, Ezra, Hunt and Starr. e) It was agreed that the repairs to the front door of the Community Centre were to be carried out by Mr B. f) It was agreed to renew the Fields in Trust membership at £50.00 g) Former Clerk's 3 day holiday pay was agreed in principle and the amount was to be obtained by the new Clerk and inserted into the List of Payments in Appendix 1 below. h) The payment for the new Clerk's induction for April was agreed in principle and is to be added to the List of Payments in Appendix 1 below. i) The training courses were discussed and the following courses were agreed; Demystifying Planning – Cllr Hunt and Atkinson attending. Fee £115.60 Cemetery Management and Compliance – Cllr Hunt and Clerk attending. Fee £136.05 Certificate in Local Council Administration [CILCA]– Clerk attending. Fee £261.09 Finance for Councillors – Clerk attending. Fee £31.85	

<p>Allotment Management – Clerk attending. Fee £136.05 Digital Engagement – Clerk attending. Fee £57.90 The general agreement was that the course for Common Land and Village Greens was not appropriate on this occasion and should be cancelled.</p>	
<p>17/76 COMMUNITY CENTRE DRAINS</p> <p>The Chairman reported that Agripower were coming in August to repair the foul chamber beneath the manhole cover alongside the Community Centre. This work had been quoted at £879.00 plus VAT. Due to further blockages since the last meeting of the Council it had become necessary to use a camera further along the route of the sewer which ran from the Centre through an adjoining garden to the main sewer in Eskdale Road. The work had revealed tree roots which had been cut away. The Chairman had contacted Councillors due to the urgency of the matter and authorised the work at a cost of £570.00 plus VAT which was agreed in retrospect. A formal report on any further work was awaited from the contractors. The Council also acknowledged the help and support given by the Chairman of the Association in dealing with the practicalities of his work.</p>	Clerk
<p>17/77 UNMETERED STREET LIGHT ELECTRICS</p> <p>The Clerk reported the unmetered electricity is up for renewal at a cost of £9,133 for 12 months; £18,260 for 24 months, and; £28,015 for 36 months.</p> <p>SK asked if a comparison could be conducted to obtain a better deal. It was unanimously AGREED to renew for 12 months and then try and find a better deal in the coming year.</p> <p>The discussion extended to a question of E-ON ; have they factored in the installation of the new LED lights and the fact they will reduce the PC’s electrical usage? DS explained that our bill will be adjusted as the new LED’s get installed and the year goes on so we could end up paying less per month.</p>	
<p>17/78 HS2</p> <p>a) Cllr Hunt reported that a good meeting was had with the Valuation Agency on 1st March a report of which had been previously circulated. . The joint PC/SMAG working group was scheduled to meet on 16th May.</p> <p>b) Royal Assent has been given for HS2 and the Old Church Site was raised with regards to artefacts being found. It had been proposed that artefacts were going to be stored at BCC old County Offices but as this building is going to be restored, it is unlikely to be available.</p>	
<p>17/79 NEIGHBOURHOOD DEVELOPMENT PLAN</p> <p>a) The Terms of Reference. A question was raised with regards to the Neighbourhood Plan Steering Group. A correction was made and it was agreed that there are 12 members. The groups is as it was but ES has left and PW has been added. SK said he will remain available if needed.</p> <p>b) The Minutes of the Steering Group held on 28th March and 25th April were noted. It was reported that the 28th March Minutes are not available on the website yet and the 25th April Minutes are in draft form.</p> <p>c) Progress report from Chairman of the Steering Group reported;</p> <ul style="list-style-type: none"> - The group are continuing to draft evidence papers. - There was a workshop with JL on how to present evidence papers. - A working party has been set up to analyse the questionnaire. There is an electronic version that can’t be included in the report. - Must confirm that there are no additional sites. - There were papers that were spoilt because postcodes were not put on them, so they can’t be counted. - There is an updated timetable on the website which covers up to the end of 2017. - The analysis of the questionnaire responses is due to be completed soon. 	

	<ul style="list-style-type: none"> - The updated VALP (Vale of Aylesbury Local Plan) is being reviewed in July 2017. - Should any paperwork cover evidence? - September will be the next community consultation (avoiding school holidays). - The first draft will be in October/November 2017. - AVDC should be given a revised copy of the timetable but SA is of the opinion they are not showing much interest. - The gant chart will be revised by the Steering Group. - The Steering Group is still looking for an administrator. <p>There were no questions for SA.</p>	
<p>17/80</p>	<p>ENVIRONMENT COMMITTEE</p> <p>a) The Minutes of the 18th April were noted and actions from that were;</p> <ul style="list-style-type: none"> - Risborough Road verge The question was raised about the quote for the siding out along Risborough Road. This quote was requested but it has not come in. The Clerk is to chase this. - Street light in Brudenell Drive Due to the replacement of the cell in the street light with an LED the downlight no longer focussed on the entrance to the passageway leading to Station road which was now difficult to locate. It was agreed to ask Sharpe electricians to look at this and suggest options. - Marsh Lane street lights. These were not working. The Clerk was to investigate but did not know where the lights were. The Clerk will follow up and contact the lighting company and ask them to extend the poles. - The bus shelter in Risborough Road The window has not been repaired. The Clerk asked for a quote but this has not been received. The Clerk will follow this up. - HS2 and the safety of the trees at the Old Church Site It was agreed at the last meeting that the Clerk should contact Gareth Bird for a tree survey. - At item 17/22 in the last Minutes A question was raised by SA, Is there a policy on how many allotment plots one person can have? - MR suggested there should be a policy in Section 106 that covers payment for allotments in a new development. - Section 106 Money DS asked is here guidance on what Section 106 money is for. MR said there is no national guidance to this, and AVDC is the planning authority and set the planning policy and they can tell Bucks County Council what to do with it. - The school had been approached by a feasibility study to see how many places are allocated. - DS asked if there is a new structure for a unitary local authority. This could help with the inefficiency to development contributions. - New Burial Ground At item 17/20 (a), Cllr Hunt is approaching CB in the planning authority with regards to the new burial ground. <p>b) Cllr Hunt reported that a stonemason has requested their company details be inscribed on the back of a headstone. After discussion it was AGREED the details could be small and not coloured or painted in. The Clerk was to contact the enquirer and relay this information.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>17/81</p>	<p>PLANNING COMMITTEE</p> <p>a) The Minutes of the planning committee of the 18th April were noted and a discussion was held around the comments for Hampden Fields. The PC did not oppose this application, the amended plans were for the changes to the roads as</p>	

	<p>it could affect the village. An underpass was discussed for the link road and a lot of traffic would go down Lower Road to go to Wycombe. The underpass would join the link road to Lower Road. DS requested that this be Minuted because he does not want this lost as he thinks it is a good idea. MR stated that any such underpass would take up a lot of land use.</p> <p>b) There was discussion around the 199 dwellings at Bucks County Council Sports and Social Club ground (17/01221/ADP). There was an open day last week but only 3 people turned up. There was a question about the house tile colours raised by JH. They were shown in blue on the plans and the concern was that this colour would not be appropriate. After a discussion with the developer it was revealed that the tiles depicted blue on the plans would actually be grey. A representative of Bloor Homes wants to come and visit the PC but was not available on the day of the meeting but had suggested alternatives. It was noted this request was too late as the closing date for the planning consultation is the 30th May.</p>	
<p>17/82</p>	<p>LEISURE COMMITTEE</p> <p>The Minutes of the leisure committee of the 21 March were noted.</p> <p>a) At item 17/4 e it was RECOMMENDED the Section 106 money for Wiseman Close be used to extend the skate park. MR suggested the Neighbourhood Plan should help this development on Hawkslade as there is some green space there. This discussion was DEFERRED to the next meeting to explore the expansion of the skate park, and this was AGREED. SA suggested we wait for the analysis of the questionnaires so we can deduce what residents want. He highlighted there is no playground in Hawkslade. MR suggested that the matter be delayed until the outcome of the additional land around the new development at Oats Close became known.</p> <p>b) There was consideration for the white lines on the tennis court to be repainted. The Clerk said she would investigate this. It was agreed that the Chairman and Vice Chairman be authorised to agree the work within a sum of £1,500.00.</p> <p>c) It was also suggested the PC look into having a new surface under the zip wire and quotes should be obtained.</p> <p>d) Cllr Hunt reported that Polyanna Playgroup submitted a request to extend the business to use the outside of the building. Ofsted has a requirement that children must have access to an outside space. Cllr Hunt is concerned because the PC cannot fence off any part of the outside space on a permanent basis. They requested this 4 years ago and it was refused. This was to be deferred to the next Leisure Committee for further discussion.</p>	<p>Clerk</p> <p>Clerk</p>
<p>17/83</p>	<p>DEMENTIA AWARENESS</p> <p>SA reported that Wendover has just joined in with Great Missenden to be a pilot area for being a dementia friendly awareness area. Bucks Dementia Action Alliance is responsible for the dementia areas. It is not PC driven and its drive comes from the Lindengate company. SA recommended the PC looks into what it could do regarding supporting people who care for those with dementia, for example a workshop could be held at the community centre. SA agreed to look into this further.</p> <p>JH questioned SA and said was he saying the PC needs to set up a voluntary organisation, as the PC is not set up to deal for that. JH thought it was a good suggestion but we could not run it. MR said that Aylesbury Town Council is currently a dementia friendly organisation who run sessions outside so maybe the PC should invite a member of that organisation in to see how they work with the ATC. Some members of the meeting tonight want the PC to get involved. SK said his wife is an expert on dementia. SA made it clear he does not want to set up another group, he just wants to make people aware of dementia. MR suggested SA investigates this, as it won't cost anything to do this. It was AGREED.</p>	
<p>17/84</p>	<p>NOMINATION OF TRUSTEE TO STOKE MANDEVILLE AND OTHER PARISHES CHARITY</p> <p>Councillors were reminded that the PC held nomination rights for Trustees of the Charity. A vacancy had now occurred and there has been one nomination for the vacancy. Formal</p>	

	details had been submitted. JH declared an interest as she was a colleague of the applicant. Cllr Wood proposed the applicant be accepted and Cllr Rogers seconded it. This was agreed. Details would be submitted to the Charity.	
17/85	CLERKS REPORT AND CORRESPONDENCE a) The Clerk reported a resident had contacted her about a flock of doves that repeatedly visit her garden in Hampden Close. The resident wanted to know who owned the doves because one of them had died getting caught up in the bird table. After discussion it was apparent that the committee did not know who the owners were. b) The Clerk reported that there were two calls about street lights not working in Eskdale Road. The electrician had been contacted and the lights have been fixed. c) Regarding the Marsh Lane lights the Clerk has yet to take photos of the lights in question that are not working and send details of what is wrong to UK Power Networks. She explained she did not know which lights were in question and she requested someone show her. d) The light in Stoke Leys Close has been repaired.	
17/86	POINTS OF INFORMATION Cllr Wood has been to ARLA. She discovered they are selling electricity back to the grid for energy.	
17/63	DATE OF NEXT MEETING The next meeting of the Parish Council would be held on Tuesday 13 th June 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				
9.5.17	Harrow Council	2370	237.60	Legal services provided in Q2/Q3 16/17
9.5.17	Jenny Hunt	2371	68.48	Printer ink and contributions for Clerks leaving present
9.5.17	SMVCA	2372	3,651.50	2017-18 payment forwards employment of Administrator
9.5.17	Sign Wizard	2373	73.90	Sign for SMPC play area
9.5.17	Bucks County Council	2374	720.57	Emergency call out to fix street light
9.5.17	E Sharp Electrical	2375	220.10	Repairs to lights no. 9,10,32 in Eskdale Road
9.5.17	BALC	2377	147.65	Finance training (£31.85) and Demystifying Planning x 2 (£57.80)
9.5.17	Siemens Financial Services Ltd	2378	378.43	Lease rental for photocopier
14.5.17	BAS Associates	DD	128.36	Payroll – former Clerk holiday pay
2.5.17	EON	DD	779.92	Street light electricity
18.5.17	The Peoples Pension	DD	94.82	Pension Contribution
23.5.17	British Telecomm	DD	46.36	Office Phone
28.5.17	Roger Haines	SO	628.98	Monthly payment for grounds maintenance
9.5.17	Fields In Trust	2380	50.00	Annual membership
9.5.17	Jill Knowles	2381	818.49	Induction pay for April
Total Payments			8,045.16	

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	
17/47	Submit application for Silver Award of Local Council Award Scheme	Clerk	✓
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
17/61	Submit annual return to the external auditor	Clerk	✓
17/62	Arrange date for drain repair	Clerk	✓
17/76	Three quotes to be obtained for drain repairs	Clerk	
17/80	Chase quote for siding out in Risborough Road	Clerk	✓
17/80	Photo lights in Marsh Lane and send details of issues to UK Power Networks and arrange them to fix	Clerk	✓
17/80	Chase quote for bus shelter window repair	Clerk	✓
17/80	Contact Gareth Bird for trees survey at Old Church Site	Clerk	
17/80	Stonemason name on headstone – contact enquirer and relay this can go ahead	Clerk	✓
17/82	Contact company to paint white lines on tennis courts	Clerk	✓
17/82	Obtain quotes for new surface under zip wire in play area	Clerk	