

**STOKE MANDEVILLE PARISH COUNCIL**

Clerk: Mrs Sarah Copley

Telephone: (01296) 613888

**Minutes of the Meeting of the Parish Council Meeting held on Tuesday 14<sup>th</sup> February 2017  
at the Community Centre, Eskdale Road, Stoke Mandeville**

**PRESENT:**

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

Clerk: Mrs Sarah Copley

Other: County and District Cllr B Adams and C Adams

<b>17/20</b>	<b>APOLOGIES</b> Apologies for absence were received from Cllr Clark.	
<b>17/21</b>	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> There were no declarations of interest made or written requests for dispensation received.	
<b>17/22</b>	<b>OPEN FORUM FOR PARISHIONERS</b> a) Cllr B Adams said that he would be submitting a petition to Bucks CC later that week which local residents had signed protesting the closure of the train line crossing at Old Stoke Road. Parish Councillors agreed to support the petition. b) Cllr C Adams said that he was discussing with the Local Area Technician which paths and roads needed prioritising for repairs in the next financial year and for councillors to let him know if there were any paths in poor condition within the village ward.	
<b>17/23</b>	<b>MINUTES OF PREVIOUS MEETING</b> <ul style="list-style-type: none"><li>The minutes of the meeting held on 10<sup>th</sup> January were agreed as a correct record and duly signed by the Chairman.</li><li>The Actions list was reviewed and actions taken noted. The workshop would be deferred until the new Clerk was in post.</li></ul>	
<b>17/24</b>	<b>PARISH COUNCILLOR VACANCIES</b> a) It was noted that there was still a vacancy for Hawkslade Ward.	
<b>17/25</b>	<b>RESIGNATION OF CLERK</b> a) Councillors were sorry to learn that the Clerk had submitted her resignation to the Chairman with effect from 23 April 2017. Her last working day would be 21 April 2017. b) The Staffing sub committee had met and produced a programme and an information pack for potential applicants. The post had been advertised at 25 hours a week plus a new post for an Assistant Clerk for 15 hours a week for which recruitment would be put in hand once the new Clerk had taken up post. The closing date for application was 24 February with interviews taking place on 9 <sup>th</sup> March. It was unanimously agreed to delegate the appointment of a new clerk to the Staffing Committee comprising Cllrs Hunt, Starr, Butler and Wood.	
<b>17/26</b>	<b>FINANCE</b> a) <b>Payment of invoices</b> - the list of payments tabled was <b>AGREED</b> and is attached to these minutes as Appendix 1. b) <b>Bank Reconciliation and Finance Report</b> – the bank reconciliation and finance report were noted and accepted. Cllr Kirve had recently attended a finance training course and suggested the Council consider investing reserves in a fixed deposit account and offered to look at options. c) <b>Internal Auditor</b> – It was <b>AGREED</b> to reappoint IAC Ltd as internal auditor, their costs remained at £350 per day. d) <b>Play around the Parishes</b> – AVDC would be organising play around the Parish sessions again in 2017. After discussion it was <b>AGREED</b> to fund three sessions at different	SK

	<p>intervals at £370 each. The Clerk would arrange the dates with AVDC and the Community Centre as the hall needed to be booked in case of inclement weather. There would be an additional charge for cleaning.</p> <p>e) <b>SM&amp;OP Grant</b> – The clerk reported that SM&amp;OP had agreed to provide a grant of £15,000 payable in two instalments for 2017-18. They had agreed to the principle of a grant towards the cost of resurfacing the aerial runway, subject to the submission of three quotes. They had also requested three quotes for the refurbishment of the tennis court surfaces before considering the grant application.</p>	
<b>17/27</b>	<p><b>STREET LIGHT LED UPGRADE</b></p> <p>Due to the resignation of the clerk, in consultation with the chairman and vice chairman, three quotes had been sought to upgrade the street lights in Stoke Leys, Castlefields, Petersfield and Arnold Close instead of tendering for the remainder of the work. The three quotes received were discussed and it was agreed to accept the quote of £300 per light from Sparkx, with 50% of the cost being paid from this year's budget and 50% from the following year.</p>	
<b>17/28</b>	<p><b>HS2</b></p> <p>a) <b>Old Church Site</b></p> <p>The HS2 Working Group had met with HS2 Archaeologists to discuss the Old Church Site and a copy of the minutes of the meeting would be circulated. An update on the outcome of their desktop research had revealed that the old church site was the most significant find along the route of HS2 being undisturbed since Saxon times. They had agreed to give a presentation at the Annual Parish Meeting on 11<sup>th</sup> April.</p> <p>The meeting had discussed the provision of a site for the remains from the old church site to be re-interred in the village as part of a memorial garden to be funded by HS2. Any artefacts removed should be kept in a place of safety accessible to visitors. The Council agreed to write to the Leader of Bucks County Council suggesting that Bucks CC provide a showcase museum in which to display any artefacts discovered in Buckinghamshire along the route to serve as point of interest which could possibly be funded by the HS2 Community Grant.</p> <p>Richard Cookson of the Valuation Office Agency had written to the Council with regard to possession of the old church site once Royal Assent is granted, the Chairman had arranged a meeting with him for 24<sup>th</sup> February and would circulate the date to the working group.</p> <p>The Chairman suggested that the snowdrops and other flowering bulbs be removed from the site before HS2 take over the site and replanted at the allotments and new burial ground. HS2 had offered to assist in a joint session between Councillors and HS2 but Councillors considered this to be inappropriate at the current time.</p> <p>b) <b>Local Enterprise Partnerships – Local Growth Funds Press Release</b></p> <p>A press release had been issued that highlighted that Buckinghamshire had secured Local Growth Funding towards three key schemes, one of which was the "Stoke Mandeville Relief Road". MR stated that facts in the press release were incorrect as the realigned A4010 was promoted and advanced by the Parish Council and the local community not HS2 or Bucks CC. It was <b>AGREED</b> that the Parish Council would issue a press release stating its position. MR agreed to draft and forward to the Chairman.</p> <p>c) <b>Other Issues</b></p> <p>Cllr Rogers reported that Wendover were still promoting a tunnel through the Chilterns but it was not thought that any changes would now be made to the route.</p>	<p>JH/Clerk</p> <p>MR/JH</p>
<b>17/29</b>	<p><b>ANNUAL PARISH MEETING</b></p> <p>The Annual Parish Meeting would be on 11<sup>th</sup> April. It was agreed there would be a short Parish Council meeting at 7pm, followed by Annual Parish Meeting with presentation from HS2 archaeologists on the old church site and cheese and wine after.</p>	



<b>17/34</b>	<b>STOKE MANDEVILLE AND OTHER PARISHES CHARITY</b> There was a vacancy for a trustee on the Charity following the resignation of longstanding Trustee Stuart Allen due to illness. The Chairman said that after discussing with the Chairman of the Charity she had asked in the Parish Magazine that any interested persons apply to the Clerk of the Parish Council as the nominating body, before the end of March.	
<b>17/35</b>	<b>CLERK'S REPORT AND CORRESPONDENCE RECEIVED</b> <ul style="list-style-type: none"> <li>The 14<sup>th</sup> Vale of Aylesbury Scout group had written to the Council to ask if the Scouts could assist with clearing a ditch or similar to earn their Environmental badge, it was <b>AGREED</b> to invite them to clean the ditch at the playing field, Eskdale Road.</li> </ul>	Clerk
<b>17/36</b>	<b>POINTS OF INFORMATION</b> <ul style="list-style-type: none"> <li>Cllr Starr reported that the issue with the maintenance company in Bowmont Drive seemed to be in the process of being resolved. There had been a meeting between residents and the management company which had been very positive.</li> </ul>	
<b>17/37</b>	<b>DATE OF NEXT MEETING</b> The next meeting of the Parish Council would be held on 14 <sup>th</sup> March 2017.	
<b>17/38</b>	<b>CONFIDENTIAL ITEMS</b> It was unanimously agreed to close the meeting to public and press for the following item as it related to a legal matter.	
<b>17/39</b>	<b>COUNCIL'S LAND AT MARSH LANE</b> The Council's solicitor had written to the neighbouring property and the new fence had subsequently been removed. It was agreed to arrange a meeting with a contractor to discuss fencing options for the boundary between the two properties.	Clerk

Signed \_\_\_\_\_

Date: 14<sup>th</sup> March 2017

## Appendix 1 – Payments

### RECEIPTS

<u>Date Received</u>	<u>Received from</u>	<u>Reference</u>	<u>Amount Received</u>	<u>Details</u>
23/01/2017	Memorial fee	500106	100.00	Memorial fee
30/01/2017	SUEZ Communities Trust		15,000.00	Grant for gym and pathways
03/02/2017	Groundwork UK		3,627.00	Neighbourhood Plan grant
<b>Total Receipts</b>			<b>18,627.00</b>	

### PAYMENTS

<u>Date Paid</u>	<u>Payee Name</u>	<u>Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
<b>From Current Account</b>				
14/02/2017	E Sharp Electrical Ltd	2328	450.00	Replacement LED street light
14/02/2017	E Sharp Electrical Ltd	2329	670.91	Repair of 5 street lights
14/02/2017	Siemens Financial Services	2330	408.43	Photocopier lease
14/02/2017	B&C Shelter Solutions	2331	3,594.00	Bus shelter, Orwell Drive
14/02/2017	RCF Windows & Glazing Supplies	2332	342.00	Repair of fire door, Community Centre
14/02/2017	A Weatherhead Ltd	2333	180.00	Clear blocked drain at Community Centre
14/02/2017	E Sharp Electrical Ltd	2334	318.00	Installation of defibrillator
14/02/2017	Mrs S Copley	2335	107.96	February salary balancing pmt
14/02/2017	Post Office Counters	2336	340.65	HMRC PAYE & NI February
15/02/2017	Peoples Pension	DD	179.44	Pension - February
18/02/2017	EON	DD	805.24	Street light electricity January
18/02/2017	British Telecom	DD	31.60	office phone
28/02/2017	Mrs S Copley	SO	1,070.00	February salary s/o
28/02/2017	Mr R Haines	SO	628.98	grounds maintenance
<b>From Clerk's Imprest account</b>				
01/02/2017	Amazon		21.99	Renewal of virus protection
09/02/2017	Amazon seller		41.59	Purchase of stain for noticeboards
14/02/2017	Staples		31.49	Copier paper and boxes
<b>Total Payments</b>			<b>9,222.28</b>	

## Appendix 2 - Actions

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>Update/Complete</b>
16/170	All HS2 documents and correspondence for the archives	MR / Clerk	
17/7	Leisure committee to discuss detailed projects for s106 funds	Leisure	
17/26	Investigate investment accounts	SK	
17/28	Write to Martin Tett re museum	JH	
17/28	Press release regarding LEP	JH/Clerk	
17/31	Progress reconnection of street light in Lower Road	Clerk	✓
17/32	Meet with contractor regarding a drainage solution for Community Centre	RB	
17/32	Look into drainpipes that have been installed from Irvine Dr property into the boundary ditch	RB	
17/34	Arrange print and distribution of NP Questionnaire	Clerk	✓
17/35	Contact scouts regarding boundary ditch	Clerk	✓
17/39	Arrange for quotes for fencing for the land at Marsh Lane	Clerk	