

**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> March 2017  
at the Community Centre, Eskdale Road, Stoke Mandeville**

**PRESENT:**

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

Clerk: Mrs Sarah Copley

One member of public.

<b>17/40</b>	<b>APOLOGIES</b> No apologies for absence were received, all present.											
<b>17/41</b>	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> There were no declarations of interest made or written requests for dispensation received.											
<b>17/42</b>	<b>OPEN FORUM FOR PARISHIONERS</b> There were no matters raised under this item.											
<b>17/43</b>	<b>MINUTES OF PREVIOUS MEETING</b> <ul style="list-style-type: none"><li>The minutes of the meeting held on 14<sup>th</sup> February were agreed as a correct record and duly signed by the Chairman.</li><li>The Actions list was reviewed and actions taken noted.</li></ul>											
<b>17/44</b>	<b>PARISH COUNCILLOR VACANCY</b> It was noted that there was still a vacancy for Hawkslade Ward which had been advertised in the recent parish magazine.											
<b>17/45</b>	<b>RECRUITMENT OF NEW CLERK</b> The Chairman reported that five applications had been received for the post and three candidates had been interviewed on 9 <sup>th</sup> March. A verbal offer had been made which had been accepted. Once this had been confirmed in writing, references would be taken up. It was hoped that the new clerk would be able to start in April in order for a handover to take place with the outgoing clerk.											
<b>17/46</b>	<b>FINANCE</b> <ol style="list-style-type: none"><li><b>Payment of invoices</b> - the list of payments tabled was <b>AGREED</b> and is attached to these minutes as Appendix 1.</li><li><b>Bank Reconciliation and Finance Report</b> – the bank reconciliation and finance report were noted and accepted.</li><li><b>Risk Assessment</b> – it was unanimously <b>AGREED</b> to approve and sign off the risk assessment which had been reviewed and updated by the Chairman, Vice Chairman and Clerk.</li></ol>											
<b>17/47</b>	<b>GOVERNANCE AND RESOURCES COMMITTEE</b> <ol style="list-style-type: none"><li>The minutes of the previous meeting held on 28<sup>th</sup> February were noted and recommendations therein agreed as follows:<ul style="list-style-type: none"><li>The budget for 2017-18 was approved.</li><li>The allocation of reserves was approved:<table><tr><td>General reserves (30% precept) -</td><td>£34,926</td></tr><tr><td>Election costs -</td><td>£3,500</td></tr><tr><td>Community Centre -</td><td>£5,000</td></tr><tr><td>Neighbourhood Plan -</td><td>£5,000</td></tr><tr><td>New burial ground -</td><td>Balance (anticipated to be approx. £21,500)</td></tr></table></li></ul></li></ol>	General reserves (30% precept) -	£34,926	Election costs -	£3,500	Community Centre -	£5,000	Neighbourhood Plan -	£5,000	New burial ground -	Balance (anticipated to be approx. £21,500)	
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<p>b) Adoption of policies</p> <p>It was unanimously agreed to adopt the Scheme of Delegation as circulated and the Document Retention Policy with one amendment.</p> <p>There was significant discussion on the Grants Policy after which it was unanimously agreed to adopt it with some amendment and the requirement for the policy to be reviewed each year at the Annual Meeting of the Parish Council in May.</p> <p>c) Local Council Award Scheme</p> <p>The Council reviewed the criteria for the Silver Award of the Local Council Award Scheme and resolved that it met the requirements and to submit an application to BALC.</p> <p>The chairman had approved the £300 for a photographer to take pictures for the website and this expenditure was agreed.</p> <p>d) Annual Parish Meeting</p> <p>The Annual Parish Meeting was to take place on 11<sup>th</sup> April 2017 when a presentation would be given by HS2 Archaeologists on the excavation and history of the old 12<sup>th</sup> century St .Mary’s Church which had been destroyed in 1966. It was agreed that refreshments be served at the meeting funding for which would be taken from the Chairman’s allowance as well as a contribution towards a leaving gift for the Clerk as a token of appreciation.</p>	Clerk
<p><b>17/48 COUNCIL’S LAND AT MARSH LANE</b></p> <p>a) The fencing that had been put up on the Council’s land without permission had now been removed. The Clerk and Chairman had met with a contractor who had agreed to provide a quote to provide fencing between the two properties. He would quote for security fencing for the area in question which could eventually be extended to surround the entire plot should planning permission be granted for the burial ground. Cllr Clark suggested that boundary markers are put in along the boundary to ensure that there is no issue over the boundary in the future. This was unanimously <b>AGREED</b>.</p> <p>b) It was agreed that in order to keep the land tidy, monthly grass cuts of the land would be carried out until its future use was confirmed.</p> <p>c) <b>New Burial Ground</b> – the next stage of the process in applying for changing of use of the land for a burial ground would be to meet with the District Council for pre-application discussions, there would be a charge for this of approx. £450. This expenditure was <b>AGREED</b>.</p>	Clerk
<p><b>17/49 PARKING ISSUES, HAWKSLADE</b></p> <p>Cllr Wood reported that construction vehicles were still parking on residential roads near the Oats Close building site but that it appeared to be limited to early in the morning when contractors arrived before the site opened at 8am. There had also been reports of lorries parking in bus stops and across driveways.</p> <p>After discussion it was agreed to contact both AVDC and Bucks CC to highlight the concerns of residents.</p>	Clerk
<p><b>17/50 QUEEN ELIZABETH PLAYING FIELD ESKDALE ROAD</b></p> <p>a) It was noted that the Clerk had written to the neighbouring property regarding drainage pipes into the ditch along the boundary. There had been no response to date.</p> <p>b) The Clerk reported that the flooding in the neighbouring field behind the tennis courts was ongoing. The Flood Management team at Bucks CC had identified the source of the water as coming from what appeared to be a metal box beneath the overgrowth</p>	Clerk

	in the corner of the field. The Clerk was asked to write to the registered owner to bring the flooding to their attention.	
<b>17/51</b>	<p><b>HS2</b></p> <p>a) The correspondence from HS2 regarding register of undertakings and assurances was noted.</p> <p>b) The Chairman gave a verbal report of the meeting with Valuation Agency and Engineering Representatives from HS2/Atkins concerning Old Church Site. The minutes would be circulated in due course. It was agreed that advice would be sought from a land agent in the transfer of the old church site to HS2 to ensure that the value of archaeological assets remained with the Parish Council.</p> <p>c) There would be an HS2 information event on 28<sup>th</sup> March at AVDC's offices.</p>	Clerk
<b>17/52</b>	<p><b>PLANNING COMMITTEE</b></p> <p>The minutes of the meeting held on 23<sup>rd</sup> February were noted.</p>	
<b>17/53</b>	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>a) The questionnaires had now been circulated to all households and businesses in the parish. To date 83 hard copies had been returned and 153 copies submitted online.</p> <p>b) The results of the questionnaire would be analysed in time for the Annual Parish Meeting where it was planned to have a stall displaying these.</p> <p>c) There was still some consultation to be carried out and Cllr Rogers was arranging for the school children to get involved.</p> <p>d) A meeting with the planning consultant would be arranged to discuss the next steps for the plan.</p>	
<b>17/54</b>	<p><b>CLERK'S REPORT AND CORRESPONDENCE RECEIVED</b></p> <ul style="list-style-type: none"> <li>• The Clerk reported that the reconnection of the street light in Lower Road had been requested and a date awaited. Came and Co had appointed a solicitor to recover the monies from the third party who had collided with the lamp post.</li> <li>• The list of correspondence was noted and it was agreed to enter the Best Kept Village Competition for 2017.</li> </ul>	Clerk
<b>17/55</b>	<p><b>POINTS OF INFORMATION</b></p> <ul style="list-style-type: none"> <li>• No matters raised.</li> </ul>	
<b>17/56</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Parish Council would be held on Tuesday 11th April 2017 at 7pm, immediately followed by the Annual Parish Meeting at 7.30pm. Cllrs Wood and Ezra would make the catering arrangements.</p>	

Signed \_\_\_\_\_

Date: 11<sup>th</sup> April 2017

## Appendix 1 – 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>				
26/01/2017	Methodist Church	2327	15.00	hire of church hall for planning meeting
14/03/2017	Johnston Publishing	2337	456.84	Bucks Herald advert re vacancy
14/03/2017	E Sharp Electrical	2338	93.60	Repair to light at Community Centre
14/03/2017	SignWizzard	2339	123.14	Sign for outdoor gym
14/03/2017	Aylesbury Vale DC	2340	5,396.60	Grass cutting Eskdale Rd 2016/17
14/03/2017	SLCC	2341	210.00	SLCC Advert for vacancy
14/03/2017	Pelican Print	2342	1,494.00	NP Questionnaires
14/03/2017	Altodigital	2343	138.97	photocopies
14/03/2017	Aylesbury Vale DC	2344	2,074.56	Dog waste service
14/03/2017	Smoking Rocket	2345	300.00	website hosting fee
14/03/2017	Bucks Playing Fields Assoc	2346	20.00	subscription 2017
14/03/2017	Cllr A Clark	2347	50.00	Q4 Cllr Allowance
14/03/2017	Mrs S Copley	2348	107.76	Salary balancing pmt
14/03/2017	Sparkx	2349	10,800.00	50% LED upgrade
14/03/2017	Post Office Counters	2350	340.85	HMRC PAYE & NI March
14/03/2017	Mr S A Tipping	2351	250.00	delivery of questionnaires
15/03/2017	Peoples Pension	DD	179.44	Pension - March
15/03/2017	EON	DD	727.31	Street light electricity Febuary
19/03/2017	British Telecom	DD	29.06	office phone
22/03/2017	British Telecom	DD	63.84	office broadband
28/03/2017	Mrs S Copley	SO	1,070.00	March salary s/o
28/03/2017	Mr R Haines	SO	628.98	grounds maintenance

### From Clerk's Imprest account

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<b>Total Payments</b>	<b>24,569.95</b>
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## 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	Press release regarding LEP	JH/Clerk	
17/32	Meet with contractor regarding a drainage solution for Community Centre	RB	✓
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	
17/48	Arrange meeting with AVDC for pre application advice on burial ground planning application	Clerk	✓
17/49	Contact AVDC and Bucks CC regarding concerns over construction vehicles at Oats Close	Clerk	✓
17/50	Write to owner of flooded land behind the tennis court	Clerk	✓
17/51	Contact land agent regarding transfer of land to HS2	Clerk	
17/54	Best Kept Village entry	Clerk	✓