

**STOKE MANDEVILLE PARISH COUNCIL**

*Clerk: Mrs Jill Knowles*

*Telephone: (01296) 613888*

**Minutes of the Meeting of the Parish Council held on Tuesday 10<sup>th</sup> October 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>17/140 APOLOGIES</b> Apologies were received from Councillors Butler, Clark, Watts, and District Councillors Paternoster and Bowles.	
<b>17/141 ABSENCES</b> There were no absences.	
<b>17/142 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> There were no declarations of interest. The Clerk had previously circulated the declaration of interest forms and some had been returned. JH asked the Committee to return them to the Clerk. <b>REQUESTS FOR DISPENSATION</b> There were no requests for dispensation.	
<b>17/143 OPEN FORUM FOR PARISHIONERS</b> Following the inappropriate raising of issues at the last Committee Meeting the Chairman clarified that the open forum for parishioners was for any members of the public, present at the meeting, to raise issues with the Council, and items requiring a decision will be included in the Agenda for the next meeting. This section is not for Committee Members to raise any issues. If members of the Committee have any small matters to raise then Councillors should email the Clerk and she will take action. If it is a larger issue the Clerk will put this to Committee. This will prevent the meeting from becoming loaded down with smaller items. District Councillor Brian Adams raised the following issues. <ul style="list-style-type: none"><li>• District Cllr Adams reminded the Committee that at the last meeting Cllr Butler raised the matter of the verges not being cut in the road where he lives. DC Adams said that he had been in contact with Aylesbury Town Council (ATC) and was told that the Parish Council should raise the matter as a complaint.</li></ul>	
<b>17/144 MINUTES OF PREVIOUS MEETING</b> a) <b>Minutes of the Parish Council Meeting 12<sup>th</sup> September 2017</b> The minutes of the meeting held on the 12 <sup>th</sup> September 2017 had been previously circulated and the following errors were found:  Page 1 at item 17/125 where it says (.....'hall' route for heavy vehicles), it should read 'haul' route for heavy vehicles.  b) Reporting on actions, it was reported; 17/109 (17/96c) – Future Involvement with HS2 – this is in hand. 17/110c – Internet banking – is reported below. 16/170 – HS2 documents have not yet been archived. 17/121b –contact owner to get the overgrowth cut back along Lower Road 17/131 – waste bin in Oat Close – deferred to Environment Committee Meeting	

	<p>17/131 (item E17/36) speed roundel in Risborough Road – deferred to Environment meeting.</p> <p>17/131b – bus shelter repair – deferred to Environment meeting.</p> <p>17/131b (item E17/36 speeding in Anton Way – deferred to Environment committee.</p> <p>c) It was noted that the Minutes of the extraordinary meeting had not been provided.</p>	
<p><b>17/145</b></p>	<p><b>FINANCE</b></p> <p>a) <b>Payment of invoices</b> - the list of payments tabled was <b>AGREED</b> and is attached in Appendix one below.</p> <p>b) <b>Bank reconciliation</b> – DS reported that the cash book reconciles with the cheque book and this backs up the September accounts. He had received an email from S Ezra about the drains and there are no problems reports since the work has been done and the appointment to have the drains checked can be cancelled, and this should be reported to the Leisure Committee Meeting.</p> <p>c) <b>Internet Banking</b> - DS reported that he had approached Lloyds and each individual signatory has to be registered. BE and PW have already registered. Forms can be sent off and in a months’ time it should be automated.</p> <p>d) <b>Confirmation of completion of Audit 2016-2017</b> – This has been completed and all the forms are on the noticeboard and the website.</p> <p>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.</p>	
<p><b>17/146</b></p>	<p><b>FINANCE AND GOVERNANCE COMMITTEE</b></p> <p>The minutes of the meeting of the 19<sup>th</sup> September 2017, previously circulated, were agreed.</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</p>	

	<p>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 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</b></p>	<p><b>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.</p> <p>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</b></p>	<p><b>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></p>	

<p>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>	
<p><b>17/134 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>	
<p><b>17/135 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>	
<p><b>17/136 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>	
<p><b>17/137 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></li> </ul>	

<p>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.</p> <ul style="list-style-type: none"> <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</b> The membership fee is due. It was AGREED to renew the members.</li> <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 takin 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>				
01.09.17	EON	DD	973.24	Electricity (street lights Aug)
09.09.17	BT	DD	63.84	Broadband to 9 <sup>th</sup> Sept 17
05.09.17	BT	DD	39.67	Office phone to 5 <sup>th</sup> Sept 17
01.09.17	Castle Water	DD	71.91	Allotment water to 28 <sup>th</sup> Aug 17
10.10.17	Andrew Clark	2426	50.00	Quarterly payment ending 30 <sup>th</sup> Sept 17
10.10.17	Roger Haines	SO	628.98	Monthly payment for ground maintenance – Aug 17
10.10.17	Peoples Pension		TBA	
15.09.17	Steve Webb	2424	100.00	Grass cutting in Marsh Lane – Sept 17
27.09.17	Mazars	2429	480.00	Audit 2016-17
10.10.17	HMRC	2425	324.65	Tax and NI period ending 5 <sup>th</sup> Sept 17
10.10.17	HMRC	2425	324.45	Tax and NI period ending 5 <sup>th</sup> Oct 17
10.10.17	Clerk Salary		TBA	Salary for October 17
10.10.17	Window Flowers	2433	77.00	VAT was missed off cheque last month
31.08.17	Altodigital	DD	162.18	Photocopier charges
10.10.17	Keith Gomm	2427	24.99	Office computer - virus protection
10.10.17	Keith Gomm	2427	29.99	Office computer – Malwarebytes protection
18.09.17	Safe and Sound	2428	660.00	Play area repairs
27.09.17	Johnston Publishing	2430	773.98	Job advert
26.09.17	SLCC	2431	210.00	Job advert
10.10.17	Jill Knowles	2432	33.60	Clerk expenses – stamps
10.10.17	Jill Knowles	2434	24.99	Clerk expenses – copier paper
10.10.17	E Sharpe Electrical	2435	450.00	LED street light column mount at 3 Chalgrove End
10.10.17	JC Webster Prop Services	2436	40.00	Removal of wasps nest (Bees Knees)
<b>Total Payments</b>			<b>5,543.47</b>	

## Appendix 2 - Actions

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>Update/Complete</b>
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	