



# Stoke Mandeville Parish Council



## Minutes of the Council Meeting held on 15<sup>th</sup> January 2019

Present: Cllrs J Hunt (Chair), R Butler, B Ezra, K Gomm, S Kirve, M Rogers, D Starr and P Wood.

Public Attendance: District Cllr Brian Adams plus two residents.

Clerk: A Skeggs Support Officer: Mrs A Davies.

No.	Description	Action
19/01	<p><b>APOLOGIES</b></p> <p>Apologies had been received and accepted from Cllrs A Clark (illness), S Pluckwell (work commitment) and G Watts (work commitment).</p>	
19/02	<p><b>OPEN FORUM FOR PARISHIONERS</b></p> <p>A member of the public questioned why the planning minutes of the 13<sup>th</sup> December were not yet on the Council's website and why they were not on agenda for the meeting. The Chair replied that the draft minutes had been tabled at the meeting of the Parish Council on 18<sup>th</sup> December and had been received and noted. The Clerk added that the draft Minutes needed to be confirmed by the planning committee on the 24<sup>th</sup> January, then they would be added to the Council's website the following day.</p>	
19/03	<p><b>TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b></p> <p>Cllr Brian Adams updated the meeting on the Unitary position. All the district councils had rejected the process, but Bucks CC had accepted the process and were to be appointed the senior partner.</p>	
19/04	<p><b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b></p> <p>a) No declarations of interest had been received. b) No written requests for dispensation had been received.</p>	
19/05	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p><b>a) Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the meeting held on 18<sup>th</sup> December were <b>AGREED</b> and were duly signed by the Chair as a correct record subject to the following being added to the Points for Information raised by Cllr Kirve – <i>"It was suggested that the relationship with the Community Association during the year be looked at with a view to attaching conditions to any future grants."</i></li> </ul> <p><b>b) Action Plan</b></p> <p>The action plan was updated, and with some actions removed as they had been completed.</p>	
19/06	<p><b>FINANCE</b></p> <p>a) Bank reconciliation for December 2018 – the bank reconciliation was <b>NOTED</b> and accepted. b) Monitoring Statement to the 31<sup>st</sup> December 2018 – The statement was <b>NOTED</b>. c) Inter Account Bank Transfers. It was <b>NOTED</b> that on the 17<sup>th</sup> December a transfer of £10,000 from the Deposit account to the Current account had been carried out. d) Payment of invoices up to 15 January 2019 – the list of payments as circulated was <b>APPROVED</b>. (See Appendix 1).</p>	

	e) It was unanimously <b>AGREED</b> to accept the quotation from AVDC of £3,725 plus vat for cutting the playing field grass in 2019/20.	Clerk
19/07	<b>ENVIRONMENT COMMITTEE</b> Cllr Rogers gave a verbal report of the meeting held on 8 <sup>th</sup> January the Minutes of which would be circulated at the next Council meeting. Any amendments to the Grounds Maintenance contract which expired at the end of March were required by the Clerk by the 18 <sup>th</sup> January.	
19/08	<b>UNITARY STATUS UPDATE</b> a) The transitional arrangements for the new council as laid down by the Secretary of State were <b>NOTED</b> from correspondence received from the Chief Executive of BCC. b) It was <b>NOTED</b> that the District and Parish elections would be deferred until 7 <sup>th</sup> May 2020, so councillors' terms of office are extended for 12 months. The legislation confirming this would take effect from the 18 <sup>th</sup> January 2019.	
19/09	<b>PARISH DEVELOPMENT PLAN</b> The parish development plan was reviewed, and the updates were <b>NOTED</b> . The following changes were suggested and <b>AGREED</b> : <ul style="list-style-type: none"> <li>• HS2 item to be deleted.</li> <li>• Neighbourhood Plan to have a cost included.</li> <li>• Open Spaces to include a note that future requests from developers to take on the management of any open space within their development to be considered on an individual basis. It was <b>AGREED</b> that an item be taken to the next Environment Committee to consider a protocol on open spaces.</li> <li>• A new item on extending the playing field to be added.</li> </ul>	Clerk
19/10	<b>ROYAL GARDEN PARTY INVITATION – 29<sup>th</sup> MAY 2019</b> It was proposed, seconded and <b>AGREED</b> that Chairman Jenny Hunt be nominated for one of the pair of tickets available for the Royal Garden Party. The support officer was to complete the nomination paperwork.  The Chairman informed the meeting that she would be standing down as chairman and as a councillor at the Annual Council meeting on the 21st May 2019 and would not be taking the additional year of office.	Support Officer
19/11	<b>VALP &amp; AYLESBURY GARDEN TOWN</b> It was <b>AGREED</b> that the Council should write to AVDC to challenge the growth of the Aylesbury Garden Town and its impact and that they should re-consider the redistribution of growth around the district.  The Chairman reported from a meeting of AVALC that the Planning Inspectors Report on the daft VALP noted that the 2,000 extra houses required for Aylesbury Vale should be to the north of the District and adjacent to MK.	Clerk
19/12	<b>CLERK'S REPORT</b> <ul style="list-style-type: none"> <li>• The CloudyIT Group were putting a proposal together for the council's IT requirements. This proposal would be presented to the Governance and Resources committee for consideration.</li> <li>• NALC had agreed a 2% pay award for council employees, effective from the 1<sup>st</sup> April 2019. The SCPs (spinal column points) had been reviewed.</li> <li>• Hi Viz / fleece jackets were to be purchased for the clerk and support officer.</li> <li>• The new footer for the playing field noticeboard would be installed shortly.</li> </ul>	Clerk
19/13	<b>POINTS FOR INFORMATION</b>	

	<ul style="list-style-type: none"> <li>• Cllr Hunt had attended the Aylesbury Town Council planning committee on 14 January in connection with the development of 1,400 houses between Lower Road and the Oxford Road which were within the two Parishes. ATC were concerned about highways and potential flooding from Stoke Brook which had previously affected The Willows. The Committee opposed the proposals.</li> <li>• The Chairman reported that the Bucks CC SEALA team had been invited to attend the next Parish Council meeting on the 19<sup>th</sup> February and this was agreed within the main business of the meeting.</li> <li>• Cllr Rogers commented on the recent Land Improvements exhibition that was very comprehensive bearing in mind that outline planning permission had not yet been applied for.</li> <li>• The Chairman informed the meeting that the Office working group had met with the contractor to address the concerns raised by the Chairman of the Community Association. A further meeting was to be arranged.</li> </ul>	
19/14	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting of the Council would be Tuesday 19<sup>th</sup> February 2019</p>	

The meeting finished at 8.45 pm.

Signed.....Chair

Date: 19 February 2019

## Appendix 1 – Approved Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 15th JANUARY 2019						
<b>RECEIPTS</b>						
Date Received	Received from	Reference	Amount Received		Details	
19/12/2018	Dignity Funeral Services	burial	550.00		Michael Gaisford	
	D.King	rent	15.00		Plot 35b	
<b>Total Receipts</b>			<b>565.00</b>			
<b>PAYMENTS - From Current Account</b>						
<b>Online Bank Transfer - Paid 7th January</b>						
07/01/2019	Cllr A.Clark	allowance	50.00	-	50.00	Quarter ending December 2018
	Cllr G.Watts	allowance	40.00	-	40.00	Quarter ending December 2018
	Cllr A.Clark	expenses	60.90	-	60.90	NPSG travelling expenses.
	People & Places	1819-005	360.00	60.00	300.00	NPSG.
	E-Sharp Electrical	17597	220.10	36.68	183.42	6' Hampden Close & '1d' Risborough Rd
	E-Sharp Electrical	17601	94.10	15.68	78.42	5' Walnut Close
<b>Online Bank Transfer - To Be Paid</b>						
16/01/2019	A.Bamford	NPSG-010	150.00	-	150.00	NPSG Administration - to 2 January 2019.
	Altodigital	2536456	47.56	7.93	39.63	Photocopying 06/10/2018 to 09/01/2019
16/01/2019	A.Skeggs	January	237.14	-	237.14	January salary balance.
16/01/2019	A.Davies	January	5.60	-	5.60	January salary balance.
16/01/2019	HMRC	January	494.71	-	494.71	PAYE & NIC for Month 10 (6 Feb 2019).
			1,760.11	120.29	1,639.82	
<b>Direct Debits</b>						
14/01/2019	BAS Associates	111534	86.40	14.40	72.00	Payroll Costs for quarter ending March 2019
15/01/2019	EON	H16AA5FB8F	866.04	144.34	721.70	Street Lighting for December 2018
19/01/2019	Peoples Pension	December	210.03	-	210.03	Pension Costs December 2018
19/01/2019	BT (SM5086 3603)	M109 6A	90.91	15.15	75.76	Office Phone to 6th January 2019
01/02/2019	PEAC Finance	19/0239029	385.12	64.19	320.93	Photocopier Rental 01/02/19 to 30/04/19
<b>Standing Orders</b>						
31/12/2018	Roger Haines	SO	628.98	-	628.98	Grounds Maintenance for December 2018
23/01/2019	A.Skeggs	SO	1,250.00	-	1,250.00	Salary for January 2019
23/01/2019	A.Davies	SO	530.00	-	530.00	Salary for January 2019
			4,047.48	238.08	3,809.40	
<b>From Clerks Debit Card Account</b>						
08/01/2019	Office Outlet	149029642	8.98	1.50	7.48	A4 Pad and Dividers
09/01/2019	Amazon	6780699	30.18	5.04	25.14	Laminating Pouches & Digital Recorder
			39.16	6.54	32.62	
<b>Total Payments</b>			<b>5,846.75</b>	<b>364.91</b>	<b>5,481.84</b>	
The above list of payments was approved by the Parish Council at its meeting on 15th January 2019						
Signed	<i>J.Hunt</i>		(Chairman)			

**Clerk: 10/01/2019**  
BT still have not resolved the issue of double charging for broadband. This is another adjusted invoice.

## Appendix 2 - Actions

Minute	Action	By whom	Update/Complete
17/180	All HS2 documents and correspondence for the archives.	MR / Clerk	Outstanding
18/10	Look at establishing an information page for the website.	Clerk	To be picked up with new website
18/83	Continue feasibility work on council ipads.	Clerk	Suspended until decision on elections made.
18/124	Cllrs to advise the Clerk if interested in Sentinel Support.	All Cllrs	In Progress
19/06e	Inform AVDC that grass cutting quote is acceptable.	Clerk	Completed
19/09	Update Parish Development Plan.	Clerk	Completed
19/10	Nomination of J.Hunt for Royal Garden Party.	Support Officer	Completed & Submitted
19/11	Letter to AVDC regarding VALP / AGT.	Clerk / MR	
19/12	Prepare item for Governance & Resources on IT requirements.	Clerk	In Progress