

**Minutes of the meeting of Aston Clinton Parish Council – held on
Wednesday 12th June 2019 at 7pmat Aston Clinton Parish Meeting Room**

Present:

Councillors:-

L Tubb – Chairman

S Howard

L Ronson

R Stewart

M Mason

P Wyatt

A Duffield

Cllr M Collins (AVDC)

Clerk E Barry

1 Member of the public

R Bennett (recording)

19.58 Apologies

Apologies were received from Cllr Read, Cllr Judge and Cllr Watton.

19.59 Declarations of Interest

There were none.

19.60 To approve the minutes of the Parish Council meeting held on 8th May 2019

The minutes were PROPOSED by Cllr Howard, SECONDED by Cllr Ronson, AGREED and SIGNED.

19.61 Public Participation:

A member of the public raised issues with blocked viaducts and grates which were causing flooding in particular areas. Location was discussed and Cllr Mason agreed to report the issue on Fix My Street using postcode HP22 5AJ.

19.62 Council:

i. Website update:

Cllr Mason reported that the new website was now live. There had been a few teething problems that were currently being worked through and reference was made to the burial regulations that still needed to be added. Cllr Mason agreed to add to website. Cllr Ronson and Cllr Wyatt both stated that they had signed up to the planning application updates. The Clerk stated that AVDC were changing their planning platform and it was currently unknown if this would be compatible with the new website. The clerk agreed to monitor this. Cllr Mason highlighted the section on the homepage for news and updates and Cllr Tubb agreed to send the poster for the Play in the Park event that was due to take place.

ii. Reports from external bodies: Local Area Forum –

Cllr Mason had recently attended the Local Area Forum and gave the following updates:

- The Transport for Bucks (TfB) schedule of works included resurfacing in Aston Clinton

including resurfacing on the Aylesbury Road outside Mela. The work was scheduled for 2019 but no exact date confirmed.

- Cllr Mason had met with Simon Garwood, Local Area Forum Manger to discuss funding for works on Stablebridge Road. S106 money could be used towards match funding footpath works on Stablebridge Road. It was a complex process and would include a feasibility study at a cost of approximately £10-£12k.
- Visibility splays at the Shell garage, Aylesbury Road would be left to come out of next year's budget due to high costs.
- Cllr Mason confirmed that Simon Garwood was looking at the possibility of using S106 money for a visibility splays feasibility study as part of the Rectory Homes development.
- The LAF had a presentation from TVP and an overall reduction in crime was reported.
- Cllr Mason raised the issue of the vegetation currently covering the speed camera and that it was still unclear who was responsible for it, TfB confirmed that it was not them. Cllr Wyatt agreed to cut the area back.
- Calvin Richardson, Local Area Technician, agreed to look into the progress of the coned off area on College Road North and would let Cllr Mason know.
- Cllr Mason suggested that the council utilise community policing to support Astonbury as it would promote engagement and also act as a deterrent.
- Cllr Mason confirmed that developer signs throughout the village could be asked to be removed if the developer did not have permission from Bucks CC. Cllr Wyatt agreed to contact Calvin Richardson to discuss.

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19.63 Clerk's Report

The Clerk gave the following update:

It has been busy at the Parish Council as always with highlights for the month as follows:

Cllr Tubb and myself spent the day with the internal auditors on the 22nd May and we are now readying ourselves for submitting the Annual Return and supporting documents for the external audit review and for making available for interested parties to view.

We have also been busy over the last month finalising the Community Centre plans ready for tender submission, and are close to placing an order for the temporary accommodation to house the café, soft play and other activities, which we plan to have in place before demolition of the current structure.

Meanwhile, the Parish Council are keeping up to date with the evolving situation with the new unitary authority and while expecting further services might be devolved to parish council's in the future, find ourselves facing an immediate problem with some of the parish verge cutting programmes, where the Vale of Aylesbury housing trust have decided to no longer cut areas previously maintained by them and while BCC and AVDC are working together to find a solution to this, we ask that residents be patient while a permanent solution is found.

Upcoming Parish Council events in the park include, Play in the Park on the 29th July and Astonbury on the 17th August.

Finally, I would like to take this opportunity to say that we are in the process of advertising for an assistant clerk, details of which will be published shortly on our website.

19.64 Responsible Financial Officer (RFO)

MOTION: To approve the designation of the role of RFO to the newly appointed Clerk.
PROPOSED by Cllr Wyatt, **SECONDED** by Cllr Howard and **AGREED**.

19.65 Finance and Staff Committee

i. Month-end report May 2019 and budget status:

Cllr Tubb talked through the month end report and highlighted that the Community Centre project budget had been separated out from the main budget.

The clerk stated that they had started to earmark S106 project money into reserves and this would allow for the £50k precept budget for the community centre to be ring-fenced.

The clerk also highlighted there were a number of accruals being moved due to invoices from last year being paid in the current financial year.

ii. VAT situation:

A letter had been received from HMRC asking to clarify the position of opt to tax the park. Cllr Tubb, Cllr Watton and the clerk would meet to discuss.

iii. Risk Register:

No changes had been made to the current risk register which was available to the public on the website. The risk register would be a standing item on the agenda going forward.

iv. Any payments to be agreed:

All payments (see Appendix A for breakdown) had been agreed at the Finance meeting held the previous evening apart from the one submitted by Hugo Fox for the website.

This was due to the invoice not being submitted in time for the meeting and would now be paid next month and a couple of items remaining outstanding. Cllr Tubb confirmed that all Community Centre invoices had been approved and signed off through the usual process.

MOTION: To approve the payment of outstanding invoices **PROPOSED** by Cllr Wyatt, **SECONDED** by Cllr Stewart and **AGREED**.

v. Annual Return – Members Agreement to Annual Governance Statement 2018/19:

Cllr Tubb read out each question on the statement and the following answers were recorded:

	Agreed			<i>'Yes' means that this authority</i>
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			✓	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

It was noted that the Annual Governance Statement would be signed off by Cllr Tubb and the clerk.

vi. Period of Elector's Rights:

The period of elector's rights would run from Monday 1st July to Friday 9th August and would be published on the website and the three parish council noticeboards in the village on Friday 28th June.

vii. Staffing Sub-Committee – recruitment process & temporary support:

The advert for Assistant Clerk was now live on the website and would be advertised through all social media channels. Cllrs suggested other ways to advertise including Job Centre Plus, Village Life newsletter, all parish notice boards, Aston Clinton school weekly newsletter and BALC. The clerk would also speak to Wendover Parish Council as they had recently gone through the recruitment process. There would be a two stage interview process with test included. In the meantime a temporary minute taker had been sourced and the interview for temporary administration support was taking place later that week.

Amended Motion: Costs of temporary support should not exceed the existing budget for salaries PROPOSED by Cllr Wyatt, SECONDED by Cllr Howard and AGREED.

19.66 Planning Committee:

i. Planning Committee report: Cllr Wyatt gave the following update:

Small Scale:

18/01159/APP 19/00028/REF Land Adjacent To 98 London Road APPEAL for PINs ref Ref: APP/J0405/W/19/3226371 - Demolition of existing garage and erection of single dwelling. **RESOLVED:** No further comments would be submitted.

19/00750/APP 19 Brook Street AMENDED Plans: Two storey rear extension, alterations to and the raising of existing roof structure and erection of garden office. **RESOLVED:** No objection to the amended plans.

19/01663/APP 1 Pavilion Gardens Single storey rear extension and new door and reduced window opening in north elevation. **RESOLVED:** No objection.

19/01730/APP The Paddock House 31 London Road Demolition of existing bungalow and garaging, construction of five detached houses with attached garages and associated external works. **RESOLVED:** The Committee did not object to this application subject to conditions being placed with appropriate landscaping to protect residential amenity of neighbouring properties and heritage assets.

Large Scale:

19/01414/APP Kee Process Ltd College Road Business Park College Road North Change of use of land from agricultural to create additional open storage. **RESOLVED:** Objected due to intrusion into open countryside.

19/01514/APP Halton Brook Business Park Weston Road Additional car parking facilities in association with the development of phases 2 & 3 of Halton Brook Business Park.

19/01594/ADP Halton Brook Business Park Weston Road Application for reserved matters pursuant to outline permission 16/00213/AOP appearance and landscaping to deliver Phases 2 and 3 of Halton Brook Business Park.

RESOLVED: No objection to these two applications for phase 2&3 Halton Brook Business Park, subject to a number of conditions:

19.67 Facilities Committee

i. Reports from the Committee:

- Bus shelter – The new bus shelter was now in place. Work still to be carried out on surrounding vegetation and Gladstone providing a quote for a bench.
- Pitch work – all now completed.
- Cricket Club micro-grant application – a third company was due to visit the club to carry out a site inspection and provide a quote. No final decision had been made by the club.

ii. Any Events:

- Update on Colts event – Cllr Tubb and Cllr Ronson had met with the event's organiser and

confirmed details of the event. Cllrs discussed a need for a contingency plan if the poor weather continued and Cllr Tubb and Cllr Lesley agreed to meet with the organizer again to discuss this. The clerk also suggested the Colts speak to the school about providing back up parking if required.

- Annual school leavers BBQ – Cllr Tubb stated that she had agreed for the annual BBQ to take place at the park as in previous years. Those organizing the event had been informed that whilst limited cars could be on the field while setting up all vehicles then had to be parked in the car park. The date was confirmed at Tuesday 23rd July.
- Astonbury – the event management form and risk register for the event had been shared. The original donor target of £6k had been exceeded to £7.2k. There had been additional costs for a music license that had not been required in the past and the provision of first aiders was still outstanding. Cllr Wyatt agreed to seek additional quotes to provide first aiders for the event.

19.59 Community Centre Committee

i. Report –

Cllr Tubb gave an update following the Committee and highlighted the following:

- A new co-opted non-voting member had joined the committee and brought experience in construction and development.
- A bat survey had been approved and it was confirmed that no bats lived in the roof
- A working party was meeting on Monday 17th June to discuss temporary accommodation requirements and timeline.
- An image of the internal plan of the building had been shared, the clerk agreed to circulate to Cllrs.
- A two stage process to an asbestos survey was agreed. An initial investigation would take place to see the likelihood of asbestos being present.
- All current invoices had been approved.
- An electronic lift had been agreed as decided the most cost effective option
- Demolition was due to start in 4 months with the tender lead time being approximately 1 month.
- Approved planning permission was expected to be confirmed by the end of the week, the clerk would chase if any further delays.
- Cllr Collins (AVDC) stated that the project had support from the district council planning team.

ii. Tender Process –

working on finalizing this at the moment.

Cllr Collins, AVDC gave the following reflections:

- Rules regarding developer's signage could differ depending on which authority owned the land e.g. parish, town, district or county land.
- Each County Councillor has a discretionary budget to spend in their local community but funding was limited.
- In relation to advertising jobs, it was worth considering reaching out to those that are close to retirement age and were perhaps looking for a secondment e.g. RAF Halton.

19.60 Date of next meeting

MIN20190612

Wednesday 3rd July 2019 at 7pm

Signed

Date

Appendix A

<u>Invoices to May 31st 2019</u>					
Date	Company	For	Amount £	Vat £	Total £
09/04/2019	Your Café in the park	Cleaning toilets 4 x weeks from W/c 4/3	£ 140.00		£ 140.00
25/04/2019	Your Café in the park	Cleaning toilets 4 x weeks from W/c 1/4	£ 140.00		£ 140.00
25/04/2019	Your Café in the park	Toilet Rolls £17.71 x 3 packs	£ 53.13		£ 53.13
02/05/2019	R.B. Tree Care	Bus stop clearance works	£ 250.00		£ 250.00
03/05/2019	Rialtas Business Solutions	Year end close down fees & disbursements	£ 574.20	£ 114.84	£ 689.04
10/05/2019	RWA Consulting	Stablebridge Road bridge survey	£ 475.00	£ 95.00	£ 570.00
17/05/2019	Npower	Streetlighting - April	£ 680.33	£ 136.07	£ 816.40
20/05/2019	Drivescape	Concrete base for bus shelter	£ 1,600.00		£ 1,600.00
21/05/2019	E Sharp	109 Weston Rd, 15 Overstrand - street light repairs	£ 302.38	£ 60.48	£ 362.86
22/05/2019	Glasdon Uk Ltd	Supply and installation of Bus shelter	£ 5,724.00	£ 1,144.80	£ 6,868.80
29/05/2019	Mark Waller	Grass cutt & strim allotments x 3	£ 60.00		£ 60.00
30/05/2019	Frank Cooper and Son	2nd payment of 12 - grass cutting	£ 1,302.08	£ 260.42	£ 1,562.50
31/05/2019	Almar	A0 scan and copies - park land registry map	£ 9.00	£ 1.80	£ 10.80
31/05/2019	G McEnery	Office Cleaning - May	£ 40.00		£ 40.00
31/05/2019	G Cook	Bowls Club Cleaning - waiting invoice			£ -
<u>Invoices received after 31st May & before F&S on 11th June</u>					
01/06/2019	Hugo Fox	Custom website	£ 745.83	£ 149.17	£ 895.00
05/06/2019	Smashing Windows	Window replacement - Churchill Hall	£ 86.67	£ 17.33	£ 104.00
<u>Play in the Park re-imburements</u>					
24/05/2019	Dee Horwood	Materials for crafts activities for Play in the park	£ 42.75	£ 6.00	£ 48.75
11/05/2019	Dee Horwood	Materials for crafts activities for Play in the park			£ 154.25
<u>Community Centre Invoices - APPROVED by committee</u>					
29/04/2019	AR Miles Associates	Feb - April structural engineer fees	£ 6,500.00	£ -	£ 6,500.00
14/05/2019	CBG Consultants	Further design elements & Part L Moddling (design)	£ 2,500.65	£ 500.13	£ 3,000.78
30/04/2019	Hayward Smart	Interim fee for April	£ 20,000.00	£ 4,000.00	£ 24,000.00
05/06/2019	Hayward Smart	Interm fee for May + 3D image of Hall	£ 10,500.00	£ 2,100.00	£ 12,600.00
<u>Direct Debits FYI:</u>					
15/05/2019	Tanswell technology	Office 360 and support	£ 24.00	£ 4.80	£ 28.80
15/04/2019	AVDC	Bin rental and empties April	£ 146.40	£ 33.60	£ 180.00