

**The minutes of Aston Clinton Parish Council**  
**Meeting held on Wednesday 6<sup>th</sup> November at 7pm at the Aston Clinton Parish**  
**Meeting Room, London Road, Aston Clinton, HP22 5HL**

**Present:**

Cllr Read (Acting Chairman)  
Cllr Wyatt  
Cllr Judge  
Cllr Howard  
Cllr Mason  
Cllr Simpson  
Cllr Watton

**In attendance**

Clerk: E Barry and S Kenny (recording)  
12 members of the public were in attendance

**19.126 Apologies –**

were received from Cllr Tubb, Cllr Ronson, Cllr Duffield

**19.127 Declarations of Interest:**

There were no declarations of interest

**19.128 To approve the minutes of the Parish Council meeting held on 2<sup>nd</sup> October**

PROPOSED by Cllr Howard SECONDED by Cllr Simpson, AGREED and signed by the Chairman

**19.129 Public Participation:**

For this meeting the usual period of 15 minutes has been extended to 30 minutes to allow time for representatives of the Scouts to address the Parish Council and public. Representatives from the Scouts addressed the Parish Council with proposals to build a Scout hut and were looking for Parish Council in principle support of locating a scout hut on a site, adjacent to London Road and Aston Clinton Park. They provided a history of the Aston Clinton Scouts, including the issues around the lack of permanent facilities. The site they were looking to build a scout hut on already had outline planning permission to develop, but had been prevented from development due to a Covenant Bucks County Council held over the access to the site. They went on to explain that they wanted to build a hall in Ollie's name, and that monies from Ollie's fund will significantly help this. They were also looking to gain the support of Buckland and Drayton Beachamp. They explained that they have allowed for 20 parking spaces. It will be rented out to bring in extra funds. Likely to be more than one building.

The Parish Council had received a letter from a resident expressing concerns over the proposed siting of the Scout hut along with concerns over number of parking spaces and highway safety. Cllr Read, read the letter to the meeting.

### **19.130 Council:**

#### **i. Reports from external bodies**

Cllr Wyatt reported that ARLA are at full capacity. Olleco –smells were still be reported as coming from their area. Buckland were getting the full brunt of the smell. There will be a complaints number set up shortly and a WhatsApp group and these would be advised on the PC website as soon as possible. Environmental health had been called out and said it was within limits.

#### **ii. Update on Unitary Authority**

Consultation at the end of this month on budgets. There will be a link on the Parish Council website. There are a minimum of 9 and maximum of 19 boards as Buckinghamshire is a large county.

#### **iii. Christmas Tree Festival –**

last one was held 2 years ago. The church provides the trees. Cllr Judge and Cllr Mason will decorate the tree. Cost is £12.00 for the tree.

**MOTION:** to agree to the sponsoring of a tree at the Christmas Tree festival  
**PROPOSED** by Cllr Mason **SECONDED** by Cllr Judge and **AGREED**

### **19.131 Correspondence –**

the Clerk had received an email from a concerned resident on Brook Street. The layby is being used as a third lane. The Councillors felt that this would be difficult to stop happening unless it was made a one way street. The Clerk would respond explaining that the Parish Council have taken on board the comments and we will monitor the situation.

### **19.132 Clerk's Report –**

the Clerk explained that as this would be a long meeting, she would not be presenting a Clerk's report.

### **19.133 Finance and Staff Committee**

#### **i. Month-end Accounts & Budget Status**

The Clerk reported that Income to end October excluding S106 funds was £265,438, 96.5% of budget to year end. Expenditure excluding Community Centre and temporary accommodation spend was £95,736, 43% of budget to date.

#### **ii. Community Centre**

**Income/Expenditure** - The Clerk reported that expenditure to date for the new Community Centre was £142,827, £117,379 of which has already been received in S106 funds with the balance of £25,448 due in the next week or two.

**Cash flow/schedule of payments** – The Clerk confirmed that there were no upfront payments required. Payment would be monthly and on delivery of goods and completion of services. She had circulated to the Councillors an estimated payment schedule for the Build project. She then explained the signing off and payment process which included the following:

Architect checks the work at each stage. The contractor raises a monthly invoice for Council to sign off. Architect will issue a certificate. Invoice is on a 30 day term. Potential risk concerns on cash flow were due to receiving funds net of VAT from AVDC. If any delays from HMRC this could affect the cash flow. In light of this the

F&S committee felt that it prudent to look at mitigation strategies including possible short term loan, should the need arise. Cllr Watton would look at the options. The Clerk stated that although the Parish Council reserves, it would be good to look at risk mitigation options and would contact AVDC.

**iii. Budget & precept timeframe –**

The tax base figure for 2021 had been received with a deadline of 17/1/20 to submit the Parish Council's precept request. The tax base figure for 2020/21 was for 2073 homes, which the Clerk reported was an increase of 177 (approximately 9%) on the previous year.

**iv. Risk Register –**

Reviewed by F&S committee, recommendation to add the cash flow risk and mitigation strategy.

**v. Insurance renewal –**

Aston Clinton Parish Council and associated assets – Insurance recommendation included a three year proposal. Cllr Watton suggested looking at the policy when the new Community Centre had been completed.

**MOTION:** to agree a quote for insurance renewal – PROPOSED by Cllr Judge  
SECONDED by Cllr Wyatt and AGREED

**vi. Any payments to be agreed –**

**MOTION:** To approve the payment of outstanding invoices – PROPOSED by Cllr Howard  
SECONDED by Cllr Mason and AGREED

Date	Company	For	Amount £	Vat £	Total £	
01/11/2019	Entertec	PA systems, Remembrance Service, 10th November 2019	£ 400.00	£ 80.00	£ 480.00	
31/10/2019	Costco Wholesale	Sweets for Santas Float	£ 38.97	£ 7.79	£ 46.76	
31/10/2019	Rosemary Stratfull	Cleaning the toilets of Aston Clinton Bowls Club for the month of October	£ 40.00	£ -	£ 40.00	
31/10/2019	Frank Cooper and Son Limited	Grass Cutting - 7th Payment of 12	£ 1,302.08	£ 260.42	£ 1,562.50	
30/10/2019	E.Sharp (Electrical) Ltd	Street Light repairs Archive Close & Twitchell Lane	£ 208.22	£ 41.64	£ 249.86	
28/10/2019	Sportsequip	Supply and fit 2 stub logs and Balance Beam	£ 887.00	£ 177.40	£ 1,064.40	
23/10/2019	Viking	Stationary Supplies	£ 41.39	£ 8.57	£ 49.96	Protection Plus £1.88. We are being credited at this amount.
23/10/2019	Jewson	Concrete Mix for ramp	£ 25.12	£ 5.02	£ 30.14	
20/10/2019	Amazon Business	Ink Cartridge pack of 2	£ 35.57	£ 7.12	£ 42.69	
18/10/2019	E Sharp (Electrical) Ltd	122 Weston Road/ 14 Bishops Field	£ 508.25	£ 101.65	£ 609.90	
17/10/2019	Drivescape	Make good lifted or lowered block paving caused by tree roots, in an area from the metal bench to the stream at Aston Clinton Park as per our quotation of 15th July 2019.	£ 340.00	£ -	£ 340.00	
10/10/2019	Viking	Printing supplies	£ 61.18	£ 12.61	£ 73.79	Protection Plus £1.88. We are being credited at this amount.
08/10/2019	Npower	Electricity Invoice 01 September 2019 - 30 September 2019	£ 680.33	£ 136.07	£ 816.40	
07/10/2019	Café in the Park	Cleaning of the toilets - week beginning 2nd September to we 29th September 2019	£ 210.00	£ -	£ 210.00	
<b>Community Centre Invoices - APPROVED by committee</b>						
04/11/2019	E Sharp (Electrical) Ltd	Sewage pump supply and site electrics as quoted. Additional work fit meter , Additional work fit hand dryer and remove meter in old building	£ 1,122.00	£ 224.40	£ 1,346.40	Extras - 90.00 for fitting meter for contractor supply & 72.00 for remove meter (approved by Clerk) subject to sign off by committee process
04/11/2019	Sandy's plumbing	Change water pipe, remove internet box, mole for temp elec supply	£ 650.00	£ 130.00	£ 780.00	
10/10/2019	Hayward Smart Architects	Uplift fee in line with agreed contract sum	£ 6,300.00	£ 1,260.00	£ 7,560.00	
22/10/2019	Dawn Lodge Associates	Remainder of tender doc fee, meetings & Value engineering work	£ 3,406.50	£ 681.30	£ 4,087.80	
<b>Schedule of fees for Carpentry work for Temp Accom Ramp, steps and skirting</b>						
Company	for	who paid/to pay	Amount ex VAT	VAT	Total inc VAT	Comments
<b>Labour</b>						
Edward Margetts	8 days work	Edward Margetts	£1,705.00	£0.00	£1,705.00	
Mark Stroud		Mark Stroud	£2,120.00	£0.00	£2,120.00	
Joe Stroud		Joe Stroud	£1,600.00	£0.00	£1,600.00	
<b>Materials</b>						
Screwfix	Screws	CR	£13.33	£2.66	£15.99	
Screwfix	Brackets	CR	£30.60	£6.11	£36.71	
3 Counties Timber	Wood supplies	M Stroud	£45.94	£9.18	£55.12	
Screwfix	Screws	M Stroud	£13.33	£2.66	£15.99	
3 Counties Timber	Wood supplies	EB	£180.00	£36.00	£216.00	
Country Supplies	Decking supplies	CR	£503.40		£503.40	Approved at Oct PC
3 Counties Timber	Posts and screws	CR	£18.62	£3.73	£22.35	
3 Counties Timber	Wood supplies	CR	£13.58		£13.58	Missing hardcopy
Country Supplies	Anti slip decking & screws	CR	£243.08	£48.62	£291.70	
Jewsons - Invoice Number 0382/0010003	Wood supplies	PC	£27.10	£5.42	£32.52	Missed at Community Centre Meeting
Jewsons - Invoice number 0417/00135060	Wood supplies	PC	£469.96	£93.99	£563.95	
Jewsons - Invoice number 0417/00135058	Wood supplies	PC	£218.20	£43.64	£261.84	
Jewsons - Invoice number 0417/00135056	Wood supplies	PC	£247.68	£49.54	£297.22	
Jewsons - Invoice number 0417/00135048	Wood supplies	PC	£163.59	£32.72	£196.31	
Jewsons - Invoice number 0417/00135044	Wood supplies	PC	£705.66	£141.13	£846.79	
Jewsons - Invoice 0417/00135041	Wood supplies	PC	£141.78	£28.36	£170.14	
			£8,460.85			
<b>Direct Debits FYI:</b>						
01/11/2019	Aylesbury Vale District Council	General Waste Rental and Empty for October 2019	£216.00	£0.00	£216.00	
23/10/2019	BT Business Bill	1st October - 31st December	£323.43	£64.68	£388.11	

## vii. Temporary member of staff

**MOTION:** to approve the recommendation of the Finance & Staff Committee for the employment of Angie Moore transferring from a temporary to a permanent position – PROPOSED by Cllr Wyatt SECONDED by Cllr Judge and AGREED

### **19.134 Planning Committee:**

#### **i. Planning Committee report –**

due to the length of the agenda, the Chair of the Planning Committee referred the meeting to the Website for the full report of the last meeting.

#### **ii. Proposed siting of a Scout hut in the village –**

**MOTION:** to support in principle the establishment of a scout hut on land adjacent to Aston Clinton Park and London Road – PROPOSED by Cllr Howard SECONDED by Cllr Watton and AGREED

### **19.135 Facilities Committee**

#### **i. Reports from the Committee**

Cllr Read provided a summary update of the previous Facilities Committee meeting which included decisions on repairs and maintenance programme for the play park. It had been suggested that the play park be closed for part of February (excluding half term) to facilitate the repairs, painting and replacing of items.

#### **ii. Grounds Maintenance Contract**

**MOTION:** To agree contract renewal and quote as recommended by the facilities committee – PROPOSED by Cllr Howard SECONDED by Cllr Wyatt and AGREED

#### **iii. Tennis Club S106 project –**

3 quotes had been provided by the Tennis Club. They explained that they couldn't move forward with planning until a supplier had been selected. Also, that the quotes were for more than originally estimated as they were now looking at 2 buildings instead of one but would fund the difference if necessary. The Clerk asked when they hoped to commence the project and they responded next spring. The Clerk asked if the suppliers of the building would need money up front and the Tennis club confirmed 50% prior to install and 50% on completion. The Clerk recommended adding an item to the next Facilities agenda to agree the amount to be provided from S106 funds.

**MOTION:** to agree quotes and proposals for the tennis club project – PROPOSED by Cllr Mason SECONDED by Cllr Judge and AGREED with the exception of one abstention (Cllr Wyatt).

#### **iv. Events**

Proposed Colts event on 30<sup>th</sup> November – this is a fund raiser, with a charity football match at 12 noon with a raffle and bbq, finish at 8pm.

**MOTION:** to agree to a Colts event to include a Marquee in the Park – PROPOSED by Cllr Wyatt, SECONDED by Cllr Mason and AGREED

### **19.136 Community Centre Committee**

#### **i. Reports from the Committee –**

Minutes will be published.

#### **ii. Delegated authority (DA) –**

The proposed delegated authority document for the Community Centre project had been circulated with an explanation of why it was necessary. During the build there would be a need for quick decisions - whether around matters like paint type or more significant matters like changing the floor manufacturers. The Community Centre Committee were in agreement that if all decisions had to wait for a meeting to be held, this would lead to delays in making decision, leading to costly delays to the project. The document allows a number of the CC members to make decisions

on the build. The more significant the decision the larger number of CC members are needed to agree. Very significant decisions (like shape of windows or the roof for instance) would go back to Committee.

**MOTION:** to agree delegated authority proposals as outlined in the tabled DA agreement – PROPOSED by Cllr Howard SECONDED by Cllr Judge and AGREED

**iii. Community Centre Quotes**

The Clerk explained that the QS had AGREED to the amendments requested by the Community Centre Committee and that they were now recommending it for approval.

**MOTION:** To approve QS proposals for next stages PROPOSED by Cllr Watton SECONDED by Cllr Mason and AGREED

**MOTION:** To approve Architects proposals for Contract Administration services – of £200 per month for producing and distributing the minutes. PROPOSED by Cllr Howard SECONDED by Cllr Judge and AGREED

**MOTION:** To approve the re-inclusion of PV panels & external lighting bollards as part of the main contract, as recommended by the Community Centre Committee PROPOSED by Cllr Wyatt SECONDED by Cllr Howard and AGREED

**19.137 Date of next meeting –**  
17<sup>th</sup> December 2019

Signed.....  
Date.....