The minutes of Aston Clinton Parish Council meeting held on Wednesday 2nd October 2019 at the Aston Clinton Parish Meeting Room, London Road, Aston Clinton, HP22 5HL

Present

Cllr Tubb (Chairman)
Cllr Read
Cllr Ronson
Cllr Judge
Cllr Mason
Cllr Wyatt
Cllr Howard
Cllr Watton
Cllr Duffield
Cllr Simpson

In attendance

Clerk: E Barry (recording)
6 member of the public were in attendance
District Councillor Carole Paternoster

19.115 Apologies

Apologies were received from Cllr Mason

19.116 Declarations of Interest: For councillors to declare any personal and/or prejudicial interest in items on the agenda.

There were no declarations of interest.

19.117 To approve the minutes of the Parish Council meeting held on 4th September

PROPOSED by Cllr Howard SECONDED by Cllr Ronson, AGREED and signed by the Chairman.

19.118 Public Participation

For members of the public to ask questions and raise any issues on items included on the agenda. Public Participation should be for a period of no longer than 15 minutes, each person shall not speak for more than 5 minutes. This section of the meeting is not required by law to be minuted.

The following matters were raised:

- Reported issues with antisocial behavior on the Chapel Drive estate. It was AGREED that the Assistant Clerk would be asked to draft a letter to the Social Housing provider.
- Reported issues on Green End Street with regard to noise from dogs. The member of the public was advised to report any suspected animal cruelty to the RSPCA.

- Cllr Paternoster reported that a resident in London Road who lived near the Mela restaurant had reported a problem with an Ash tree with branches that were interfering with electric wires. The Councillors AGREED to look into the matter.

19.119 Council

i. Any reports from external bodies

Local Area Forum (LAF) - Cllr Wyatt reported that he and Cllr Ronson had attended the LAF meeting and completed the forms for the feasibility studies and matched funding, as recommended by the Facilities Committee and to include:

- Reduction of speed on Stablebridge Road
- 20mph zone for green end street, brook street and Twitchell lane
- Survey for visibility and safety at the Shell garage

He also reported that the VALP was expected to be adopted by the end of the year following a large amount of modifications. The inspector had recommended an allocation of a further 1,000 houses to be delivered near Milton Keynes. He went on to thank Calvin Richardson for the road marking refresh for the speed camera on London Road.

Tring Local Station Plan – Cllr Read reported the following:

- They are trying to improve access to the stations of Cheddington, Tring and Berkhamsted
- Focus is on encouraging cycling, increasing taxis and promoting car sharing

ii. Allowances for Parish and Town Councillors 2020/21

Cllr Tubb explained that Parish Councils are allowed to have a policy to include allowances for Councillors and that this Parish Council only has a policy for expenses and that this policy would need re-drafting as it had last been reviewed in 2015. She went on to ask the Councillors if they agreed with the Parish Council policy of continuing with no allowances.

MOTION: to agree a response to Democratic Services, was PROPOSED by Cllr Ronson, SECONDED by Cllr Simpson and AGREED as follows:

No allowances to be paid as current Parish Council Policy.

19.120 Clerk's Report

The Clerk reported that the Temporary Accommodation housing the café and the football club had been installed and that both were looking to move across to the new facilities week commencing the 21st. The budget setting process had started and Committees were recommending spend for next year.

19.121 Finance and Staff Committee

i. Month-end report September 2019 and budget status –

The Clerk had circulated the report and Cllr Tubb asked if there were any questions. Cllr Read asked if the Euro bins contract was a yearly contract and suggested revisiting the contract when the new Community Centre was up and running

ii. Budget 2020/2021 -

The Clerk explained that she would be asking AVDC when the deadline for requesting precept would be for next financial year and that she hoped to receive this information, along with the tax base shortly.

iii. Notice of conclusion of audit

The Clerk explained that the Notice for Conclusion of Audit had been published on the website and Parish Council Noticeboards in the village.

iv. External Auditors Report –

Cllr Tubb read out the external Auditors Report and announcing that Parish Council had passed the audit. The Clerk reported that a copy of this report had been published on the website and copies of related documents were available for viewing.

v. Risk Register –

Cllr Tubb read the new drafted items as AGREED by the F&S Committee.

vi. Update on recruitment and current staffing -

Cllr Tubb reported that we now have the following part time members of staff, The Clerk/RFO, an Assistant Clerk, a temporary contract Administrator and a part time park keeper.

vii. Community Centre QS & Architect fees

MOTION: To approve QS Value engineering work estimate of up to 15 hours was PROPSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED

Cllr Tubb explained that as the final contract sum would be for more than the original £1.6m sum, the Architect had presented the updated fee cost but would only be charging for the two later stages of building regulations and working drawings to tender. The proposed cost would be for 3.5% of £250,000 (£1.85-£1.6m) = £8750. If the final contract was for less than £1.85m then this figure would be adjusted according.

MOTION: To sign off Architect fee in relation to potential build cost was PROPOSED by Cllr Read, SECONDED by Cllr Howard and AGREED.

viii. Any payments to be agreed –

The clerk had circulated the list of invoices for September. She explained that there had been two additions since last night's Finance and Staff meeting which were for the Payroll company and Country Supplies.

Invoices to 1st October 2019						
Date	Company	For	Amount £	Vat £	Total £	Comments
30/09/2019	BAS Associates	Payroll services Oct - Dec & additional staff for previous quarter	£ 270.00	£ 54.00	£ 324.00	Added since F&S
27/09/2019	Frank Cooper and Son Limited	Grass cutting - 6th payment of 12	£ 1,302.08	£ 260.42	£ 1,562.50	
17/09/2019	PKF Little John	External Audit fees	£ 800.00	£ 160.00	£ 960.00	
12/09/2019	FIRE FM	Fire Risk Assessment - Café in the park	£275.00	£55.00	£330.00	
12/09/2019	FIRE FM	Fire Risk Assessment - Youth Club	£275.00	£55.00	£330.00	
12/09/2019	npower Business Solutions	Street lighting - August	£703.01	£140.61	£843.62	
10/09/2019	R.B Tree Care	Tree works - to prune back trees from astro turf pitch	£70.00	£0.00	£ 70.00	
10/09/2019	Complete Building Control Ltd	Building Control services Temp Accommodation	£900.00	£180.00	£ 1,080.00	
09/09/2019	FIRE FM	2KG C02 Extinguisher - kitchen, Disposal of Fire Extinguisher, and Labour cost	£75.00	£15.00	£ 90.00	
31/08/2019	M&J Welding	Supply Plant, Labour and Materials to site, Weld Finger Pinch Bar to gate, Weld sections of Playground railings in 6 places, Weld fence post at far end of Sports Field	£175.00	£35.00	£ 210.00	
30/08/2019	Frank Cooper and Son Limited	Grass cutting - 5th Payment of 12	£ 1,302.08	£ 260.42	£ 1,562.50	
20/08/2019	Tanswell Technology Ltd	Onsite 12/08/19: move PC etc	£50.00	£ 10.00	£ 60.00	
28/06/2019	Frank Cooper and Son Limited	Grass cutting - 3rd Payment of 12	£1,302.08	£ 260.42	£1,562.50	
Astonbury 17th August 2019 Invoices						
01/10/2019	James Doyle	Astonbury steward	£ 61.50	£ -	£ 61.50	
16/09/2019	Aylesbury Vale District Council	Bin Hire 5 x 1100L Refuse bins	£ 272.00	£ -	£ 272.00	
29/08/2019	PPL PRS United for music	The Music Licence	£ 138.26	£ 27.65	£ 165.91	F&S recommending payment
15/08/2019	three counties Plant and Tool Hire	Temporary Site Fencing, Rubber Base, Fencing Coupler	£100.00	£ -	£100.00	
Community Centre Invoices - APPROVED by committee						
01/10/2019	Country Supplies	Antil slip decking boards for Temporary Accomodation ramp	£ 503.40	£ 100.68	£ 604.08	Added since F&S
24/09/2019	UK Power Networks	Disconnection of electricity supply	£ 1,027.00	£ 205.40	£ 1,232.40	PAID - approved at Committee, and urgently required
30/09/2019	Portable Offices	Temporary Accomodation - baby change unit	£ 480.00	£ 96.00	£ 576.00	
24/09/2019	E. Sharp (Electrical) Ltd	Installing mains supplies to changing rooms, kitchen. In addition install 3 phase supply to the community building from tennis club cabinet and additional single phase supplies from the car park mains cabinet to the toilets and officials room.	£ 4,204.30	£840.86	£ 5,045.16	
24/09/2019	Sandy's Plumbing LTD	Carry out works as per quotes one, two and three - Temp Accom	£ 3,495.00	£ 699.00	£ 4,194.00	
14/09/2019	Dawn Lodge Associates	Fee invoive for works in connection with the pre contract stage.	£ 4,060.00	£ 812.00	£ 4,872.00	

MOTION: To approve the payment of outstanding invoices was PROPOSED Cllr Ronson SECONDED Cllr Tubb and AGREED.

19.122 Planning Committee:

Cllr Wyatt reported the following:

i. **19/03047/APP 55 Beaconsfield Road**

Two storey side and single storey front extension – RESEOLVED: No Objection

ii. **19/02764/APP The Oak PH 119 Green End Street**

Installation of new timber shed bar servery to existing rear beer garden **RESOLVED:** no objection on the condition that the bar is closed at 10pm at the latest, due to reasons of extra noise to local residents.

iii. **19/02985/ADP Land North Of Aston Clinton Road (Former Aston Clinton MDA Site) –**

Approval of reserved matters **RESOLVED:** No objection with the same caveats as phase 1, and that the three stories were even more imposing and out of place, due to them being positioned on the outlying areas.

iv. **19/03004/APP Land North To East, College Road North**

Proposed mezzanine (1,025 sqm mezzanine on first floor and 276 sqm mezzanine on second floor) for storage use only in Unit dbs 1. **RESOLVED:** no objection to this application but had concerns over the increased movements of vehicles resulting

from the extra storage space, especially at night times and particularly with regard to the bleepers, and would ask the case officer to take all of this into consideration when placing conditions.

v. 18/03225/APP | Erection of 3 agricultural buildings | Park Farm Church Lane – updated landscaping documentation **RESOLVED:** As a result of the landscaping screening & mitigation proposals subsequently submitted by the applicant, the planning Committee no objected to this application subject to the landscaping proposals in the Landscape strategy document Drawing no HBA - 812 -01 & Note on plant species document of August 19 by Huskission Brown Associates being adhered to.

19.123 Facilities Committee

i. Reports from the Committee –

Cllr Read provided a summary from the last Facilities Committee meeting

- Play park weekly inspections had highlighted some repairs required
- A working party had been set up to look at a programme of repairs for the playpark
- Cricket Club S106 project – a supplier had been selected but the Cricket Club would have to fund the project upfront
- Tennis Club S106 Project – they were looking at the drain requirement for the proposed new facilities and the Parish Council were liaising with them on this
- Grounds Maintenance Contract – the incumbent had been asked if they were interested in quoting for next year
- Devolved services – Vale of Aylesbury Housing Trust were no longer cutting the grass verges and the Parish Council had agreed to take this on under devolved services

ii. Events–

The Colts had requested the 28th/29th July for their yearly event and it was AGREED to meet with them nearer the time for a plan around this.

19.124 Community Centre Committee

i. Reports from the Committee –

Cllr Tubb reported that members of the Community Centre Committee met with the remaining two contractors for the build and following that had a Community Centre Committee meeting where all members of the Council were invited to ensure that they were up to speed with the project before tonight's Parish Council meeting. Cllrs Wyatt and Howard attended that meeting.

ii. Insurance – Temporary Accommodation

Cllr Tubb explained that the temporary accommodation was already covered and that she and the Clerk had a meeting lined up with the insurance provider to look at insurance renewal quotes.

iii. Community Centre Contractor Valuation & Appointment

Cllr Tubb updated the Parish Council with the following:

- budget breakdown to include income from S106, New Homes Bonus and a £50k sum raised from the precept
- the final two contractors had presented at a meeting with the Design team and the Parish Council and at this stage the contract sums were still coming in over budget
- A number of items had been value engineered to reduce costs and Cllr Read explained that fundamentally have kept the integrity of the design/look and functionality. Some of the items that had been removed from the contract would then be commissioned separately by the Parish council and had been budgeted for. Items included, AV, CCTV, PV panels and external lighting bollards.
- Since the meeting, the Committee had managed to negotiate both the remaining contractors to within budget and to a level playing field
- The Committee had put together a matrix highlighting the pros and cons of both contractors in order to help make the final decision and Cllr Tubb read this out and went onto explain that the Committee had a reference for Contractor 1 but that it was extremely close between the two. Both Cllr's Wyatt & Howard who had attended that meeting explained that they had a preference for this Contractor also.
- Cllr Read went on to explain that the Architect knew of both contractors work and would be happy to work with either of them

Cllr Tubb then opened up the discussion to the Parish Council and the following matters were discussed:

- Cllr Watton expressed the opinion that they both appeared to be very good candidates with good pricing and references
- Cllr Tubb confirmed that both were financially sound and that she had checked their finances and insurances
- Cllr Read reported that there wouldn't not be any large upfront payments except for the possibility of the steel works order in the region of £200k. The risk here would be not receiving the money in a timely manner from AVDC but assurances had been made by AVDC that this would not be the case *(after note: it has since been confirmed that no upfront payment will be required)*
- The Clerk explained the S106 and New Homes bonus and that funds would be received from AVDC on production of Invoice and proof of satisfactory delivery of goods and services.
- Cllr Duffield expressed his opinion that you could not entirely mitigate against the risk.
- A question was asked about whether there was a contingency and the Clerk explained that there was both a contingency within the build contract and that the Committee were also budgeted for a contingency outside of the contract.
- Concerns were raised around contractor 1's negotiated price and whether they would try and 'claw' back the money later in the contract. It was explained that this was a fixed price contract but AGREED that this would need keeping a close eye on should they be selected. Cllr Ronson expressed the opinion that as they were a local firm, they would be keen on ensuring that they did not lose their good working reputation.

MOTION: to agree appointment of Contractor number 1, for the fixed sum of £1,780,000 was PROPOSED by Cllr Wyatt, SECONDED by Cllr Howard and AGREED with one abstention from Cllr Duffield.

iv. Letter of Intent – this had been circulated.

MOTION: to approve Letter of intent wording, was PROPOSED by Cllr Howard, SECONDED by Cllr Tubb and AGREED.

v. Contractor Contract –

Cllr Tubb explained that the Contract would be circulated to all and signed off by the Community Centre Committee

MOTION: to agree contract signing approach, was PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

Cllr Tubb opened the meeting to members of the public again to raise any questions

19.125 Date of Next Meeting

Wednesday 6th November

Signed……..Date……