

## Minutes of the Meeting of the Parish Council on Wednesday 19 August 2020 at 6.30pm at the Parish Council Virtual Meeting Room

### Present

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

### In Attendance

K. Loxley, Cllr C Paternoster (Buckinghamshire Council), Cllr B Chapple (Buckinghamshire Council), D McCall, E Barry (Clerk) and R Bennett (recording). Members of the public 0

**RESOLVED:** That due to the confidential nature of the business to be transacted, the press and public will be excluded from the meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 20.95 (iii) of the agenda PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED. It was noted that K Loxley would stay for the item as a co-opted member of the Community Centre Committee.

### 20.85 Apologies and Co-option

There were no apologies received. Cllr Tubb introduced D McCall, who had been recently interviewed for the vacant parish councillor position and was successful.

**MOTION:** to agree to co-opt David McCall onto the council PROPOSED by Cllr Wyatt, SECONDED by Cllr Judge and AGREED.

### 20.86 Declarations of Interest:

For councillors to declare any personal and/or prejudicial interest in items on the agenda.

There were none.

### 20.87 To approve the minutes of the last Parish Council meeting and amendment to the minutes of the meeting held on the 17 June

PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

### 20.88 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.

No items were raised for discussion.

## **20.89 Council:**

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

Community Boards – Cllr Mason updated that the first new Community Board had been held in July with Aston Clinton forming part of the Wendover Community Board area. The meeting covered an overview of the boards going forward including the overall vision and the mission to engage with town and parish councils, community groups, residents and other organisations to support local services. Following a conversation with the Community Board Coordinator, it was confirmed that although the boards wanted direct engagement with residents, this would not take away from the relationships and engagement the parish council had directly with residents. Cllr Mason would keep the parish council updated on developments.

### **ii. Speedwatch**

Speedwatch would start up again in the village following previous advice to cease during covid due to resource required from TVP to follow up; that had been the advice to all parish councils. Cllr Wyatt was in the process of getting the shared sentinel device from Wendover Parish Council. Cllr McCall said that he was happy to help.

## **20.90 Clerk's Report**

*Firstly I would like to say welcome to our newest Parish council member and say that we look forward to working with you. I would also like to point out there is another vacancy available and help is needed to spread the word.*

*Secondly, it is coming up to that time of year when we need to start thinking about budgets for the coming year and all committees are reminded to set priorities for the year ahead.*

*Finally, as we work towards the end of the community centre project we are looking for a suitable name for the building and would like to get the community involved. Cllr Mason is working with our temporary assistant, Emma on this and we are hoping to publish something soon with further information.*

## **20.91 Finance and Staff Committee**

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

The Finance and Staffing Committee had met the previous week and the reconciliations had been checked and approved. The Clerk had circulated the month end report.

The following items were raised and discussed:

- High level of S106 expenditure relating to the Tennis Club. The Committee had AGREED that it would be prudent to move funds from the tracker account to the current account in order to ease cash flow. This would be discussed later in the agenda.
- The Clerk had produced an income and expenditure report for the F&S, updated for the Parish council, which would be updated and reviewed monthly.
- Community Centre Invoices to be paid were reviewed and agreed pending being signed off by the Clerk, Cllr Tubb and Cllr Read; this had now been completed.

- The risk and asset registers were also discussed. The motorised trolley had been added to the asset register and Cllr Tubb would review and redraft the risk register following suggestions made at F&S.

**MOTION:** To receive and note Month-end reports and budget status as reviewed by the F&S Committee PROPOSED by Cllr Mason, SECONDED by Cllr Read and AGREED by majority; Cllr McCall abstained from voting due to time in position.

#### **ii. Community Centre – reports and budget status update from F&S Committee**

The Edgar Taylor invoice had now been received and totaled £184.5k; the S106 request for the funds had been submitted.

#### **iii. Any payments to be agreed**

**MOTION:** to approve payment of Community Centre project invoices PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED by majority; Cllr McCall abstained from voting due to time in position.

#### **iv. Transfer of funds to manage cash flow**

The Clerk highlighted that there were a number of invoices to pay where money would be claimed back e.g. tennis club, however these would be paid out before money received, therefore the clerk was requesting that £60k to be moved from the tracker account to the current account to help with cash flow.

**MOTION:** To approve the transfer of funds from the tracker account to the current account PROPOSED by Cllr Watton, SECONDED by Cllr Mason and AGREED by majority; Cllr McCall abstained from voting due to time in position.

#### **v. Risk and Asset Registers**

Covered under item 20.91 (i).

### **20.92 Budgets**

The Clerk updated that the Facilities Committee had looked in more detail at each budget line and there was a pressure to ensure that each budget was kept on track moving forward and for there to be a hold put on any non-essential projects. It was particularly important to ensure there was sufficient funding for the community centre build and there were still a number of unknowns due to the covid pandemic, therefore there needed to be a healthy reserves carried over to 2021/22. It was confirmed that budget planning for 2021/22 would start in September/October.

### **20.93 Planning Committee:**

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

Cllr Wyatt (Chairman) gave the following update:

Bovis had commenced work back on site on Monday 10 August and had been given guidance to build the houses to the roof line.

20/02240/APP - 8 Sawdy Drive - Single storey rear extension: Cllr Wyatt viewed. It is an infill between house and garage. No intrusion on any one. Trying for a certificate

of lawfulness and has an appeal in for the size. Difference between 8 m and 4 m. However, not coming out further than the house, just infilling between garage and house. RESOLVED: No objection.

20/02308/APP - 6A New Road - Roof alteration to front including two dormers and a two storey rear extension. RESOLVED: Objected on the grounds of poor quality design and conflict with policy HQD1 of the Aston Clinton Neighbourhood plan - whereby, development proposals will be supported, provided: i) Their scale, density, height, massing, landscape design, layout and materials, including alterations to existing buildings, have understood and reflected the character and scale of the surrounding buildings. The proposed extension to the rear is incongruous to the rest of the building, overbearing and too dense for its setting. Further, there is also the possibility of overlooking and loss of privacy to neighbouring properties from first floor balcony due to the proximity to the garden boundary.

20/02091/APP - The Longhouse 42 Green End Street - Replacement of 2 doors: Upon consulting Morwenna Breen-Haynes (Heritage Officer) and Clare Merritt (Senior Planning Enforcement Officer) listed building consent is being requested. Application they have made during consultation with the heritage people. They want to replace 2 doors. RESOLVED: In support.

20/02264/APP - 81 Weston Road - Minor fenestration changes to rear elevation: Addition of a Juliet balcony in the back. Not overlooking anything. RESOLVED: In support

## **ii. Changes to Planning laws**

Cllr Read had circulated an email giving details of the changes and the impacts to the parish council. Cllr Read stated that, in his opinion, Neighbourhood Plans (NHP) are fundamental to the new laws and any NHP would sit alongside local plans with three land designations for the area being growth, renewal and protected. The parish council would have 42 months from the plan being adopted in 2018 for a new one to be produced; it was expected to be shorter with less background documents. Some opinions on the parish council suggested that it would mean NHPs would have less say going forward. This would be discussed further at the next planning meeting.

## **iii. Traffic Calming update**

The Clerk updated that Buckinghamshire Council had confirmed that they were now moving forward with work in zones 1 and 2; a safety audit would take place and public consultation held in September; some thought was needed as to publicising the consultation. Funding for the zones would come from the Woodlands and Hampden Fields developments. Funding for zones 3 and 4 were already secured due to the developments already being started. Officers at Buckinghamshire Council had suggested that zone 5 be put on hold, but could look at it later if the budget was available.

Cllr Mason confirmed that the three schemes under the previous local area forum funding would still go ahead and they were waiting to hear if match funding was required.

## 20.94 Facilities Committee

### i. Reports from the Committee

- Play and park facilities improvements were ongoing; chasing up approval of quote from Buckinghamshire Council for the preferred supplier
- More work than expected was needed for the trim trail
- Issue with people using the all-weather pitch continued. It had been agreed that razor wire around the top was not an option due to health and safety reasons.
- A reduction in the café's base rent had been agreed. 50% for August and September and would then be reviewed again. Cllr Watton agreed to circulate the calculations of the impact of deducting from the base rent with regard to the year end turnover calculations, and it could be discussed at the next F&S committee meeting.
- There had been an increase in those wanting to use the park for groups and events; there would be a board in the office so all could see who was in the park and when.
- A number of Elm trees had been donated by the Horticultural Society and the position of these had been agreed.
- Those collecting the commercial waste had been given a key to the park to ensure they could access the bins if out of park opening hours.
- Approval had been given for a fruit and veg stall in the car park during August.
- Tennis club huts were all in place and drains connected up to the community centre.
- The flood light project was going ahead with the use of S106 money.

### ii. Café in the park toilets

There had been a number of requests to open the public toilets again and although this was now allowed, the parish council were worried about the existing problems with the drainage. An option of hiring two portaloos had been discussed with the option of going 50/50 with the café to be determined. Cllr Read and spoken with the café owner who had in principle agreed to the idea. Cllr Read agreed to find out the cost for the next facilities meeting to discuss.

### iii. Village footpaths

A quote of £500 to clear weeds from footpaths had been submitted. There was some concern that there could be some negativity about the work, however it was confirmed that the work would only be clearing weeds and not any wild flowers.

**MOTION:** to approve footpath weed clearance quote PROPOSED by Cllr Read, SECONDED by Cllr McCall and AGREED.

### iv. Issues with AWP and security measures

There had been a number of incidents of young people accessing the all-weather pitch by climbing the fence. A number of measures to stop this had already taken place, but it was still happening. There had been a previous discussion about installing razor wire around the top of the fence but this had been dismissed under health and safety reasons. It was thought that the issue may decrease as schools went back and the fact the pitch was hopefully reopening by the end of the month. It was agreed that it was

likely to be an ongoing problem and the Clerk agreed to discuss CCTV requirements with the current contractor.

#### **v. Burials – Deed of exclusive right's**

Information with regard to deeds of exclusive right's had been circulated prior to the meeting.

**MOTION:** to grant deeds of exclusive rights to burial and cremation plots, free of charge, and for a term period of 99 years PROPOSED by Cllr Howard, SECONDED by Cllr Ronson and AGREED.

#### **vi. Events**

- Remembrance Sunday  
It was still unclear due to Covid restriction what would take place for remembrance Sunday. If the current restrictions were still in place in November then a very small ceremony would take place at the war memorial.
- Santa's Float  
It was agreed that there did not seem to be a reason why the float could not take place this year and had been booked for 20 December.

### **20.95 Community Centre Committee**

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

There had been a recent site meeting and the build was progressing well. The Clerk gave the following updates:

- Signage had been agreed and also taken out of the contract so it could be completed at a lower cost.
- Gib Lane fund application for £2900 for Aston Clinton parish would be made to cover items for the Community Centre.

#### **ii. Delegated Authority Decisions**

There had been a number of items removed from the contract as the parish council could find cheaper alternatives, this included fire extinguishers, cycle stands and boot scrapers, upstairs kitchen. Issue with damage to electrical cables to the muga was ongoing. The Clerk confirmed there was a community centre meeting in the diary every Tuesday and Thursday in case any quick decisions needed to be made. Overall contractor budget was currently running at 16K over budget.

#### **iii. Contractor matter –**

This matter was discussed under a confidential session. Cllr B Chapple and Cllr Paternoster left the meeting. Mr K Loxley stayed for the item as a coopted member of the Community Centre committee.

### **20.96 Staff Matters**

#### **i. Temporary Support**

There was an additional 15hrs support in the office provided by a university student that had worked for the parish council previously. The cost of this was still inside the

total salary budgets.

**20.97 Date of next meeting**

Wed 16th September at 6.30pm