

**Minutes of the Annual Meeting of the Parish Council of Aston Clinton
held on Wednesday 20th May 2020 at 6pm
at the Parish Council Virtual Meeting Room**

Present

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

In attendance

Clerk E Barry, R Bennett recording, Cllr B Chapple

Members of the public: 4

20.47 Apologies

Apologies had been received from Cllr Simpson.

20.48 Declarations of Interest:

For councillors to declare any personal and/or prejudicial interest in items on the agenda. Cllr Wyatt declared a personal interest under item 20.57 regarding the tennis club quotes.

20.49 Election of the Chairman and Vice Chairman

MOTION: To elect a Chairman for the coming year and receive the Chairman's Declaration of Acceptance of Office. Cllr Howard PROPOSED Cllr Tubb as Chairman, which was SECONDED by Cllr Ronson and AGREED.

MOTION: To elect a Vice Chairman for the coming year. Cllr Wyatt PROPOSED Cllr Read, which was SECONDED by Cllr Mason and AGREED.

20.50 To approve the minutes of the last Parish Council meeting 8 April.

Cllr Dutton to be amended to Cllr Duffield under those present. Following this change the minutes were agreed as an accurate record. PROPOSED by Cllr Read, SECONDED by Cllr Wyatt and AGREED.

20.51 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.

A resident asked members of the council their position on the application to demolish the Chinese restaurant on London Road and turn into flats with shops underneath. The resident highlighted that the application went against previous plans and that there would be a negative impact on the village shop and risked losing the post office.

Cllr Tubb stated that members of the council would make their decision at the next planning meeting and while she could not pre-determine the decision that would be taken, she did highlight that the application was contrary to the Neighbourhood Plan for Aston Clinton and they had in the past voted against applications made for the site. The application would be discussed at the next planning meeting on 5 June, which residents were also allowed to attend. The meeting would be advertised on Facebook.

A resident presented an idea to the council of a community planting project. It was suggested that during the autumn months, bulbs could be planted across the village for them to flower for spring/summer next year. There had been a lot of support for the idea across the village with volunteers ready to participate. It was highlighted that the Horticultural Society were in support and would be purchasing the bulbs so there was no cost to the council. The Chairman highlighted that the idea was on the agenda for discussion and they would move it further up the agenda to discuss.

Cllr Chapple stated that a new set of padlocks had been installed and keys now available for College Road South.

20.52 Council:

i. Reports from external bodies

Cllr Watton updated that herself and the Clerk had attended an online presentation regarding Public Works Loan to understand how they worked and if they would be suitable for the council to use. A further update would be given under item 20.58.

ii. Dates of future meetings

It had been requested that the meeting of the Parish Council be moved to the third Wednesday of each month rather than the first, as this worked better in terms of reporting month end positions.

MOTION: to agree a change of Parish Council scheduled meetings to the 3rd Wednesday of the month PROPOSED by Cllr Ronson, SECONDED by Cllr Howard and AGREED.

iii. Annual Parish Meeting

It had been requested that as the meeting could not be held virtually it would be cancelled.

MOTION: To consider cancellation of Annual Parish Meeting for the year 2020 PROPOSED by Cllr Wyatt, SECONDED by Cllr Howard and AGREED.

20.53 Governance, Committees and Processes

i. Standing orders and Code of conduct

The relevant documents had been circulated to cllrs prior to the meeting. All councillors were required to confirm that they had read and understood the contents of the policy and agreed to adopt for the coming year. Each cllr confirmed their support individually.

MOTION: To confirm the re-adoption of the 2018 Standing orders and 2014 code of Conduct for the coming year. PROPOSED by Cllr Mason, SECONDED by Cllr Ronson and AGREED.

ii. Financial Regulations

The details of the Financial Regulations had been discussed in detail by the Finance and Staffing Committee on 19 May. Documents had been circulated to cllrs prior to the meeting and highlighted any areas where there was a variance, which were also discussed at the meeting for clarity. It was highlighted that increased authority limits would make it more workable moving forward.

MOTION: to approve and adopt the Financial Regulations for the coming year, as recommended by the F&S Committee PROPOSED by Cllr Watton, SECONDED by Cllr Judge and AGREED.

iii. Processes, Policies and Procedures

These had been reviewed by the Clerk and Cllr Tubb and it was highlighted that there were some areas that needed to be updated. The committee was being asked to approve them for the coming year on the understanding that they would be under review. The policies included were Complaints, Engagement and Communication and it was suggested additional ones to be added would be an Employee Handbook and a Press Policy.

MOTION: review and adoption for the coming year PROPOSED by Cllr Read, SECONDED by Cllr Judge and AGREED.

iv. Committees & Sub Committees

Membership of the sub committees were to be agreed, however the elections of the Chairman and Vice Chairman and the agreement of the terms of reference would be left to each subcommittee to agree. The following membership was agreed:

Finance and Staffing – Cllr Tubb, Cllr Judge, Cllr Wyatt, Cllr Read, Cllr Watton

Planning – Cllr Wyatt, Cllr Tubb, Cllr Read, Cllr Ronson, Cllr Mason, Cllr Howard

Facilities – Cllr Tubb, Cllr Read, Cllr Wyatt, Cllr Ronson, Cllr Mason, Cllr Howard

Finance and Staffing – Cllr Tubb, Cllr Ronson, Cllr Judge

Community Centre – Cllr Tubb, Cllr Read, Cllr Ronson, Cllr Mason, Cllr Watton

MOTION: to agree membership of each Committee PROPOSED by Cllr Read, SECONDED by Cllr Watton and AGREED.

MOTION: Committee Chairman and Vice Chairman to be elected at each Committee meeting PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

MOTION: Committee terms of reference to be reviewed at each Committee meeting PROPOSED by Cllr Mason, SECONDED by Cllr Wyatt and AGREED.

20.54 Clerk's Report

These have been very challenging times but the Parish Council has continued to function to the best of it's abilities adapting quickly to the changing guidelines and

doing our up most to maintain services where possible.

In the coming financial year we will continue to complete work to our existing projects and embark on new projects but also plan to review a number of Council policies and procedures to bring things up to date and in line with today's Parish Council and village requirements.

The office team have already made a start on reviewing and developing internal processes and will continue to build on these throughout the coming year.

20.55 Finance and Staff Committee

i. Income and Expenditure report and balance sheet to end March 2020

The report had been shared prior to the meeting. The only area to highlight had been the £7 extra income, but this was a non-material difference.

MOTION: To note the end of year I&E report and balance sheet PROPOSED by Cllr Tubb, SECONDED by Cllr Mason and AGREED.

ii. Month-end Accounts & Budget Status

Report had been circulated prior to the meeting and there were no comments.

iii. S137 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

The report had been circulated prior to the meeting which highlighted monies that the council had spent as the proportion of their precept for the benefit of village. There were no comments.

iv. Community Centre

- Valuation and invoicing dates

There had been no change to the contract value.

In order to bring in line with changing the date of the parish council meeting, it had been asked to move the valuation date for the community centre main contract to the 10th of the month, starting in June.

MOTION: to approve a change to the valuation date for the Community Centre main contract to 10th of the month starting from 10th June PROPOSED by Cllr Read, SECONDED by Cllr Mason and AGREED.

- Contract Sum forecast - There had been no change to the contract value.

- Income/Expenditure

Total Expenditure to date	£639,185.50	
Funds received from S106/NHB		£624,486.20
Funds to be claimed from S106/NHB		£14,699.30

- Cash flow/schedule of payments – The Clerk was expecting an update after the site meeting on Friday 22nd may

v. Any payments to be agreed

These had been circulated prior to the meeting and had been discussed and agreed at the Finance and Staffing meeting.

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

vi. Temporary Accommodation EMR.

The clerk highlighted that the reminder of the predicted accommodation costs would be ring fenced so they were earmarked to be spent.

MOTION: to approve recommendation of the F&S Committee, that the committed funds for the temporary accommodation in the amount of £62,490, be recorded on Alpha as earmarked reserves. PROPOSED by Cllr Duffield, SECONDED by Cllr Ronson and AGREED.

vii. Payment of ET invoice prior to receipt of New Homes bonus (NHB) funds.

The parish council had agreed by email to the payment of the Edgar Taylor invoice prior to receipt of NHB funds. Due to the change to Unitary authority there had been a delay in the usual process. This had meant an urgent decision was needed to be taken in order to meet the payment terms of the contractor. The Parish Council had the required funds to cover the payment and the funds were expected and guaranteed. The payment was made to ensure that the council did not receive any penalties for late payment. The NHB money has since been received.

MOTION: to ratify the Parish Council decision to pay Edgar Taylor invoice prior to receipt of NHB drawn down and to move funds from the tracker account to enable this transaction PROPOSED by Cllr Mason, SECONDED by Cllr Watton and AGREED.

viii. Asset Register & Risk register

Asset Register - It was highlighted that the asset register was maintained on an annual basis and was up to date and correct, with one addition of the pump to be added. This would be brought to the next facilities meeting for confirmation.

MOTION: to approve the asset register as recommended by the F&S Committee PROPOSED by Cllr Howard, SECONDED by Cllr Judge and AGREED.

Risk Register – A copy had been shared prior to the meeting. There were a number of risks that the Auditor had suggested and Cllr Tubb would review these and bring to a future meeting.

MOTION: to approve the risk register as recommended by the F&S Committee PROPOSED by Cllr Mason, SECONDED by Cllr Watton and AGREED.

ix. Staff Matters

MOTION: to sign off recommendations of the F&S Committee PROPOSED by Cllr Watton, SECONDED by Cllr Mason and AGREED with one abstention.

20.56 Planning Committee:

i. Planning Committee report

Cllr Wyatt, Chairman of the Planning Committee gave the following update:

Most sites were fairly quiet. It had been confirmed that Taylor Wimpey were returning to work on Monday 25 May at Aston Reach. 140/142 – were progressing and the shell of the building now visible. There was some activity on the Bovis site, but possibly just checking the site. They were expected to start back at the beginning of June, although it was noted that signs out of the play park suggested they would be back on 27 July.

The following applications had been discussed:

20/01158/APP - Aston Clinton Tennis club Aston Clinton Park - Demolish existing hut and erection of two freestanding modular huts. **RESOLVED:** In support of the application. It had been running as a club in the park for around 30 years and in that time, they had made do with a very small hut for their facilities. The Parish Council see the tennis club as an asset to both the park and the village and believe that the improved facilities including the much needed addition of the toilets, will help them to continue and maintain their success as a tennis club.

20/01206/APP - 4 Twitchell Lane Two storey rear extension and the addition of two front dormers. **RESOLVED: No objection**

20/00376/AAD -The Bell PH London Road - AMENDED PLANS: Refurbishment of the existing Bell pole sign, illuminated double-sided post mounted sign and three gold rimex plaques with black vinyl text, each fitted to oak post. **RESOLVED: No objection**

19/04067/APP - Lodge Farm Buckland Wharf Buckland, HP22 5LH: Part single storey rear and part two storey rear/side extension. **RESOLVED: No objection** with the condition the change the materials for the patio doors to be in keeping with the rest of the building.

20/01278/APP - 1 Marshment Close, HP22 5GG: Amendment to roofline and to bay at the front of the property and part garage conversion. **RESOLVED: No objection**

20/01269/APP - Land South of Aylesbury Road Aston Clinton: Variation of condition 25 (access) of application 15/03786/AO to change the trigger for the approved access prior to occupation of the development. **RESOLVED: No objection**

20/01263/APP - Land off Brook Street, Variation of condition 10 of planning permission 15/03009/ADP - Seek to amend condition 10 (list of approved plans) to replace approved hard landscaping plan with amended layout. Additional fencing is proposed to ensure public safety relating to the LEAP and existing wet swale. Seek to replace, listed approved hard landscaping plan ref: JSL2393_203 F; with updated version JSL2393_203 H. **RESOLVED: No objection.**

20/00779/APP - Hale Farm Hulcott, HP22 5AX: Ground mounted solar farm with DNO substation, point of connection, ancillary infrastructure and associated works,

landscape planting and access tracks. RESOLVED: **Objected** due to too large for the area. Too near/ proximity to listed properties in the conservation area. Concerns about the protected priority species, protect trees.

The Planning Committee also agreed an amendment to the Planning Terms of Reference to delegate authority to make decisions for paid for planning advice, when there was a case for quick action to be taken. The decision was agreed by majority via email for the amount of up to £3k and there was also a change to the terms of reference agreed that committee member numbers to be a minimum of 5.

20.57 Facilities Committee

i. Reports from the Committee

The following updates were highlighted:

- Replacement and repair works to the play park were still ongoing. There had been one preferred supplier that the committee would like to approve but were also getting a second quote from a provider from the approved list.
- The Café in Park had partially reopened. The parish council would write to them to ensure that they were adhering to social distancing requirements.
- There had been a number of complaints that there were too many people using the skate park, therefore unable to socially distance. Links had been made with community officers to monitor the situation.
- There had been a query from the Tennis club about submitting a quote for the electrical contract at cost through a company linked to the club. It was agreed that this could be submitted.
- It had been agreed that the Gordon Smith memorial would be placed on the Churchill Hall wall.
- Grounds maintenance would be going ahead with the improvements works to the football pitch as it was a good time to do it.
- The fountain area near the church had been cleaned and the hedges were to be cut back.
- Other events such as play in the park and Astonbury were still unsure as to whether or not they would go ahead, but a decision would be taken nearer the time.

ii. Aylesbury Demand Responsive Transport Expression of Interest – for report

Cllr Read went through the submissions and it was agreed to support them as they greatly benefited the local area, businesses, schools and visitors.

iii. Tennis Club S106 Project Quotes

There had been 3 quotes received, however it was suggested by the tennis club that the preferred quote proposed a conflict of interest as the company was linked to the club. The parish council agreed that the preferred quote was in fact not a conflict of interest with any of the parish councilors so would therefore not be a problem. With that in mind the preferred supplier was agreed.

Other quotes had been submitted as follows:

- One quote received for the fencing work as this was a specialist piece of work – agreed by all.
- Plumbing – a preferred supplier had been agreed.

- Basework – a preferred supplier had been agreed.

The club had a total of £44k for their improvement works and all the preferred quotes combined totaled £42,127 plus VAT. Anything over and above £44k would be at cost to the club and not the parish council.

MOTION: to approve quotes for i) electrical work (MJ Electrical), ii) basework (Sandy's Plumbing) and iii) fencing (one quote) PROPOSED by Cllr Read, SECONDED by Cllr Mason and AGREED. Cllr Wyatt abstained from voting after declaring an interest.

iv. Request to plant bulbs in the churchyard, park and village

As discussed under 'resident participation' the parish council discussed the proposal of the project to plant bulbs across the village ready for spring/summer next year. This would be a community project, with the bulbs being provided by the Horticultural Society and at no cost to the parish council.

The best positioning for the bulbs was discussed to ensure that they would not be placed near utility strips and also that they did not affect visibility in any way. The possibility of using wild flower seeds was also raised. On the whole, the parish council thought that it was a wonderful idea. There would need to be further discussions regarding the areas that would be planted.

MOTION: to approve planting and locations PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

v. Damage to Churchyard Hedge

The damage to the churchyard hedge had been investigated and contact made with the company of the lorry involved and they had agreed to pay the cost of any repairs. It was suggested that a quote to be sought for the work and then to liaise directly with the company rather than to go through the insurance company as this would drive premiums up.

MOTION: to agree a course of action – investigate action to repair and pursue the company to pay PROPOSED by Cllr Read, SECONDED by Cllr Ronson and AGREED.

vi. Events

- Colts Tournament – the event had been cancelled and it was hoped they would be able to hold it later in the year. It was noted that if it took place later in the season that they could be short of a couple of pitches if there was a football season taking place.
- Astonbury – the event had not yet been cancelled, but Cllr Tubb confirmed that there were no upfront costs or cancellation costs involved. It was noted that it was highly unlikely to take place but would be discussed at a later date.

20.58 Community Centre Committee

i. Reports from the Committee

Work on the community centre had stopped due to coronavirus, however work had started again on 4 May, in line with Government guidelines and the project was making progress. A new completion date of 6 November 2020 had been agreed which was the approved extension agreed due to coronavirus and would be no extra cost to the parish council. The new start also fitted with the extension of the temporary accommodation.

ii. Funding options

There was a potential shortfall in funding due to the delay in building on Land South of Aylesbury Road and therefore the release of S106 monies. Cllr Watton and the Clerk had attended a presentation on how Public Works Loans worked and it was agreed that if needed, that would be the right way forward for the parish council. There would be a working group set up to look at all the options going forward and it would include Cllr Tubb, Cllr Watton and Cllr Mason. Contact had also been made with Buckinghamshire Council to see if there were any options available of support and they were waiting for a response.

iii. Delegated Authority Decisions (DA)

It was highlighted that the interim evaluation did not take place. The following DA decisions had taken place:

AGREED: **internal stair balustrade** – Keep as designed

APPROVED: **Extension of time requests for COVID-19 & Unseasonable bad weather** – *AGREED with no cost to either party.*

AGREED: **Interim valuation while ET were not on site:** Agreed that this was not necessary

APPROVED: **Small change to ceiling panels at no extra cost:** *change the ceiling in the kitchen upstairs to a grid type ceiling*

APPROVED: **Putnams to do the following additional works to the trenching contract:** Continue to ducting up to the BT point and reinstate tarmac at a cost of £150.00

APPROVED: **Expenditure on the booster tank**

NOT APPROVED **Omission of the provisional sum** of £2,500 from the contract for the following: £2,500 provisional sum for Additional Client Small Power, ICT and AV Requirements.

20.59 Date of next meeting

Wednesday 17 June.

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