

**Minutes of the Meeting of Aston Clinton Parish Council - held on  
Wednesday 3rd April 2019 at 7.00pm  
at Aston Clinton Parish Meeting Room**

**Present:**

Councillors: -

L Tubb - Chairman

S Howard

P Wyatt

C Read

L Ronson

C Judge

C Simpson

R Stewart

M Mason

A Watton

Cllr B Chapple (BCC/AVDC)

Clerks: G Merry (recording) & E Barry

2 Members of the public

**19.34 Apologies**

Apologies were received from Cllr Duffield

**19.35 Declarations of Interest:**

Cllr Howard declared an interest in item 19.042 iv.

**19.36 To Approve the Minutes of the Parish Council Meeting held on 6th March 2019**

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

**19.37 Public Participation.**

There were no items.

**19.38 Council**

**i. Speedwatch Update:**

Cllr Mason reported that the Local Area Forum (LAF) cannot fund the signage for this. However, Weston Turville PC had obtained a good quote and it was agreed that 4 signs would be ordered and then installed by a councillor. Cllrs Mason and Wyatt had carried out another Speedwatch session and had discovered it was the positioning that had led to poor images last time. This has been addressed and number plates are being recorded. Another session is planned, and Cllr Mason asked for more volunteers. Cllr Wyatt stated he thought a VAS sign would ultimately be the best option for the village.

**ii. Website:**

The clerk/RFO reported that changes agreed by the working group had been implemented to the new site and Cllr Mason had done some work on layout. Once the group is satisfied all compliance is met, the link will be sent to councillors for final approval. It was agreed to aim for 22/5/19 as a target to launch by, in time for the internal audit. The information required by the new Transparency Code must be included and Cllr Mason suggested a link to one page for all these documents.

### iii. Reports from External Bodies: -

**Unitary Authority Meeting:** Cllr Watton reported that there is no practical guidance yet as no formal decisions have been made by the Government. It was commented that further devolved duties are likely to be given to parish councils, with the possibility of specialist clerks being appointed to work for more than one PC, in certain areas. Questions from ACPC councillors have been submitted. Cllr Read invited Cllr Chapple (BCC) to comment, who stated that Orders have now been laid down by both houses of parliament but will not be 'made' until at least May. It is likely that the 18 community 'hubs' suggested, will be implemented. **LAF Transport Sub-Group:** Cllr Mason reported that there is a possibility of all villages in the LAF sharing the cost of an MVAS sign, with a minimum of 3 needed, due to the cost - in the region of £3000. There is also the possibility of applying for a micro-grant. The PC will have a share of a parking enforcement officer, who will be appointed after Easter and serve each of the villages in the LAF. Cllr Stewart asked that school pick-up and drop-off times be requested. The officer will be full-time, and Cllr Mason agreed to find out how much time Aston Clinton might get. Cllr Mason further reported on the matter of visibility obstruction coming out from the Shell garage and that the Bucks CC Technician (LAT) had asked for a feasibility study request to be submitted. The weight limit on Stablebridge had been discussed, with several ACPC councillors refuting the LAT's assertion that the limit was 40 tons. There had also been an accident recently where a member of the public had been knocked down by a vehicle on the bridge. The PC had been invited to also apply for a feasibility study for weight-limiting the bridge. Cllr Read suggested the PC commission its own structural survey on the bridge and it was agreed this would go on the next facilities committee agenda.

Cllr Ronson added that the LAT had sent images showing that there had not been a fence alongside the footway on the bridge. However, Cllr Read and the Clerk – Projects/Planning had sourced and sent some historical images showing that there had. A fence was now being installed and Cllr Mason asked Cllr Chapple regarding BCC funding for footpaths. He suggested the PC consider using some of the S106 funding for the Stablebridge project, and BCC may be able to meet that 50/50. Cllr Tubb reminded him that this S106 money is not yet available. There was a brief discussion that the PC may set aside some funding from the 2020-21 budget to meet half the cost, in order to get the bridge section of the footpath done.

**Parish Council BALC Liaison Meeting:** Cllr Watton had attended this, where amongst other matters AVDC waste agreements were discussed and the BCC web reporting system 'Fix My Street'. Cllr Stewart also reported that Fix My Street works well, and anyone can upload a report. Charging at the 'tip' was discussed and Cllr Chapple stated that the charges introduced were necessary to raise revenue for essential services. Cllr Read felt that fly-tipping would increase. However, Cllr Chapple stated that statistically this does not happen.

### 19.39 Clerk's Report:

The clerk circulated a pie chart (appended) showing what the PC spent money on for the financial year to 2019, then reported as follows:

*The PC reached year-end with a healthy bank balance, although we are aware of the risks regarding the VAT situation and so need to be mindful of that in our spending plans. Analysing the spend for the last financial year, approximately ¾ of expenditure has been on play & community, park projects, repairs & maintenance, grounds maintenance and items for the village. Just 27% is spent on salaries and internal admin. This is how local government should work; turning public money into projects for local people. As a parish council we are uniquely placed to achieve this, relying as we do on largely voluntary time.*

*The last month has been meeting-heavy, with Planning, Facilities, F&S, Community Centre and*

Astonbury meetings, as well as the Staffing sub-committee. In addition, there are daytime meetings each week. This does influence the clerk's workload, with each meeting generating work before, during and afterwards. Prompt responses to emails, where necessary, is appreciated.

#### 19.40 : Finance and Staff Committee:

##### i. Month-End Accounts and Budget Status:

Cllr Tubb talked through the accounts to March. These showed a total income for the year to-date as £326,242 (149% of budget). Total expenditure was £285,330 (131% of budget). Budgets had closed on target; however, a proportion will be repayable as VAT, and must be considered as a liability. Cllr Watton had advised disclosing potential incorrectly repaid VAT to HMRC. There was also a slight change to the process of signing-off on invoices for community centre expenditure which adds more checks into the system.

##### ii. VAT Situation and Option to Tax (OTT) Offer:

Cllr Tubb outlined that an offer had been received from OTT, who were only accepting the community centre and all-weather pitch in the option, with a start date of November 23<sup>rd</sup>, 2018. Both the Community Centre committee and the Finance and Staffing committee had discussed this and formally resolved to accept the offer. Time was of the essence and there was a need to have OTT in place, so that VAT incurred on current spend could be reclaimed. To refuse the offer would have added delay and likely moved the option start date forward. It had been agreed that a new application to 'opt' the remainder of the park would be submitted.

##### iii. Risk Register:

Cllr Tubb reported that on a recently-attended audit course, PC's were advised to review their Risk Register at the end of a financial year. To this end, she had revised the register and circulated to all councillors. This would remain a standing item on the F&S agenda and the potential repayment of VAT had been added, along with the stipulation of having to repay any S106 monies, should the community centre not be built. The contents was approved.

##### iv. Payments to be Agreed:

The clerk had circulated the list of invoices for March, below. The F&S Committee had recommended all for payment except for one which was discussed. Cllr Watton agreed to prepare a statement utilising VAT terminology, as to why payment was being withheld and requesting that payment be waived. Cllr Tubb would use this as a basis for a letter to the supplier.

PAID Invoices to Mar 28th 2019					
Date	Company	For	Amount £	Vat £	Total £
Quote	Power Networks	Reconnection - Green End Street	£ 869.00	£ 173.80	£ 1,042.80
28/02/2019	E Sharp Electrical	Office Light replacement	£ 25.00	£ 5.00	£ 30.00
28/02/2019	Bancroft Consulting	CC Traffic Report	£ 3,122.40	£ 624.48	£ 3,746.88
28/02/2019	CBG Consulting	CC Mechanical and Electrical phase 2	£ 2,520.00	£ 504.00	£ 3,024.00
08/03/2019	John Brown Vat Consultancy	VAT Consultancy services	£ 1,925.00		£ 1,925.00
12/03/2019	N Power	Streetlighting	£ 623.38	£ 124.68	£ 748.06
15/03/2019	Buckland Landscapes	Sleepers in Play park - Quote5554KC	£ 1,660.00	£ 333.00	£ 1,993.00
15/03/2019	Buckland Landscapes	Return War Memorial - Quote5555KC	£ 185.00	£ 37.00	£ 222.00
20/03/2019	E Sharp Electrical	Rosebery Road	£ 91.71	£ 18.34	£ 110.05
March	Bucks Assoc of Local Councils	Subs 2019-20	£ 619.27		£ 619.27
20/03/2019	Drivescape	Path Repairs	£ 1,600.00	£ -	£ 1,600.00
18/03/2019	D Rose	Caretaking	£ 960.00		£ 960.00
10/03/2019	D Rose	Reimbursement for materials	£ 31.64		£ 31.64
08/03/2019	Tanswell Technology	Clean hard drive upgrade	£ 83.34	£ 16.66	£ 100.00
<b>Invoices Received After 28/3/19 - To be Agreed:</b>					
25/03/2019	E Sharp Electrical	Column Replacement - Green End Street	£ 540.00	£ 108.00	£ 648.00
26/03/2019	E Sharp Electrical	Long Plough - bulb	£ 112.00	£ 22.48	£ 134.48
28/03/2019	E Sharp Electrical	Feeder Column Green End Street	£ 360.00	£ 72.00	£ 432.00
28/03/2019	E Sharp Electrical	Move Football electric box, Fire alarms - Café, Flood light Churchill Hall	£ 1,500.00	£ 300.00	£ 1,800.00

28/03/2019	Frank Cooper	March Site Maintenance	£	952.08	£	190.42	£	1,142.50
29/03/2019	RB Tree Care	Remove dangerous trees in woods	£	200.00	£	-	£	200.00

**MOTION:** to agree to pay all invoices as above, PROPOSED by Cllr Howard SECONDED by Cllr Ronson and AGREED.

**v. Staffing Sub-Committee – Revisions to Staff Contracts:**

The Staffing sub-committee were recommending that attaining the PRINCE2 qualification be added to the list of qualifications listed in staff contracts, that attract an increase in salary rate by one increment.

**MOTION:** to recommend adding to contract ‘successful completion of PRINCE2 qualification’, to list of qualifications triggering incremental salary increase. PROPOSED by Cllr Judge SECONDED by Cllr Stewart and AGREED.

**19.41 Planning Committee:**

**i. Update: Cllr Read reported as follows: -**

a. Small-Scale: -

19/00575/APP 16 Stratford Close- Proposed rear conservatory and reposition front door to side elevation. **RESOLVED:** no objection

19/00671/APP Highcroft House Chivery HP23 6LD - Extension and conversion of disused stable building. **RESOLVED:** No objection

19/00679/APP - Aston Hill Place Aston Hill Chivery. Demolish existing house and erect replacement detached dwelling. **RESOLVED:** No objection

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

19/00842/APP Langlands Chivery HP23 6LD - Demolition of existing single storey dwelling and related outbuildings and the construction of a new two storey detached dwelling house. **RESOLVED:** No objection

19/00885/APP 20 New Road - Two storey rear and first floor front extensions. **RESOLVED:** No objection  
18/03986/APP 19/00018/REF Masons Meadow Aylesbury Road APPEAL ref APP/J0405/W/19/3223664 Replacement of a B8 storage and distribution building with a B1(a) office building (retrospective). **RESOLVED:** To make a written representation to the Appeal Inspector

b. Large Scale

19/00619/AOP Westonmead Farm Aston Clinton Road Weston Turville. Outline application with all matters reserved except for principle means of vehicular access, for up to 157 dwellings, public open space, play area, vehicular access off Aston Clinton Road and associated infrastructure.

**RESOLVED:** To object.

19/00668/APP Land to The Rear of The Lawn 93 Aylesbury HP22 5AJ Road Erection of 7 two storey dwelling houses and associated garaging, together with the construction of a new access off Hyde Street, parking, landscaping and all enabling works. **RESOLVED:** To object on the grounds of sustainability in relation to the VALP and Policy H2 of the Aston Clinton Neighbourhood Plan.

19/00759/AEL - Land to East College Road North Installation of substation for Phase 3. **RESOLVED:** No objection.

Discussions had also been held with De Soutter Medical re. construction of Phases 2 and 3, of Halton Brook Business Park; also, with the Halton Community Development Company and re.the

VALP. Cllr Wyatt had been approached about the hedge at the College Road South Bovis development and had advised that the hedge should not go around the LEAP. Planting is now complete.

**ii. Traffic Calming:**

The clerk – Projects/Planning reported that the S106 officer from Bucks CC had been in touch and they are expecting the Woodlands and Hampden Fields developments to be approved soon. These would include some S106 funding for the Traffic Calming Scheme developed by this PC.

**19.42 Facilities Committee:**

**i. Cllr Tubb reported from the last meeting that the new bus shelter had been ordered, along with the concrete platform installation and tree work.**

Cllr Ronson reported that work has been ordered to recondition the main football pitch. A member of the cricket club had attended the meeting and applied for PC support, for an application for an AVDC micro-grant. The committee had been very happy to support this, and the paperwork was being signed off. Café Lease:

Cllr Tubb reported that the Café's lease expires in 2021 and suggested the council discuss giving an extension until after the community centre is built. In addition, an addendum could be added to agree that the Café managers will run the new building in its entirety. There was discussion and general agreement on this. Cllr Ronson requested that the Café management produce a business/marketing plan for the new facility, and this was agreed.

**ii. Café Rent:**

Cllr Tubb initiated a discussion as to whether the PC could help the Café during the new build, with greater flexibility on the base rent, should their turnover drop. Some reduction in custom was anticipated and there was discussion as to how frequently this should be reviewed. Further discussion would be needed at future meetings. It would be necessary to agree the approach in advance and put this as an addendum to the lease agreement. It was agreed a meeting would be arranged to discuss this with the Café, with a view to taking a decision at the June meeting. It was agreed that the PC would publicise the fact that the café was still open during the build, using banners/signage, social media, website and Village Life.

**iii. ACPC Function – 11/5/19:**

ACFC had applied to hold their end-of-season function in the Churchill Hall with a late bar, on Saturday 11/5/19. This was agreed but Cllr Ronson asked that the football club ensure there is no outside drinking in front of the Hall. Cllr Howard stated that the back area would be used for this.

**MOTION:** to agree to the bar and late opening until 11pm for the ACFC function **PROPOSED** by Cllr Ronson **SECONDED** by Cllr Mason and **AGREED**.

**iv. Astonbury:**

Cllr Tubb reported that the bands were all booked, and the cost had reduced to £2300. Costs of sound and stage, security, and toilets had increased by £450 in total, meaning an overall increase of £100 on budgeted costs. First Aid provision is an issue, as qualified paramedics were required for the evening event and suitable providers had not yet been found. The Clerk/RFO was working with Cllrs Simpson & Judge on the daytime programme and they would be meeting in April. £4,800 had been promised in sponsorship to-date, from a target of £6000 and 7 food concessions had been booked with the approx. income from each at 10% of an average take of £1000 each. Budget Appended.

**19.43 Community Centre Committee**

**i. Update:**

Cllr Tubb explained the background to the 2 motions on the agenda which are recommended for approval by the committee:-

**ii. Construction Details Phase:**

Although there were risks to proceeding to the next part of the development phase, there had been an email from AVDC indicating that planning would be approved. Cllr Mason added that there is a risk of potentially losing the New Homes Bonus if the project is not progressed to timeframe. Cllr Tubb stated that a progress report is also being prepared to be submitted to the NHB panel.

**MOTION:** to agree to trigger the ‘construction details’ phase and to delegate the decision to progress the April-May draw-down, to the community centre committee. PROPOSED by Cllr Mason SECONDED by Cllr Read and AGREED.

**iii. Temporary Accommodation Procurement Strategy:**

Cllr Tubb reported it is clear that no single provider can provide all the accommodation needs, so a combination will be necessary. The detailing for this project has only become known through having suppliers meet with the committee and carry-out site visits. To advertise the contract now, on the ‘Contract Finder’ portal would set-back the timeframe by months. For this reason, the committee are recommending that Financial Regulations requiring this, are set aside and a 3-quotes process is implemented instead. There were no questions on this, and the strategy was agreed.

**MOTION:** to agree the community centre committee’s proposal, to implement Financial Regulation 11.1.d, allowing 11.1.b to be waived and thereby setting aside Standing Order 18 c. (Standing Order 18 d i. to apply), ie. that the 3 quotes approach will be adopted. PROPOSED by Cllr Stewart SECONDED by Cllr Read and AGREED.

**iv. Cllr Tubb allowed for further public participation:**

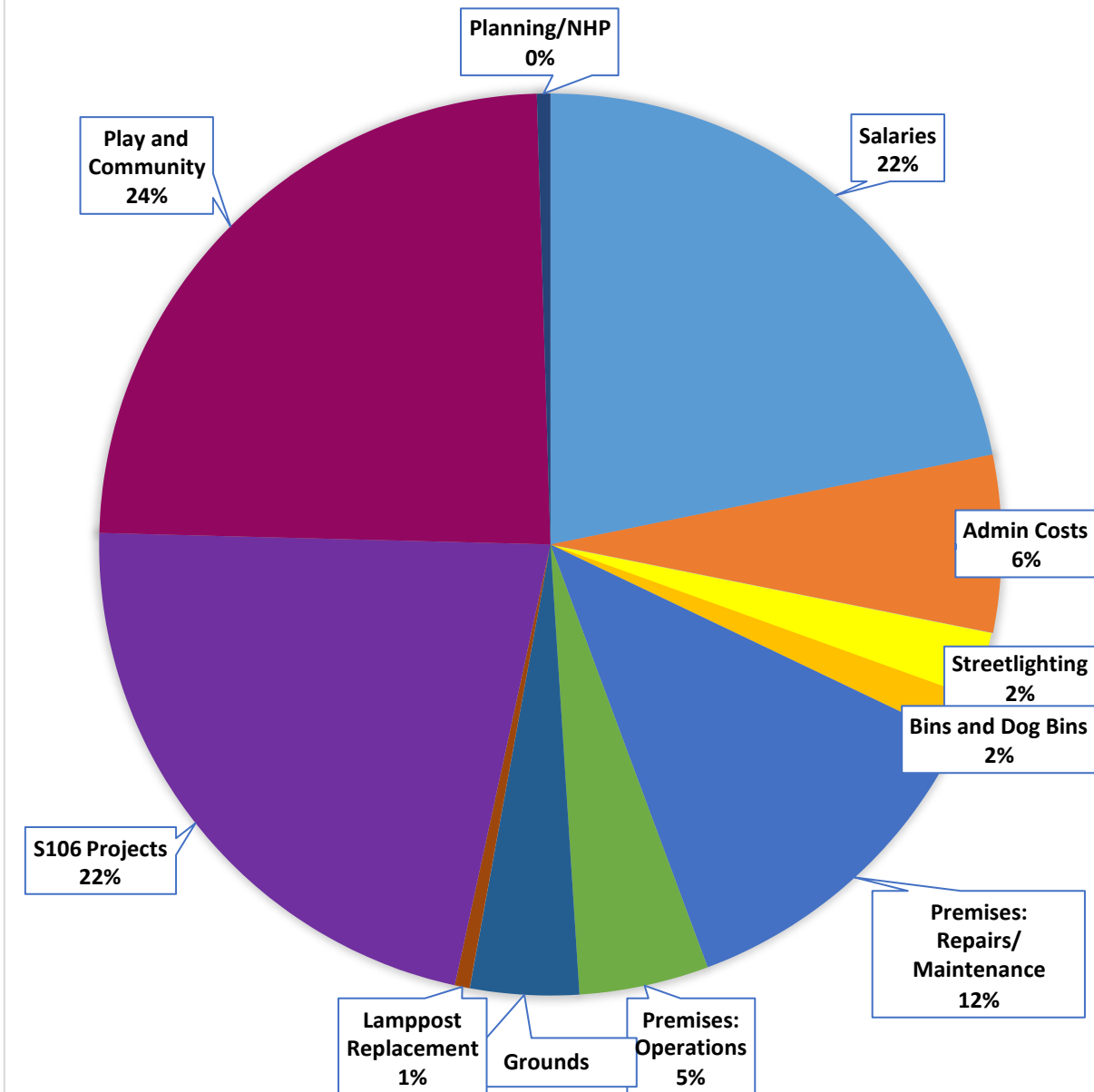
- i. It was enquired what was happening with the ‘Cow Barns’ at Mason’s Meadow. Cllr Read responded that one has been converted and occupied and the other 2 are going through planning. There is a possibility of 2 more being applied for.
- ii. It was stated there is another BCC online reporting function solely for Public Rights of Way. It was agreed there should be a link to this on the new PC website.
- iii. Cllr Chapple (BCC/AVDC) was asked whether any increase in burning and burying of waste could be expected as a result of charging at the tip. He stated it would not be worth it as the charges did not exceed the amount payable by contactless method i.e. £30.

**19.44 Date of next meeting:**

Wednesday 8th April 2019 at **6pm** for the Annual Parish Meeting and **7pm** for the Annual Meeting of the Parish Council.

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

**ASTON CLINTON PARISH COUNCIL - EXPENDITURE  
2018-19  
(YEAR TO FEB 2018 - MONTH 11)**



## APPENDIX: ASTONBURY BUDGET

### MUSIC

- Bands - £2150
  - Food tab for crew and bands - £150
- TOTAL - £2300 [ reduction from budgeted £2650]**

### INFRASTRUCTURE

- Staging and sound - £6800 [ increased to ensure all concessions have power]
  - Portaloos - £550 [ increased by £50]
  - First Aid - £250 [ no provider as yet]
  - Bins - £260 [ AVDC will provide cost nearer the time – was £252 2018]
  - Fencing - £115
  - Banners - £110
  - Security - £600 [ increased from £500 last year]
  - Casual staff - £200
- TOTAL - £8,885 (increase we had estimated £8435)**

### DAY TIME ACTIVITIES

- Play and sports provider -£950
  - Rides and attractions - £450
- TOTAL - £1400 TOTAL EXPENDITURE - £12,585 [an increase in the budget of £100]**

### INCOME (actual to date)Sponsors

- Dayla £1500
- Michael Anthony - £1500
- Beef Olive - £500 (not yet agreed)
- Mela - £300
- A Motor Services - £200
- Neil (driveways) £200
- LT Compliance and HR services - £200
- The Rothschild Arms - £200
- RB Tree Care £200

**Total £4,800**

**Agreed to raise minimum of £6000.**

There are 3 sponsors from last year that have not confirmed plus Aylesbury Flooring has confirmed that they will sponsor but amount unknown as yet.

### **Concessions**

7 (up from 5 this year) – average take £1000, so  
£700 approx. Parish Council contribution £6000

**TOTAL MINIMUM INCOME (Once all sponsorship agreed) - £1**