

**The minutes of the meeting of the Parish Council on  
Wednesday 20 January 2021 at 6.30pm at the Parish Council Virtual Meeting Room.**

**Present**

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

**In attendance**

E Barry, Clerk and R Bennett (recording). Cllr Bill Chapple and 2 members of the public.

RESOLVED that due to the confidential nature of the business to be transacted, the press and public will be excluded from this meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 20.10 (ii) of the agenda. PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

**21.01 Apologies**

There were none.

**21.02 Declaration of Interests:**

For councillors to declare any personal and/or prejudicial interest in items on the agenda.  
There were none.

**21.03 To approve the minutes of the last Parish Council meeting**

PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED.

**21.04 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 matters were raised.

**21.05 Council**

**i. Reports from external bodies**

It was agreed that following the recent charring skills course, Cllr Wyatt, Cllr Mason, Cllr Tubb and the Clerk would meet to discuss any relevant actions.

**ii. Broadband Project update**

No further update since previous meeting. It was expected that little progression would be made until more people returned to work.

**iii. Community Board projects**

Two projects had been agreed by the Community Board for funding:

- Lining/parking restrictions by the garage on the London Road
- 20 mph speed restrictions on the Green End Street triangle.
- More information was required to assess the Stablebridge Road application.

## **21.06 Update from the Chairman**

### **i. Insurance update for COVID-19 claims**

A recent court judgement meant that most insurance companies had been told to pay out. Cllr Tubb to speak to broker to check if the Parish Council was covered for loss of income.

### **ii. Covid-19**

Cllr Tubb gave a brief Covid update. It was confirmed that those invited to have their vaccine would receive a letter from the NHS inviting them to book online. If they did not want to take that option (due to distance to travel to site), they could then wait to be contacted by their GP for an appointment nearer to home.

## **21.07 Clerk's Report**

**Update on Traffic Calming:** Following the meeting with Jo Thornton, Del tester and Michelle Parker of Buckinghamshire Council, there have reportedly been internal discussions with a further meeting scheduled for next week, after which they will report back to us. We have asked that given the delivery of the Woodlands elements of the traffic calming appears to now be severely delayed, that they look to implement the zones that have already funding in place, as soon as possible, to help alleviate the growing issues of traffic through the main route of the village.

**Elections:** currently parish council elections along with local government principal area elections are scheduled for 6th May this year however this is still subject to government review. Further information on how to apply to become a parish councillor through the election process, will be published on our council website in due course and updates provided at the next parish council meeting. There is also a position vacant on the parish council for co-option should any wish to apply ahead of the election, with one candidate recently having sent their application and CV, and who we are hoping to interview next week. Should this position be filled, we will be up to our full complement of parish councillors.

**The Highways Stakeholder forums** is scheduled to start from March, whereby town and parish councils will have the opportunity to meet with stakeholders from TFB to discuss Parish issues.

**The Town and Parish Charter** which sets out the relationship of how the new unitary authority will work with town and parish councils – they are looking to share the draft document with the parish council in the next week or so, with a period of engagement and consultation to follow.

## **21.08 Finance and Staff Committee**

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

Reconciliations had been completed by Cllr Watton and all was in order. It had been agreed that the Café would be charged no base rent for February.

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

The following updates were given:

- Insurance costs were expected to be higher due to the community centre.
- Utilities were currently being shown as an overspend; however, Edgar Taylor would be reimbursing costs of supplies used by them.
- Park landscaping was under budget. The underspend was to be vired to other cost centres and would be discussed and agreed at the next meeting.
- A new income code had been added for the Public Works Loan (£150k).
- Café – base and turnover would be looked at in more detail at the February meeting,

but was expected to be under budget for income due to Covid. The same applied to the Football Club.

- Burials and allotments should finish in line with budget.
- Public Works Loan had been added to the ear marked reserves in the finance report.

**MOTION:** To receive and note Month-end reports and budget status as reviewed by the F&S Committee PROPOSED by Cllr Read, SECONDED by Cllr Ronson and AGREED.

### **iii. Community Centre – reports and budget status**

The following overview update was given:

- Main contract sum plus development and other associated costs paid to date totalled £1.944,190.
- Of the £100k set aside for items outside of the main contract, approximately £50k of budget had been spent which included AV.
- The S106 Deed of Variation (£133k to receive) had been signed by Kier and sent on to Buckinghamshire Council.

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

Schedule of payments had been circulated prior to the meeting. The following were highlighted:

- Npower had overcharged again; nothing would be paid until resolved.
- The Football Club were to be reimbursed for the chlorination of pipework in the temporary changing rooms and the Clerk was waiting on an invoice from the football club for this.
- Community Centre invoices with the exception of those on hold have been checked
- Invoices from Hayward Smart and CBG were still being reviewed so would not be approved at the meeting.
- Other than those mentioned above, all invoices highlighted in yellow were for agreement.
- The carpentry work for the servery had also been agreed, with £200 to be paid on completion of work.

Date	Company	For	Amount £	Vat £	Total £	Clerks Comments
		Oct to Dec changes - ref				
		LGWJTB9T INVOICE 12.12.2020 2,021.09				
		LGWJ4Q9H INVOICE 09.01.2021 1,955.89				
13/01/2021	Npower	LGWKBPR9 INVOICE 08.02.2021 2,211.36-				To include credit notes against 2 previous invoices
		LGWKCJSY INVOICE 12.02.2021 897.29			<b>£2,662.91</b>	
15/01/2021	PC - E.Sharp (Electrical) Ltd	Fixing light on - Tompkins Close - lamp & labour	£58.94	£11.79	£70.73	invoice for PC Meeting
<b>Community Centre Invoices - APPROVED by committee</b>						
08/01/2021	AC Interior Systems	High Levels boxing in pipes at Aston Clinton, now completed to specification	£3,385.16	£0.00	£3,385.16	As quoted - work complete
17/01/2021	PC -George Electrical Services	Fault find for two circuits tripping	£75.00	£0.00	£75.00	As expected - work complete
						Extra £100 was to cut a cupboard down to fit because space was less owing to the shutter. - AGREED to pay £1,000 by F&S committee. <b>Recommend payment of £200 on completion</b>
12/01/2021	Mark Stroud	Carpentry work carried out at new hall & social club Aston Clinton Park to fit new kitchen & worktops	£1,200.00	£0.00	£1,200.00	<b>Came in under budget and work complete</b>
11/01/2021	George Electrical Services	Raise height of suspended light fitting above 12ft to room for soft play equipment	£120.00	£0.00	£120.00	<b>New Invoice - PC (signed off by LT &amp; CR)</b>
15/01/2021	PC - A.R EVEREST Painting & Decorating contractor	Internal decorating of Community Centre	£320.00	£0.00	£320.00	<b>Invoice for PC Meeting - as expected, work completed</b>
06/01/2021	Brewers	reimbursement to Giles Holder, Co-opted member, for paint supplies for CC boxing in	£108.81	£21.76	£130.57	
22/12/2020	Structured Growth Instant Hedging Ltd	Planting at the New Community Centre	£1,667.00	£0.00	£1,667.00	As quoted - work complete
17/12/2020	A G Evans Limited	Supply steel - kitchen	£122.00	£24.40	£146.40	paid by Cllr read- to be reimbursed
03/12/2020	Wolseley	Kitchen supply - feed reducer, compression reducing, tubular p	£14.87	£2.97	£17.84	paid by Cllr read- to be reimbursed
30/11/2020	CBG Consultants	Aston Clinton - New Village hall (hayward smart architects)	£1,890.20	£378.04	£2,268.24	on hold
27/11/2020	Hayward Smart Architects	Contract administration - Including chairing site meeting for month of November 2020	£2,700.00	£540.00	£3,240.00	on hold
30/10/2020	CBG Consultants	Aston Clinton - New Village Hall	£630.20	£126.04	£756.24	on hold
27/10/2020	Hayward Smart Architects	Contract administration including chairing site meeting for month of October 2020	£2,700.00	£540.00	£3,240.00	on hold

**MOTION:** to approve payment of invoices PROPOSED by Cllr McCall, SECONDED by Cllr Howard and AGREED.

#### v. Budget 2021/22

The Clerk had circulated the final budget prior to the meeting, providing a summary of proposed budgeted expenditure in comparison to the previous year, expected general reserves to be carried forward and proposed budgeted income for sources other than the precept. Each committee had discussed their budgets and there had also been a budget working party. The budget had been agreed at the Finance and Staffing meeting and was being presented to the Parish Council for final sign off.

**MOTION:** to approve the budget as recommended by the Finance and Staffing committee PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

#### vi. Precept 2021/22

The Clerk had circulated the detail of the proposed precept figure based on the proposed budget, prior to the meeting.

- Based on the agreed budget, the precept demand would be £260,550, up only £300 on the previous year but due to the increase in tax base, residents were likely to see a 1.5% reduction in the proportion of their tax bill due to the parish council.
- There would be a reduction across the village.

**MOTION:** to approve the precept demand as recommended by the Finance and Staffing committee PROPOSED by Cllr McCall, SECONDED by Cllr Ronson and AGREED.

#### vii. Risk Register

The updated risk register has been circulated to councillors prior to the meeting. Cllr Tubb highlighted the following:

- The asset register should be due for sign off in March.
- Risks that were no longer relevant had been removed i.e. those relating to the community centre build and temporary accommodation.
- The Clerk recommended the following risk and mitigation to be added to the register - Land south of Aylesbury Rd not coming, PWL would have to be paid from general reserve, Ensure enough general reserves to cover
- A further review of the register would be carried out for the parish council meeting in March.

**MOTION:** to review and approve updates to risk register PROPOSED by Cllr Judge, SECONDED by Cllr Mason and AGREED.

#### **viii. New Building insurance**

Cllr Tubb confirmed that insurance quotes for the new community centre were still being sought. The cover needed to start from when the building would be handed over so there may be a need for Cllr Tubb and the Clerk to take a decision prior to the next meeting, therefore they needed authority from the parish council to be able to do this.

**MOTION:** To delegate the approval of the insurance premium for the new building, to the Chairman and the Clerk up to a maximum sum of £5K PROPOSED by Cllr McCall, SECONDED by Cllr Read and AGREED.

### **21.09 Planning Committee**

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

Cllr Wyatt, Chairman of the Planning Committee gave the following updates, from two planning committees that had taken place since the last parish council meeting.

#### **December 2020**

##### **Review and Recommendations of Planning Applications: Small Scale**

**20/04101/APP:** 28 Long Plough - Two storey and single storey rear extension, new detached garage

**RESOLVED:** No objection

**20/04182/AOP:** Land Opposite Flora Avenue - Outline planning permission with access at Stablebridge Road for 2 self-build / custom-build plots, some matters reserved. (re-submission of application 19/04191/AOP).

**RESOLVED:** Objected on the following grounds - contrary to the Aston Clinton Neighbourhood plan policy H1 as outside the settlement boundary and not meeting the exception criteria of that policy, also to build on this site would be detrimental to the character and appearance of the site, failing to relate well to the existing location and therefore contrary to policy HQD1 of the ACNP and Saved policy GP35 of the adopted AVDLP. Further, reasons for the previous dismissals for development of this site at appeal.

**20/02308/APP:** APPEAL Ref: 20/00086/FTHA - Site Address: 6A New Road Proposal: Roof alteration to front including two dormers and a two-storey rear extension.

**RESOLVED:** The Committee agreed that having reviewed the changes presented in the applicants appeal documents, that these amendments did not amount to a material difference and that therefore this had not changed the Committee's opinion on this application.

##### **Review and Recommendations of Planning Applications: Large Scale**

**CM/0037/20:** Olleco, Samian Way – minerals and waste Proposed Building for Fresh

Cooking Oil Packing & Used Cooking Oil Processing.

**RESOLVED:** No objection on the condition that no excessive odours are caused, as per the expectation of the Environment agency in their statement of 17th July.

**16/01040/AOP** - Aylesbury Woodland College.

**RESOLVED:** No objection as accepted in the Aston Clinton Neighbourhood Plan, however, the Committee felt that it was imperative to complete the road first to mitigate the impact on increased traffic on the surrounding villages and current residents and had serious concerns about the impact that the ELR would have without the SLR particularly for Aston Clinton. Would like to see conditions placed on the earliest trigger for the S106 contributions to the Aston Clinton Traffic Calming measures.

**16/00424/AOP:** Land Between Wendover Road and Aston Clinton Road Weston Turville.

**RESOLVED:** Objections to this application remain on several grounds including: Increased volume of traffic on an immediate local level without sufficient plans for mitigation. Housing density with 50 dwellings per hectare and the social impact of this for existing and future residents. Flood risk and lack of infrastructure for water run-off and foul drainage.

January 2021

Review and Recommendations of Planning Applications: Small Scale

**20/04394/APP:** 1 Putnams Drive - Part single, part two storey front/side extension.

**RESOLVED:** Objected on the grounds that the scale of the proposed extension is overbearing for the site and not in keeping with surrounding properties. The Parish Council also had concerns with the health and safety of the overhang to the public footpath (particularly with the potential for falling debris from the roof to the public footpath) and the proximity of the water pipes and meters to the extension boundary with the proposed overhang.

**Review and Recommendations of Planning Applications: Large Scale**

**20/04247/AAD:** Unit 1 Symmetry Park, Samian Way - Company logo to the Front and Side elevations by way of Round fabricated single sided lightboxes with flex skin illuminated, printed PVC face with internal LED modules.

**RESOLVED:** No objection.

**20/04416/APP:** Unit 3 Symmetry Park, Samian Way - Variation of condition 3 (amend wording to allow for a temporary revised parking layout for one year) relating to application 20/00652/APP.

**RESOLVED:** No objection.

Dacorum Local Plan (2020 – 2038) Emerging Strategy for growth – Consultation

**RESOLVED:** Acknowledge receipt and put out to the parish for wider distribution and the chance to comment. Cllr Mason to publish on the Parish Council website.

## **21.10 Facilities Committee**

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

No recent meetings to report.

Cllr Read gave an update and highlighted the following:

- The play park work had been completed and checked.
- The witches' - a smaller version was ordered due to cost.
- The next stage to review and upgrade was for the toddler area

- The trim trail had one part taped off due to damage.
- The play park had reopened on 20 January.  
The Clerk added that the annual ROSPA inspection for the park was due to take place at the end of January.

**ii. Churchyard – to agree a position on a burial matter request**

This item was discussed in a confidential session.

**iii. Draft S106 agreement for Land Rear Of 11 London Road Aston Clinton (20/01119/APP)**

The proposed draft wording for the agreement had been circulated prior to the meeting. The wording used was standard and could be used for several projects. It was agreed that the wording ‘flood lights for all weather pitch’ would be changed to ‘lighting for MUGA’.

**MOTION:** to agree appropriate sports and leisure project/s to assign the contribution of £22,548 towards should the application be approved PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

**iv. Dog bins**

The following additional dog bins were agreed:

- Chapel Drive
- College Road South
- Aylesbury Road

**MOTION:** to agree number of dog bins to be added to the Dog waste service contract PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

**21.11 Community Centre Committee**

**i. Project update**

Cllr Tubb highlighted the following:

- The project was almost complete.
- The car park had been handed back.
- The portaloos were still in place for now and would be until the building was handed over.
- Formal cleaning agreement needed to be drafted and agreed with the café.

**ii. Handover date**

There were still snagging issues to be sorted before the building could be handed over, but it was imminent. With the current Covid restrictions the café could only do a takeaway service. There would be no public event celebrating the opening of the building at the present time.

The following point were discussed:

- A leak from the roof and one of main hall doors still to be resolved.
- Flexible pane of glass upstairs to be reviewed.
- There was some external paving to be completed and the steps around the plant room had been rebuilt.
- There was an issue with people taking a shortcut and walking through the hedgerow.
- The first quote for the fencing was high, so two more quotes would be sought.
- The access ramp to the Youth Club was damaged and would be looked at.

It was confirmed that the building would not be handed over until the main snagging issues had been resolved. It was also highlighted that 50% of the retention amount would be

retained on handover for 12 months defects period.

**iii. Quotes**

The following quotes were discussed:

- An acoustic jacket for the extraction fan from kitchen into meeting room to reduce noise which was £391.72.
- Extra electrical work £350. The quote would be sent to the AV company to see if any of the cost could be recouped.
- Both above would be paid out of contingencies.

**MOTION:** to agree any quotes PROPOSED by Cllr Read, SECONDED by Cllr Mason and AGREED by majority.

**iv. Delegated Authority Decisions**

The Clerk reported the following delegated decisions had been taken:

- HDMI plate for AV.
- Raising of main lights to account for the use of a bouncy castle.
- Kick plates on internal doors.
- Display screen housing cover – still outstanding.

Cllr Tubb opened the meeting back up to members of the public. The tenant of the café updated that the extractor fan in the kitchen was being fitted, they had instructed a company to come and complete the servery area the following week and that they planned to open in March; they hoped that it coincided with Covid restrictions easing.

**21.12 Date of next meeting**

17 February, 6.30pm.

..... Chairman ..... Date