

**Minutes of the Meeting of the Parish Council on
Wednesday 28 April 2021 at 6.30pm at the Parish Council Virtual Meeting Room.**

Present

Cllr Tubb (Chairman)
Cllr Judge
Cllr Ronson
Cllr Wyatt
Cllr Watton
Cllr McCall
Cllr Hughes
Cllr Read

In attendance

E Barry (Clerk), R Bennett (recording), Cllr B Chapple (Buckinghamshire Council), Cllr C Paternoster (Buckinghamshire Council) and two members of the public.

21.46 Apologies

Apologies had been received from Cllr Howard and Cllr Mason.

21.47 Declaration of Interests:

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

21.48 To approve the minutes of the last Parish Council meeting

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

21.49 Public Participation:

Two members of the public attended the meeting to address the issue of the new trees planted along the park entrance. These were to replace those that were removed for trenches to be dug as part of the community centre build. The resident highlighted that the trees had been replaced, adding an additional four and that they were not suitable for the area and that it would have a negative effect on their property and wellbeing. Cllr Tubb gave background to the planting of the trees and that this was a stipulation of the planning authority as the park trees have TPO's on them and promised to review the documents and get back to the resident. Cllr Chapple also offered his support to help resolve the issue.

21.50 Council

i. Reports from external bodies

ii. Community Board projects

- Waiting restrictions at Shell Garage proposed addition and update
- Cllrs had met with officers from Buckinghamshire Council to discuss proposals; additional elements had been added to the scheme that were not in the original scope. A further meeting would be held in August to discuss and a consultation would take place.
- 20mph Green End Street, Twitchell Lane and Brook Street proposed addition and update
The proposal would now hopefully include College Road South. A public consultation would take place with expected work to be completed by 2022. It was agreed that the consultation would be published by the parish council to ensure as many responses as possible.
The Parish Council discussed at length the inclusion of additional waiting restrictions put

forward by Buckinghamshire Council along London Road. A consultation was still to take place and the Parish Council could be clear on their views of any proposal that was outside of their original proposal. It was agreed that a motion would be added to the Parish Council meeting in May to agree a response. An indicative vote at the meeting supported the extension by a majority.

iii. Operation Sceptre

Cllr Tubb had been contacted by local police regarding Operation Sceptre (national operation to seize knives) and that they would be in the park on 29 May 10am – 12pm. There had not been any further communication, so it was unclear if they would attend or not.

iv. Elections – update

Cllr Tubb gave the following updates:

- Uncontested 11 seats with 10 nominations submitted.
- Cllr Duffield had not stood again, and Cllr Tubb thanked him for all his work over the years and his support to the Finance Committee.
- Cllr Paternoster would not be standing again in the Buckinghamshire Council elections. Cllr Tubb thanked her for her support over the years to the parish council in many ways and in particular planning and the neighbourhood plan.
- There was still a vacant post on the Parish Council. There had been one expression of interest which the Clerk and Chairman were reviewing.

v. Parish Council meetings

At the time of the meeting it had been communicated that from 10 May 2021, meetings would need to be held face to face again. If there were no further changes to the date, the AGM of the Parish Council would be held at the Community Centre, as a larger meeting space was required. It was agreed that it could be considered that working party meetings could still be held via Teams to allow more people to be able to attend. The Clerk agreed to email BALC to understand the likelihood of being able to add in Teams meetings in the future, if the Parish Council had the right technology.

21.51 Clerk's Report –

A while back the parish council agreed that they would like some S106 funds that had been set aside for refurbishing bus shelters to be used for refurbishing a couple in Aston Clinton. I am pleased to report that this work has now taken place.

Year end close down has been performed and the year end audit is happening tomorrow. We are appreciating the support of our newest member of the team, Lisa Driscoll, who has currently temping with us as our temporary assistant clerk.

Community Speedwatch team, made up of parish councillors and village volunteers, have been given the go ahead and have started back in the village this week.

Come the summer months, we are hopeful that we will be able to move forward with a further projects to include the resurfacing of Park View and the refurbishment of the village fountain.

21.52 Finance and Staff Committee

No meeting had been held since last parish council meeting.

i. Reconciliations –

Had been completed for March and all was in order.

ii. Month-end reports and budget status

The Clerk gave the following update for income and expenditure up to 31/3/21

- 4000/4010 Salaries and Contract staff - Additional nominal code had been created to separate staff salaries from contractor and temporary staff costs. The overall budget still remained the same for 20/21 at £83K and the year finishing £8.5K under budget.
- 4090 Insurance ended £676 over budget due to the addition of the new community centre.
- 4180 Audit and elections ended £350 over budget due to the inflated external audit costs, as a result of the community centre spend.
- 4410 Street lighting (Npower) ended £765 over due to 13 payments accounted for in 20/21 to include March of 2020 & 2021.
- 4325 Utilities – appeared to be just under £5k over budget, however, a reimbursement from the community centre contractors of £5,740.90 was accounted under miscellaneous income.
- Community Centre spend in the year 20/21 was over £1.4 million.
- An adjustment had been made year end to account for the Public Works Loan (PWL) instruction fees of £53.
- As expected, down on income from Your Café in the Park due to COVID by just over £2k out of a budget of £12K.
- £385 All Weather Pitch (AWP) base rent and turnover income had been accounted for under Football permits rather than coded to the AWP.

iii. Community Centre

Reports and budget status

- Expenditure £2,067,451 against a budget of £2,152,490. £85k remaining; £45-50k of which was a retention fee held for 12 months.
- Remaining amount would be used to finish those items outside of the contract.
- Work had now started onsite at Land South of Aylesbury, which meant there was a low risk that the S106 would not be received.
S106 update Work had now started and money was expected to come through within the next few months.

iv. Payments to be agreed

A schedule of payments to be agreed had been circulated prior to the meeting. The following items were discussed:

- Dilap Charges – both the café and football club had been invoiced for their part of the charges. The café was disputing the quote and were getting comparative quotes, the football club were still to respond.
- Footpath cleaning – possible invoice had been in error so would not be signed off at the meeting and the Clerk would investigate.

MOTION: To approve payment of invoices PROPOSED by Cllr Ronson, SECONDED by Cllr McCall and AGREED.

v. Your café in the park rent

Due to Covid restrictions a reduction in base rent and a stop to paying monthly turnover rate had been given. Following a discussion, the following was agreed:

- Full base rent would be paid from May.
- A discussion would be had with the tenant regarding payment of turnover rent as this could be done in instalments as before or as a lump sum.

MOTION: To agree Café in the park base rent and turnover instalments for May PROPOSED by

Cllr Wyatt, SECONDED by Cllr Watton and AGREED.

vi. Coding of salaries and contract staff

As highlighted under item 21.52 ii, 4000/4010 Salaries and Contract staff - Additional nominal code had been created to separate staff salaries from contractor and temporary staff costs. The overall budget still remained the same for 20/21 at £83K and the year finishing £8.5K under budget.

MOTION: To note the addition of nominal code 4010 – Contract staff, and movement of all non-salaried staff payments to this code PROPOSED by Cllr McCall, SECONDED by Cllr Watton and AGREED.

vii. Earmarked Reserves

Earmarked Reserves were as follows:

- £61k Community Centre project
- £150k Public Works Loan

MOTION: to note year end earmarked reserves PROPOSED Cllr Ronson, SECONDED by Cllr Judge and AGREED.

21.53 Staffing sub committee

The Staffing sub committee had met and agreed to the increase of the Administrators hours.

MOTION: To note the staffing sub committee's agreement to increase the administrators' hours to 18 per week PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

21.54 Planning Committee

i. Reports from the Committee

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

Planning Committee - 25 March 2021

Review and Recommendations of Planning Applications: Small Scale

- 20/01119/APP - Land rear of 11 London Rd. Part demolition and alteration to existing property. Erection of five detached dwellings with garages, associated landscaping and parking. The members of the public were invited to speak and representative from Laxton property developers. RESOLVED: In support.
- 21/00662/APP - Knighton 27 Upper Icknield Way. Proposed single storey side extension and engineering works to create retaining wall. RESOLVED: In support of the application on the condition that it complies with the size limits placed on planning within the AONB.
- 21/00759/AOP - Land Adj Old Rectory London Road. Outline Planning Permission for 5, 2 storey dwelling and scout hall with all matters reserved except access for residential development comprising five two storey dwellings and a new Scout Hall. Members of the public were invited to speak and a representative from Laxton property developers, who also introduced himself as a Beavers leader, explained that he had previously talked about the benefits of a scout hall and was now pointing out that the access for the application remained unaltered. Cllr Tubb asked if anything had changed with regards to the covenant and the representative's response that they had heard nothing further from Buckinghamshire Council. RESOLVED – In support.
- 21/00844/APP - Tats Wood Chivery. Replacement dwelling following demolition of existing dwelling, garage and outbuildings. RESOLVED: although noting the condition placed previously on limiting to a single storey, the Committee were in support of this application,

due to the design and the way that it would site within its environment. However, they were also wanted it noted that they were in support of Natural England's comments and advice, should this application be approved, and the development go ahead.

- 21/00782/APP - 35 Brook Street. Change of use from retail (Use Class A1) to a Pilates Studio (Use Class E). Members of the public were invited to speak and the applicant for this explained about the nature of her business. RESOLVED: In support of this application, on the grounds that it would be a valuable addition to the village, not intrusive and would be in accordance with the Aston Clinton Neighbourhood plan and in particular, POLICY B3 - providing new employment opportunities.

Planning Committee – 26 April 2021

Review and Recommendations of Planning Applications: Small Scale

- 21/01013/AOP - Rhencullen Farm Chivery. Removal of condition 10 (The occupation of the dwelling shall be limited to a person solely or mainly employed or last employed in the locality in horse related activities or a dependent of such a person residing with him or her or a window of such person). RESOLVED: No objection.
- 21/00720/ALB - 22 The Courtyards London Road Replacement of 2 doors and window on to balcony. RESOLVED: No objection.
- 21/00872/APP - Akeman House 40B Aylesbury Road. Oak Framed Car Port Extension to Side. RESOLVED: No objection.

Review and Recommendations of Planning Applications: Large Scale

- 18/03225/APP Park Farm Church Lane Erection of 3 agricultural buildings. RESOLVED: To support the ecological assessment and would like to see the proposed ecological enhancements actioned.

ii. Report on Parish Councils right to call an application for determination by Committee

Cllr Wyatt gave an update that the Parish Councils right to call an application for determination by Committee, which had been removed as part of the move to the unitary Buckinghamshire Council had now been reinstated, with the following two conditions:

1. Material planning consideration
2. The Parish Council appears and speaks at the planning meeting

A quarterly report to town and parish councils on enforcement issues in their area would be introduced.

21.55 Facilities Committee

i. Reports from the Committee

No meeting held since last parish council meeting.

ii. Watering of the new building planting

The watering of the plants would be covered by the park keeper's cover. There was a need to agree a permanent solution and this would be delegated to the staffing sub committee.

MOTION: to agree a short-term plan for the watering of the plants and to delegate the recruitment and rate of pay decision to the staffing sub-committee PROPOSED by Cllr Read, SECONDED by Cllr Ronson and AGREED.

iii. Aston Clinton Football Club (ACFC) – meeting update

A meeting held been held with the Football Club and minutes of the meeting had been circulated. The following points were discussed:

- Due to the large reduction in games over the last two seasons there was an option to

waiver any permit fees for year 21/22.

- Main income was the AWP, which they paid base and turnover rent for.
- All matches cancelled until July.
- It was agreed not to pay a pitch permit for the coming season 21/22

MOTION: agree fees for the Reduced FC usage during Covid PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

Replacing brushes in the boot scraper

A new boot scraper for the community centre had been fitted. Following a discussion, it was agreed that Cllr Read would find out the costs of replacement brushes. A fair wear and tear charge would then be agreed and would be charged on an annual basis.

MOTION: to agree responsibility for the cost of replacing brushes in the boot scraper PROPOSED by Cllr Read, SECONDED by Cllr McCall and AGREED.

Responsibility for Pitch Lining

Cllr Howard had resigned from the Football Club and therefore would no longer carry out pitch lining. Cllr Ronson reported that in previous years it had been carried out by the parish council and the football club had asked if this was still an option. Following a discussion, it was agreed that the parish council would not take on the responsibility of pitch lining.

MOTION: to agree responsibility for pitch lining PROPOSED Cllr Wyatt, SECONDED by Cllr McCall and AGREED.

iv. Your Café in the park lease

A revised list of responsibilities between ACPC and the tenant/Cafe had been circulated prior to the meeting, following a working party meeting held between members of the facilities and community centre committee. It set out the proposed updated responsibilities due to the move to the new building.

A discussion was held regarding when a rent review could take place and if there could be a rent review clause in the agreement. Cllr Tubb agreed to review the minutes of when the rent review date was discussed. The lease agreement with amendments would be circulated. The terms of the lease will need to be amended accordingly once agreement is reached between both parties.

It was also recommended that as the new building would mean higher maintenance cost and this should be considered with any rent review.

afternote: following a discussion at the F&S Committee held on the 12th May, it was recommended that the lease is fully redrafted as there are too many changes, which cannot be dealt with by way of a side letter or addendum. Also, that the list was discussed with your café in the park prior to redrafting to ensure that both parties were in agreement.

MOTION: to agree proposed changes to lease terms for new building PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

v. Your café in the park signage

Proposal for the signage had been circulated prior to the meeting. The following points were highlighted, discussed and agreed:

- Free Parking to be removed from signage
- For the wooden signage on the building to be half the suggested size.

MOTION: to approve Your Café in the park proposal for signage at the top of the driveway PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED as amended above.

vi. Village footpaths

Following a review with Buckland Landscapes, three footpaths had been identified. These had been surveyed and quotes provided. A quote had also been provided to clear debris from the footpath between The Oak and Long Plough. All three quotes totalled to £4864 and negotiated down to £4600.

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

viii. Outside taps and repairs to Churchill Hall water stopcock

Cllr Read gave an update that only two water supplies were metered; Churchill Hall and Bowls Club, one of which was leaking. Additional taps required were a replacement tap where the portaloes were, the rear to the pavilion near to the kitchen and one on the outside wall of the plant room. Two quotes had been received one for the kitchen only and one for the remaining works.

MOTION: To approve a quote PROPOSED by Cllr Ronson, SECONDED by Cllr McCall and AGREED.

ix. Street Light Church Lane

All fitted and working fine.

MOTION: To confirm that the Parish Council are happy with the street lighting as installed and will take on responsibility for it when BC Highways adopt their element of the works PROPOSED by Cllr Ronson, SECONDED by Cllr Read and AGREED.

x. Events requests and updates

- Parish Council events
- Astonbury – still planned to go ahead and all items had been provisionally booked. Once the next step of the roadmap had been confirmed (17 May) further work would begin and a budget for the event put together.
- Cycling Event
- The event was now taking place at the school.
- Other requests
- There were none.

21.56 Community Centre Committee

i. Project update

The snagging list was still being worked through with regular meetings held to address. The following issues were highlighted and discussed:

- Issue with the boiler was still to be repaired. The Clerk to discuss with Edgar Taylor as this now needed to be formally escalated.
- Leak in the plant room.
- Fencing has not yet been completed.
- Churchill Hall ramp still to be completed.
- Landscaping work had now started.

ii. Delegated Authority

A request to extend delegated authority for a further 6 months.

MOTION: to agree the extension of the DA terms for a further 6 month period PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

iii. Quotes

There were none.

MOTION: to agree any quotes

iv. Delegated Authority Decisions

There were none.

21.57 Date of next meeting

19 May, Annual General Meeting and Annual Meeting of the Parish council, to be held at the Red Kite Pavilion.

..... Chairman

..... Date