



ASTON CLINTON PARISH COUNCIL

Minutes of the Council Meeting

held at 6.30pm on 15th December 2021 at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr A Goode, Cllr J Hughes, Cllr A Judge, Cllr C Judge, Cllr M Mason, Cllr D McCall, Cllr L Ronson & Cllr P Wyatt.

IN ATTENDANCE: Mrs S Payne (Clerk/RFO) and 1 member of the public.

21.159 To Receive Apologies for Non-Attendance. Received and noted from Cllr Birchley & Cllr Collins.

21.160 To Receive Declaration of Interests or Request for Dispensations. None declared.

21.161 To Approve the Minutes of the Meeting held on 17th November 2021.

The minutes of the meeting held on 17th November 2021 were approved as a true and accurate record and were signed by the Chair.

21.162 Questions and Comments from the Public. None received.

21.163 Council – Reports from External Bodies.

- i. *Transport for Bucks:* Cllr Wyatt reported that a meeting had been held with the Local Area Technician (LAT). Following site visits the LAT agreed to (a) contact the developers regarding damage caused to Chapel Drive; (b) raise an order to carry out patching on Green End Street, (c) contact the developers regarding the unfinished footway at College Road South and blocked gully and (d) check when the white lines near The Oak will be completed. The LAT has also agreed to survey the proposed sites for the Council's MVAS.

A replacement white gate at the Weston Road entrance to the village is due to be replaced. The LAT confirmed that the newly erected fence in Wenwell Close did not cause an obstruction to the junction sightlines.

21.164 Finance & Staff Committee

- i. The draft minutes of the 22nd November 2021 Finance & Staff Committee meeting were noted.
- ii. *Financial Reports:* The month-end income and expenditure accounts at 30th November 2021 were noted. Income was £286,627 and expenditure £166,323. It was noted that the Bucks Council Covid Support Grant surplus would need to be refunded. **ACTION: Clerk**
- iii. *Draft 2022/23 Budget:* Prior to considering the draft 2022/2023 budget prepared by the Finance & Staff Committee Councillors confirmed that they were not in Council Tax arrears. The current draft shows a deficit of £125,249. Council considered each income and expenditure line and it was agreed that changes be made to the following expenditure costs: (a) legal & professional fees be reduced to £25,000, (b) tree work be reduced to £15,000, (c) waste collections be increased to £6,000 (d) bus shelters be reduced to £1000. (e) general event budget of £10,000 be removed, (f) traffic mitigation be reduced to £8,000, and (g) CCTV extension be reduced to £3,000.

With these amendments the total expenditure had reduced from £419,904 to £389,904 and left a deficit of £79,302. Council noted that the estimated year-end figures for 2021/22 showed a surplus of £99,902; due in part to the effect of Covid restrictions.

In consideration of this projected surplus, **it was resolved to set a precept figure of £276,497 an increase of 3.8% leaving a deficit of £79,302 which would be taken from General Reserve and approve the 2022/2023 budget with the amendments noted above.**

- iv. *Assistant Clerk Role:* A draft job description detailing the Assistant Clerk role, salary grade of LC2(19-23) and LGPS pension provision had been circulated to Council for consideration. **It was resolved to approve the Assistant Clerk job description and person specification. The post would be for 24 hours per week within the LC2(19-23) salary grade, with LGPS pension provision.**
It was agreed that the post would be advertised on the Council's website, social media platforms as well as in local newsletters and Facebook pages. **ACTION: Clerk**
- v. **It was resolved to provide a Barclays direct debit card from the primary business account in the name of the Clerk which would be subject to point 6.18 of the Council's Financial Regulations.** **ACTION: F&S Committee**
- vi. **It was resolved to pay the December 2021 salaries on 20th December.** **ACTION: Clerk**
- vii. The December 2021 payments totaling £18,148 were approved. Cllr Wyatt and Cllr Ronson checked the invoices and schedule. Cllr Ronson agreed to authorise the payments online.

Payments over £500

Company	For	Amount £	Vat £	Total £
Aston Commercial Cleaning	Nov 21 RKP cleaning incl windows	£560.00	£112.00	£672.00
Buckland Landscapes Ltd	Footpath 32/1, 32/2, 5/3 work	£4,744.70	£948.94	£5,693.64
ElanCity	Mobile Vehicle Activated Sign	£1,952.37	£390.47	£2,342.84
Frank Cooper and Son Ltd	Maintenance 8th payment of 12	£1,442.92	£288.58	£1,731.50
JS Stonemasonry Ltd	Fix to damaged headstone & angel	£1,740.00	£348.00	£2,088.00
Kenneth Workman	Park Keeper duties Nov 21	£552.00	£0.00	£552.00
MB Lining Limited	Relining small car park	£750.00	£150.00	£900.00
E.Sharp (Electrical) Ltd	Streetlights: 22/7/17/15/1 repairs	£628.58	£125.72	£754.30
Buckinghamshire Council	Annual Dog Bin Charge 17 bins April 2021- March 2022	£2,074.51	£414.90	£2,489.41

21.165 Facilities Committee

- i. The draft minutes of the 23rd November 2021 Facilities Committee meeting were noted.
- ii. *Football Pitches:* Cllr Wyatt reported that the pitch close to the bowls club was in a poor state and there will be a need to restrict usage.
The Sports and Recreation Working Group will check all pitches weekly on a Friday morning and decide on whether they are in a fit state to be used by the football clubs.
ACTION: Sport & Recreation WG
- iii. *Dog Waste Service:* **It was resolved to renew the Dog Waste Service with Bucks Council to empty the bins twice a week at a cost of £125.69 per dog bin.** **ACTION: Clerk**
- iv. *CCTV Signage:* It was agreed that CCTV signage would be installed around the park to meet with current regulations. Signs would be erected on the RKP with additional locations around the park to be agreed by the Facilities Committee. **ACTION: Clerk/Facilities Com**
- v. *Car Park Gritting:* Council considered whether there was a need to put in place arrangements to grit the carpark when temperatures reached 2 degrees or lower at a cost of £95 per occasion. It was agreed that this would be considered on an ad hoc basis if necessary.
- vi. *Fountain Benches:* Cllr C Judge circulated information on various benches which Council considered. **It was resolved that two oak benches at a cost no greater than £573 each would be installed at the Fountain.** **ACTION: Cllr C Judge/Clerk**
- vii. *Resident Funded Village Benches:* Council considered the proposed locations for the three village benches. Following discussion, it was agreed that Council would support the proposal to site benches next to the Council's noticeboard on the London Road near the War Memorial, on the junction of Stablebridge Road and London Road and near Mela Restaurant on London Road. Cllr A Judge would inform the residents. **ACTION: Cllr A Judge**

21.166 Red Kite Pavilion

- i. *Snags*: Cllr Hughes reported that all snags are in hand.
- ii. *Maintenance Agreements*: Council considered the quotes and appointed contractors for the following maintenance agreements
 - a) Automotive Doors: It was resolved to accept Company B, Reactive Doors’ quote for the biannual service at a cost of £245 per visit. ACTION: Cllr Hughes
 - b) Security Alarm: It was resolved to accept Option 2 of Oakpark Alarm’s quote for the installation of a monitoring device and annual maintenance of the security alarm system at a cost of £750 per annum plus a set up charge of £280. ACTION: Cllr Read
It was noted that the RKP tenant would be charged for half the annual maintenance cost. ACTION: Clerk
 - c) Fire Alarm System/Emergency Lighting/Disabled WC Electrics: It was resolved to accept Company A, Aylesbury Fires Systems’ quote for a biannual fire alarm service, annual emergency light testing, fire extinguisher servicing and disabled toilet alarm service at a cost of £560.42 per annum. ACTION: Cllr Hughes
 - d) Fire Shutters: It was resolved to accept Company A, Arrow Security Shutters’ quote for a biannual service at a cost of £249 per visit. ACTION: Cllr Hughes
 - e) Acoustic Moveable Walls: It was resolved to accept Company B, CE Solutions quote for an annual service at a cost of £450 per annum. ACTION: Cllr Hughes
 - f) Pump Station: Two companies had been asked to quote but only one quote had been received at the time of the meeting. It was resolved that given most companies were comparable that the lower quote should be accepted. ACTION: Cllr Read

21.167 Events

- i. *Santa’s Float [19 Dec 21]*: Timings have been fine-tuned and the Scouts will be collecting in the first section of the route and the Guides in the second section. A just giving page had been set up and has been advertised on the Council’s website and Facebook page.

21.168 To Consider Buck Council’s Waiting Restrictions Proposals for Church Lane

Cllr Read reported that as part of a Section 278 contributions for the Old Mill development Bucks Council had carried out a traffic safety survey to investigate whether yellow lines were needed at the junction with London Road. The survey noted that parents were parking on the junction during school drop off and pick up and reducing visibility and recommended that double yellow lines be installed at the crossroads and along Church Lane.

An onsite meeting was arranged between Cllrs Read, Wyatt and Ronson and TfB to express concern that the proposal would cause major disruption to the Church and Church Lane residents. Following the meeting TfB have agreed to consider an amended proposal to install double yellow lines for 10m at the junction with London Road and along the junction of Twitchell Lane and London Road.

21.169 To Approve a Traffic Survey in Green End Street to Support the 20mph Zone within the Community Board Proposal at a Cost No Greater than £2000 to be Paid from General Reserves.

It was resolved to commission a traffic survey in Green End Street to support the 20mph zone within the Community Board proposal at a cost no greater than £2000 from General Reserves. ACTION: Cllr Read

21.170 Planning Committee

- i. The draft minutes of the 15th November 2021 Planning Committee meeting were noted.

The meeting closed at 8.45pm

Signed.....Date