

**The minutes of Aston Clinton Parish Council meeting
held on Wednesday 5th February 2020 at the Aston Clinton Parish Meeting Room, London
Road, Aston Clinton, HP22 5HL**

Present

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

In attendance

Clerk E Barry and R Bennett (recording)

It was RESOLVED that due to the confidential nature of the business to be transacted, the press and public would be excluded from the meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 20.18.(vii) of the agenda. PROPOSED by Cllr Ronson, SECONDED by Cllr Simpson and AGREED.

20.12 Apologies

Apologies had been received from Cllr B Chapple (BCC) and Cllr C Paternoster (AVDC).

20.13 Declarations of Interest

There were none.

20.14 To approve the minutes of the Parish Council meeting held on 8 January

PROPOSED by Cllr Judge SECONDED by Cllr Simpson, AGREED and signed by the Chairman.

20.15 Public Participation:

Members of the public were in attendance and the follow items were raised:

- Trees removed on London Road – the Chairman confirmed that the clearance work had not been authorised by the Parish Council. A meeting had been held with those residents affected to discuss a way forward. There were plans for screening to be replanted and also an assessment to take place due to the overgrown ivy. Residents would be consulted on any further work that might take place.
- Churchill Hall door handle – a member of the lunch club that used the hall submitted a petition on behalf of lunch club members asking for the door handle to be replaced as the mechanism made it difficult to use. The Chairman highlighted that the door was selected by the Youth Club as it met specifications to ensure that children using the hall were kept safe; however the parish council were aware that a number of clubs and individuals struggled with the door. The Chairman agreed that they were happy to look at options.
- Aston Clinton Football Club – The Chairman of the club attended the meeting to ask if the parish

council would support the relocation of the club to a better stadium as part of the pre application process submitted by an asset management company to AVDC; it formed part of a larger application. Members of the parish council confirmed that they in principle supported the relocation of the football club to another site in the village, as long as it was in line with the neighbourhood plan. It was confirmed that the parish council had not be asked for the views by AVDC as part of the pre application process.

20.16 Council:

i. Reports from external bodies

Cllr Wyatt and colleagues had attended the recent Bucks and Milton Keynes Association of Local Councils (BMKALC) meeting and the slides had been circulated by the clerk to members of the parish council.

ii. Unitary Authority

The draft budget for the new authority had been circulated which highlighted £4m for the new Community Boards. The parish council had been consulted on the proposal of community boards and comments had been submitted. The final report for decision had gone to the Formal Shadow Executive meeting and R Bennett agreed to send the report to the clerk to circulate. It was agreed that Claire Hawkes, Service Director for Localism and Strategic Partnerships for the new council, would be invited to a meeting.

iii. BTC Community Boards Letter to Martin Tett

Buckingham Town Council had shared a letter with the parish council that they had sent to Martin Tett, Leader of the Shadow Authority outlining their concerns with how the new community boards would work in particular to voting rights. Buckingham Town Council were asking for support of other parishes but following a discussion, members felt that they could not make a decision as to whether or not they supported the town council's position as they needed more information and would wait to meeting with Claire Hawkes.

20.17 Clerk's Report

The clerk gave the following update:

1. *The amount raised from Santa's Float this year was £1,276.37 and this has been split evenly as per previous years between the Rennie Grove Hospice, the Guides and the Scouts. I will read out a thank you sent from the Rennie Grove.*
2. *We are in the process of finalising the quotes for the refurbishment of the play park and a supplier will be chosen at the next facilities meeting with refurbishment works scheduled to take place before the Easter break.*
3. *We have a space on the Parish Council for a parish councillor and are currently advertising this with a request for interested parties to apply by 17th February as we hope to be in a position to co-opt at the next parish council meeting.*
4. *We received today the following update via Carole Paternoster with regard to the unauthorised encampment off college road south – AVDC have had confirmation from BCC that the encampment is on Highways land and that BCC have served direction notices yesterday with a tie to leave by 1pm today. Unfortunately they are still there so legal papers are being prepared to get a court order. In the meantime, AVDC are advising that it is best to ensure that any barriers to car parks are in place.*
5. *We also currently have 6 available allotment plots available to rent and details are available on the parish council website.*
6. *She had met with the site manager to go through scheduled deliveries over the coming two weeks and have the following to report:*
 - a. *Tuesday 11th Feb – there will be a number of deliveries arriving but they should have very little*

impact on park users and I have been assured that they won't affect the lunch club operations. The site manager will be heavily monitoring each delivery.

- b. Wednesday 12th – Large crane arriving but will be fenced off as previous occasion. Also delivery of floor planks. There possibly be a small amount of disruption but again the site manager will be on hand.*
 - c. Thurs 13th and 14th – more but no disruption expected*
 - d. Monday 17th – this will be a busy day for deliveries and the site manager has asked the in order to cause as little disruption as possible to park users, we open up park view for the morning.*
- Councillors agreed that they would work out a timetable for opening park view.

20.18 Finance and Staff Committee

i. Month-end Accounts & Budget Status

The Clerk confirmed that Santa's float had been moved under sponsorship and donations.

ii. Community Centre

- Contract Sum forecast
The Chairman highlighted that the contract sum had increased however the sum now included PV panels and bollards included now. There was a forecasted overspend of £32,857.25 however the £20k contingency would negate some of it. The Chairman also stated that there were still items to agree that could bring the overspend down and other areas were reductions in quotes were expected e.g. light and the lift.
- Income/Expenditure
 - The breakdown included the new contract sum as above and was now just under £400k.
 - £112k still to claim through the New Homes Bonus. This would be the first time the parish council had claimed via the NHB process.
- Cash flow/schedule of payments – no changes to the schedule to report

iii. Bank Mandate – recommendations from the F&S Committee were as follows:

The Clerk recommended a review of Bank signatories to bring the Bank Mandate up to date.

The Committee suggested following signatories:

Dual Authorisers (online banking)

Cllr Tubb - existing

to add Cllr Ronson for when Cllr Tubb was not available.

Signatories (cheques; 2 required each time)

Cllr Tubb

Cllr Ronson

Cllr Wyatt

E Barry

MOTION: to agree authorised signatories as recommended by the F&S Committee PROPOSED by Cllr Mason SECONDED by Cllr Howard and AGREED.

iv. Internal Auditors

The F&S Committee recommended to the Parish Council that new auditors be agreed and with the addition of an interim audit. It was highlighted that the proposed new auditors had been recommended by a neighbouring parish council and other references had been obtained. The cost was similar to previous years but slightly more expensive as included an interim audit due to the community centre build in particular.

MOTION: to agree appointment of Internal Auditors as recommended by the F&S Committee PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

v. Risk Register

Item deferred to the March meeting.

vi. Members Allowance

The Finance and Staffing Committee had agreed to defer the motion as they wished to discuss in full and review the wording of the motion.

Members of the Parish Council highlighted the work that is carried out over and above and the expenses that are accrued throughout the year that are not claimed for. The committee thought it important to include in the motion the amount of £200 for the whole council as the maximum that could be spent.

MOTION: to agree Christmas meal to be paid from Members Allowances budget, to include Councillors and Members of staff, starting 2020. Deferred.

vii. Staffing Sub Committee (to be discussed at the end of the meeting)

MOTION: to agree recommendations of the Staffing sub Committee

viii. Any payments to be agreed

Schedule of payments had been agreed by the F&S Committee. It was noted that disabled bays would be coded to 'Premise and Maintenance' budget.

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

20.19 Planning Committee:

i. Planning Committee report

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

Review and Recommendations of Planning Applications: Small Scale

20/00076/APP The Paddock House 31 London Road - Demolition of existing outbuilding and construction of two new detached dwellings with associated parking and access

- No objection with conditions if required – committee members were to check neighbours were ok with the screening etc. and Members would go and visit in next few days

Review and Recommendations of Planning Applications: Large Scale

20/00097/APP Mercedes-Benz Retail Group UK Ltd Unit 1 Aston 41 - Extension of yard to create an additional 36 vehicle storage bays together with associated works including reconfigured palisade fencing

- No objection on the condition that the application also included enough employee parking spaces to remove the dangerous parking that was now occurring on College Road North as a result of the site. Also, must not damage existing planting – care must be taken during building works to not damage roots or disturb the trees that have been planted for screening.

19/04025/APP Lodge Farm Upper Icknield Way Buckland HP22 5LH Conversion of

traditional farm buildings to no. 8 residential units (including partial replacement, new build and demolition).

- Objected. Agreed that would like something done with the building, but 8 was too many for this site. Design did not take enough notice of the existing building design and contrary to HQD1. As the back ones are tight against the access road of existing entrance, there are no rear gardens, no natural light and overpowered by the landscape. Trees would have to be removed in order to make way for the development. It was an AONB so a number of restrictions would apply to the application and the Committee were in agreement with a number of points in the representation by the Chiltern's Conservation Board

Re a Traffic Regulation Order (TRO) application for for Aesop Business Park, College Road North

- Agreed that Parish Council were in support of the application

20.20 Facilities Committee – meeting was cancelled

i. Reports from the Committee

ii. BG Fitness – update & contract conditions

A new contract was being developed to put in place with BG Fitness. The following was discussed and agreed.

- VAT wording had been provided by Cllr Watton.
- The hirer would be using the meadow pitch area.
- The contract would specify that only the vehicle operated by the hirer would be allowed to park on the area and the exact area would also be specified in the contract.
- The Chairman was happy for the hirer to continue to use the park until the contract had been signed.
- The Chairman would obtain the company name and number and send the final contract to the hirer to sign.
- A monthly direct debit payment would be set up going forward.
- The clerk would check if February's payment had been received.

MOTION: to agree contract conditions for BG Fitness PROPOSED by Cllr Watton, SECONDED by Cllr Howard and AGREED.

iii. To discuss and agree next steps re London Road near bus stop

A meeting had been held with those residents affected by the removal of the screening along London Road. Discussions with them had been held about what would be planted and it had been with a mix of evergreen, plants that would attract wildlife, and fast growing being the preference.

It was agreed that subject to costs and quotes, local species that encourage wildlife would be planted with a mixture of evergreens. The Clerk would contact RB Tree Care to obtain quotes and discuss next steps.

MOTION: to agree next steps re London Road near bus stop PROPOSED by Cllr Howard, SECONDED by Cllr Judge and AGREED.

iv. Poplar Tree donation & planting in the park

The Horticultural Society had offered to plant Poplar trees in the park. The parish council was very grateful of the offer. It was highlighted that the trees would need to be planted near water so it was suggested near to the stream. The trees needed to be planted by the end of February

and it was highlighted that the society would also put together a volunteer group to ensure the upkeep and care of the trees.

MOTION: to agree Horticultural Society offer of Poplar trees including planting and nurturing
PROPOSED by Cllr Simpson, **SECONDED** by Cllr Judge and **AGREED**.

v. Football pitches

The weather had been better in recent weeks and pitches looked ok. The Colts had moved a couple of pitches. The pitches would be checked again when carrying out the bin check on Friday and any issues would be reported to the clerk.

vi. Events

– Colts Tournament

The Colts had requested that their event this year be extended from 1.5 days to 2 full days. It was felt that this would benefit trade at the café; however it was suggested that they contact the school about parking there in case it was a wet summer and parking at the park not possible.

MOTION: to agree to a full 2 day event this year **PROPOSED** by Cllr Howard, **SECONDED** by Cllr Tubb and **AGREED**.

– Other events

Woof Walkies who had a dog walk event approved last year had contacted the parish council about one in June 2020 (last years had been cancelled). All members were happy for the event to go ahead.

20.21 Community Centre Committee

i. Reports from the Committee

A committee had not been held since the last parish council meeting. Monthly site meetings were being held, decisions were being made by the delegated authority process and discussions regarding the budget had been held under item 20.18 (ii).

It has been highlighted that the digging of a gas trench may involve the entrance to the park being closed for a week and a half. This had been flagged as an issue and discussions would be held with Edgar Taylor and the architect.

ii. Delegated Authority Decision on cladding

It had been agreed that the £200k saving on changing the cladding would not be approved and it would remain as cedar wood.

A different lift for the building had also been agreed and this was at a saving of approximately £6k.

iii. Trenching for Services

This was a piece of work had not been qualified at contract stage and was now confirmed to likely cost in the region of £16k. There were some queries regarding the costings that were still to be clarified, but the earlier reported budget costs included this cost.

MOTION: To approve trenching costs for services, to come out of builder's contingency
PROPOSED by Cllr Read, **SECONDED** by Cllr Howard and **AGREED** with one abstention.

It was highlighted that 3 trees would need to be removed for the trenching to take place. More would be replanted than removed, but possibly not in the same location.

MOTION: To approve removal and replacement of trees along park driveway for trenching
PROPOSED by Cllr Ronson, SECONDED by Cllr Howard and AGREED with one abstention.

A quote had been received from the Parish Council’s approved supplier of £910 to take the trees out and grind stumps. The motion was amended to include the quote had been received by approved supplier as no tender was necessary.

MOTION: To approve quote for removal and replacement of trees along park driveway
PROPOSED by Cllr Wyatt, SECONDED by Cllr Howard and AGREED with one abstention.

Cllr Tubb opened the meeting to members of the public again to raise any questions. The news of new trees being planted was welcomed and it was noted that trees were not fully functional until at least 10 years old. A member of the public suggested a higher amount of £600 for the councillors to use for the Christmas meal as it was felt that they deserved it for all the work they did for the village.

20.22 Date of next meeting
4 March 2020.

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