



ASTON CLINTON PARISH COUNCIL

Minutes of the Parish Council Meeting

held at 6.30pm on 17th June 2025 at the

Parish Council Office, Aston Clinton Park, London Road HP22 5HL

PRESENT: Cllr M Mason (Chair), Cllr T Cardy, Cllr J Hodge, Cllr J Hughes, Cllr D McCall, Cllr C Read, Cllr L Ronson & Cllr J Warburton.

IN ATTENDANCE: Mrs S Payne (Clerk). Bucks Cllr Steve Bowles, Michelle Parker, East Bucks Community Board Manager and PC Henry Brown from Wendover Neighbourhood Policing

25.17 Questions and Comments from the Public. Michelle Parker, East Bucks Community Board Manager, outlined the recent changes to the structure of the Boards. There would no longer be a funding application process instead a collaborative approach would be taken. Each Board would agree a list of priorities at its first meeting; ahead of this Michelle would meet with local groups to discuss their priorities for the area.

25.18 To Receive Apologies for Non-Attendance. Apologies were received & accepted from Cllr M Collins and Cllr C Judge.

25.19 To Receive Declarations of Interest or Requests for Dispensation. None declared.

25.20 To Approve the Minutes of the Annual Council Meeting held on 13th May 2025
The minutes of the meeting held on 13th May 2025 were approved as a true and accurate record and were signed by the Chair.

25.21 To Receive a Report from the Neighbourhood Police
PC Henry Brown introduced himself to Council as the new Neighbourhood Officer for the Aston Clinton, Western Turville and Wendover area. Council discussed current issues which included motorcycles racing along the A41, car break-ins on Hendrix Drive and dangerous parking around the school at drop-off and pick-up times.

PC Brown left the meeting

24.22 Council

- i. Reports from external bodies: There was nothing to report.
- ii. Code of Conduct: Council reviewed the Code of Conduct document and it was agreed that no amendments were necessary.

Cllr Bowles & Michelle Parker left the meeting

- iii. Draft 2025-2027 Action Plan: Council considered the updated draft Action Plan for 2025–2027. **It was resolved to adopt the 2025-2027 Action Plan.** ACTION: Clerk

25.23 Finance & Staffing

- i. The draft minutes of the Finance & Staffing Committee meeting held on 11th June 2025 were noted.
 - a) **It was resolved to approve the 2025/2026 Reserves Allocation.**
 - b) **It was resolved to adopt the updated Investment Strategy.**
- ii. Council considered the income & expenditure and balance sheet reports for April and May 2025. Total income at 31st May 2025 was £171,244 and total expenditure £21,918.
- iii. Payments totaling £22,687.27 were approved and income of £7,406.71 noted.

Payments over £500

Date	Company	For	Amount £	Vat £	Total £
03/06/2025	ASL Zorb Mania	Festival attractions	£1,350.00	£0.00	£1,350.00
04/06/2025	Buckland Landscapes	Park Grds Maint May 25	£1,434.02	£286.80	£1,720.82
04/06/2025	Buckland Landscapes	Additional park cuts	£1,200.00	£240.00	£1,440.00
01/06/2025	Bucks Paving & Landscapes	Remedial work to RoW Turvey Close	£980.00	£0.00	£980.00
01/06/2025	Goldleaf Groundcare	Footpaths/hedges Maint June 2025	£561.40	£112.28	£673.68
23/05/2025	Impact Signs	CCTV signs x3	£41.46	£8.29	£49.75

14/05/2025	Lifelong Steel Sheds	Replacement Garage Roller Door	£2,050.00	£410.00	£2,460.00
17/06/2025	McIntyre Trees	Tree Safety Survey of Park & BG	£750.00	£150.00	£900.00
01/04/2025	Milton Keynes Play Assoc HA Phipps Fencing	2 x Play Sessions 11 Aug 25	£1,592.04	£0.00	£1,592.04
19/05/2025	Contractor	Supply/install picket fencing	£1,700.00	£340.00	£2,040.00
05/05/2025	Kenneth Workman	Park Keeper Duties April 2025	£1,065.00	£0.00	£1,065.00
05/06/2025	Kenneth Workman	Park Keeper Duties May 2025	£1,189.47	£0.00	£1,189.47
09/06/2025	Your Café in the Park	RKP WC Cleaning May 2025	£620.00	£10.00	£630.00
04/06/2025	EDF	Streetlight electricity May 25	£1,217.70	£243.54	£1,461.24
			£15,751.09	£1,800.91	£17,552.00

25.24 Facilities & Events

- i. The draft minutes of the Facilities Committee meeting held on 5th June 2025 were noted.
- ii. **2025 Family Festival:** It was noted that the event had been successful, with the RAF flyby being particularly well received. Income from concessions were lower than in previous years; as many families had brought picnics. There had also been issues with the marshalling. A debriefing meeting would be organised. **ACTION: Event WG**
- iii. **Aston 100:** Cllr Mason reported that there had been excellent feedback following the event. There was an underspend of £213 in the exhibition grant which would be refunded.

25.25 Highways & Streetlights

- i. **Traffic Calming:** Cllr Hughes reported that the contractor would carry out works to address street print defects and the missing grey area between 23-27 June . It was noted that Council would not be invoiced for the outstanding £10,000 until all snagging issues had been dealt with.
- ii. **Road Resurfacing:** Cllr Hughes reported that London Road was scheduled to be resurfaced in July, Brook Street in September and Green End Street in October 2025. The resurfacing of Weston Road would be discussed at a Bucks Council Local Members Choice meeting, due to take place in September 2025. It was noted that it would be beneficial for members of the Council to meet beforehand to ensure their Bucks Councillors were aware of the Council's priorities regarding highways and footways maintenance. **ACTION: Cllr Hughes**
- iii. **Yellow lines:** Cllr Hughes reported that Council had submitted a request to Bucks Highways in September 2024 for yellow lines to be installed at the junction of Twitchell Lane, Green End Street, and New Road. This request would be assessed against other schemes across the county, with only 20–30 being approved each year. The full process could take between 12 and 18 months. Given this Council explored funding a Traffic Regulation Order (TRO) for 10-15 junctions and problem areas at a cost of between £10,000 & £13,000. Council noted that £20,000 was available in the ear-marked reserves for Highways Projects which could be used for the TRO and installation costs. It was agreed that Cllr Hughes arrange a meeting with Council to identify and prioritise locations within the village where parking restrictions should be considered. An informal consultation with residents on the proposed locations would be organised beforehand. **ACTION: Cllr Hughes**

In conjunction with this, the need for enforcement was emphasised. Cllr Hughes would seek confirmation that any new sites would be added to the schedule for Bucks Council's Traffic Enforcement Team. Other means of enforcement would also be considered.

ACTION: Cllr Hughes

25.26 Planning Committee

The minutes of the Planning Committee meeting held on 1st May and draft minutes of the meeting held on 29th May 2025 were noted.

The meeting closed at 8.10pm

Signed.....Date

GRANT APPLICATION FORM

This form will be submitted to Aston Clinton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

Organisation/Group Details	
Name of organisation/group	ASTON CLINTON SOCIETY
Type of organisation/group – If applicable give charity/company registration number.	COMMUNITY GROUP/SMALL CHARITY
Contact's name	SALLY HOLDER
Position within the organisation/group	JOINT CHAIR
Contact's address	[REDACTED]
Contact's telephone number	[REDACTED]
Contact's e-mail address	info@astonclintonSociety.org.uk.
What services, facilities and activities does your organisation/group provide?	IMPROVING THE LOOK OF THE VILLAGE AND PRESERVING ITS CHARM. ENCOURAGING RESIDENTS TO TAKE PRIDE IN WHERE THEY LIVE.
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton.	ALL RESIDENTS OF ASTON CLINTON.
Number of members in the organisation/group	75
Number of members resident in Aston Clinton	75
Total spent by the organisation/group in the last twelve months	30/06/24 – 30/06/25 : £8,301.74
Total received by the organisation/group in the last twelve months	30/06/24 – 30/06/25 : £2,495.32
Main income sources – please itemise	<div> - FUNDRAISING - GIB LANE GRANT (TO BE GIVEN) - DONATIONS </div> <div> - WENDOVER AND VILLAGES COMMUNITY BOARD GRANT. </div>
Current bank balance (please state date)	£921.33

Project Details	
Name of Project	RISING SUN WILDFLOWER AREA.
When will the project start and end or take place?	
Description of the Project – Describe your project in detail. Who will do what, when and why? You may attach other documents to aid your explanation.	NATURE AND WILDFLOWER AREA, ENCOURAGING LOCAL NATIVE WILDFLOWERS AND WILDLIFE. THE AREA NEEDS TO BE PREPARED AND RESEEDED READY FOR NEXT YEAR.
Who will benefit from the Project? How many people will benefit and how many of them are residents of Aston Clinton. Describe what category of people will benefit	ALL RESIDENTS OF ASTON CLINTON
How will you know if your project has been successful? What will you be measuring and how will you measure it?	SEEING THE WILDFLOWERS BLOOM NEXT YEAR, AND HEARING THE RESPONSES FROM RESIDENTS.
Will the project continue after this grant is spent? If so, how will it be funded?	YES - FUNDED THROUGH FUNDRAISING AND POTENTIALLY OTHER GRANTS
Financial Details	
What is the total cost of this project? – Provide details of how this figure is built up. You may wish to use a separate sheet.	GROUNDWORK PREPARATION - £240 WILDFLOWER SEED - £207 TOTAL - £447
How much money is this grant application for?	£447
Where will the difference between the project cost and the grant application come from?	ANY ADDITIONAL COSTS WILL BE FUNDED BY THE SOCIETY'S FUNDRAISING.
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who?	No
If you do not receive funding from ACPC will the project, still go ahead?	YES
Bank details for the organisation/group	ACCT: 20462042
ASTON CLINTON SOCIETY	SORT: 60-83-01
UNITY TRUST BANK.	

Declaration

We confirm that all the information contained within this Application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant received from Aston Clinton Parish Council (ACPC) resulting from this Grant Application will be spent in accordance with the Application and any grant conditions made to it.

We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.

We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

We undertake to report the ACPC at the end of the project on its success.

We have provided copies of the following documents to support the application. Please tick as appropriate

Accounts	<input checked="" type="checkbox"/>
Balance Sheet	<input type="checkbox"/>
Bank Statement	<input type="checkbox"/>
Constitution	<input checked="" type="checkbox"/>
Project Budget	<input type="checkbox"/>

Signature 1:
Contact person

SALLY HOLDER

Signature 2:
Chair or senior representative of organisation/group

ANN WEBBER

Date: 2/7/25.

Please return your completed application form and supporting documents to:

The Clerk
Aston Clinton Parish Council
Council Office, Aston Clinton Park
London Road, Aston Clinton
HP22 5HL

Email: clerk@astonclinton.org

ESTIMATE

P BLUNDELL & SON - LOWER FARM - HALTON VILLAGE

Aston Clinton Society

Estimate No.: E279
Date: 25 Jun 2025

Description	Quantity	Unit Price	Total
Work	1	£200.00	£200.00
Ground preparation for wild flower area in aston Clinton			

Net Amount	£200.00
20 % VAT	£40.00
Total	£240.00

P BLUNDELL & SON
LOWER FARM
HALTON VILLAGE
AYLESBURY BUCKS HP22 5NS

Contact:
Phone: 07912 641383
Email: stevens903@btinternet.com

Quote for the wildflower seed

Community Grants - X

attachments.asp X

Checkout | Naturesc X

X

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X

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PROCEED TO CHECKOUT >

Order Total £207.00 (incl. VAT)

Qty	Product	Price	Total
5	 NI General Purpose Meadow Mixture - Seed Mixture (Per kg)	£30.00	£150.00 (incl. VAT) X
1	 NCA1 Standard Cornfield Annuals Mix - Seed Mixture (Per kg)	£57.00	£57.00 (incl. VAT) X

ASTON CLINTON SOCIETY

RECEIPTS & PAYMENTS ACCOUNT FOR YEAR ENDED 30th JUNE 2024

	2024	2023
	£	£
Receipts		
Membership	10	180
Events	2,552	2,489
Donations	3,097	190
Village WF Meadow	0	200
Fund Raising	759	278
Equipment	437	
Tea towels	28	
TOTAL INCOME	6,883	3,337
Payments		
Events	2,137	854
Insurance	200	200
Village repairs		131
Village WF Meadow	300	324
Website		1,583
Admin expenses		77
Bank fees	79	92
Hall Hire	138	0
Equipment	437	0
Donations	40	0
TOTAL EXPENDITURE	3,331	3,260
NET RECEIPTS / PAYMENTS	3,551	77
Funds Brought Forward	77	0
FUNDS CARRIED FORWARD	3,628	77
Current Account	6,439	2,688
Creditors	(2,811)	(2,611)
	3,628	77

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	(4,418)	
105	VAT Control	21,910	
200	Barclays Current A/c	20,753	
205	Barclays Tracker A/C	55,431	
215	Unity Trust Current A/C	46,799	
220	Nationwide BS	85,000	
225	CCLA PSDF A/C	248,000	
Total Current Assets		473,476	
<u>Current Liabilities</u>			
500	Creditors	10,219	
520	Allotment Key Deposits	85	
525	Allotment Deposits	495	
530	COVID Support Grant Fund	1,247	
547	Pension Fund	0	
Total Current Liabilities		12,046	
Net Current Assets		461,429	
Total Assets less Current Liabilities		461,429	
<u>Represented by :-</u>			
300	Current Year Fund	75,339	
310	General Reserves	117,090	
320	EMR Streetlights	45,000	
321	EMR Playpark Equipment	47,500	
322	EMR Street Furniture	20,000	
323	EMR Churchyard	31,000	
324	EMR Major Asset Repair	25,000	
326	EMR Allotments	3,000	
327	EMR Defibrillators	2,500	
328	EMR Woodland Management	5,000	
329	EMR Pond Renovation	12,000	
332	EMR Park View Resurfacing	16,000	
336	EMR Highway Projects	20,000	
337	EMR Beach Area Improvements	20,000	
338	EMR Car Park Resurfacing	20,000	
339	EMR Elections	2,000	
Total Equity		461,429	

Earmarked Reserves

Account		Opening Balance	Net Transfers	Closing Balance
320	EMR Streetlights	40,000.00	5,000.00	45,000.00
321	EMR Playpark Equipment	40,000.00	7,500.00	47,500.00
322	EMR Street Furniture	15,000.00	5,000.00	20,000.00
323	EMR Churchyard	28,959.00	2,041.00	31,000.00
324	EMR Major Asset Repair	15,000.00	10,000.00	25,000.00
326	EMR Allotments	3,000.00		3,000.00
327	EMR Defibrillators	2,000.00	500.00	2,500.00
328	EMR Woodland Management	5,000.00		5,000.00
329	EMR Pond Renovation	10,000.00	2,000.00	12,000.00
331	EMR Park ANPR	25,000.00	-25,000.00	0.00
332	EMR Park View Resurfacing	16,000.00		16,000.00
336	EMR Highway Projects	10,000.00	10,000.00	20,000.00
337	EMR Beach Area Improvements	15,000.00	5,000.00	20,000.00
338	EMR Car Park Resurfacing	0.00	20,000.00	20,000.00
339	EMR Elections	0.00	2,000.00	2,000.00
		224,959.00	44,041.00	269,000.00

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Administration</u>						
Grants Received	7,000	0	(7,000)			0.0%
Administration :- Income	<u>7,000</u>	<u>0</u>	<u>(7,000)</u>			
Salaries	21,037	81,500	60,463	60,463		25.8%
Pension Ers	5,009	19,316	14,307	14,307		25.9%
Employers NI	2,607	9,975	7,368	7,368		26.1%
Contract Staff	2,298	13,000	10,702	10,702		17.7%
Member's Expenses	0	150	150	150		0.0%
Insurance	0	6,500	6,500	6,500		0.0%
Mortgage Payments	0	3,981	3,981	3,981		0.0%
Stationery&Office Supplies	164	800	636	636		20.5%
Postage	2	30	28	28		7.8%
IT Support and Software Subs	1,395	3,000	1,606	1,606		46.5%
Computers and Office Equip	741	3,000	2,259	2,259		24.7%
Phone/Broadband	(228)	900	1,128	1,128		(25.4%)
Office Electricity	485	3,300	2,815	2,815		14.7%
Office Water	43	300	257	257		14.3%
Office Maintenance/H&S	8	500	492	492		1.7%
Payroll and Audit Services	329	2,000	1,671	1,671		16.4%
Professional Fees/Bank Charges	35	30,000	29,965	29,965		0.1%
Training	(19)	1,500	1,519	1,519		(1.3%)
Election/APM/Public Meetings	225	7,500	7,275	7,275		3.0%
Contingency	6	3,500	3,494	3,494		0.2%
Membership Subscription	1,391	1,400	9	9		99.4%
Office Cleaner	(40)	800	840	840		(5.0%)
Spend from General Reserves	85,000	0	(85,000)	(85,000)		0.0%
Administration :- Indirect Expenditure	<u>120,489</u>	<u>192,952</u>	<u>72,463</u>	<u>0</u>	<u>72,463</u>	<u>62.4%</u>
Net Income over Expenditure	<u>(113,489)</u>	<u>(192,952)</u>	<u>(79,463)</u>			
<u>Communication</u>						
Website	68	1,000	932		932	6.8%
Noticeboards	760	100	(660)		(660)	760.0%
Newsletters/Annual Review	0	4,000	4,000		4,000	0.0%
Communication :- Indirect Expenditure	<u>828</u>	<u>5,100</u>	<u>4,272</u>	<u>0</u>	<u>4,272</u>	<u>16.2%</u>
Net Expenditure	<u>(828)</u>	<u>(5,100)</u>	<u>(4,272)</u>			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Street Lighting</u>						
Streetlight Maintenance	50	4,000	3,950		3,950	1.3%
Capital- Streetlight Renewal	0	5,000	5,000		5,000	0.0%
Streetlight Electricity	4,471	20,000	15,529		15,529	22.4%
Street Lighting :- Indirect Expenditure	4,521	29,000	24,479	0	24,479	15.6%
Net Expenditure	(4,521)	(29,000)	(24,479)			
<u>Facilities</u>						
Car Park Income	0	4,500	4,500			0.0%
Football Permits	3,812	5,500	1,688			69.3%
All Weather Pitch Income	0	1,400	1,400			0.0%
Other Park Permits	0	2,500	2,500			0.0%
Facilities :- Income	3,812	13,900	10,088			27.4%
Car Park Electric	87	550	463		463	15.7%
CCTV Maintenance	120	1,500	1,380		1,380	8.0%
Street Furniture Maintenance	0	600	600		600	0.0%
Dog Bins Emptying	0	2,300	2,300		2,300	0.0%
Waste Bins	1,428	5,300	3,872		3,872	26.9%
Repairs & Maintenance	6,062	25,000	18,938		18,938	24.2%
Facilities :- Indirect Expenditure	7,697	35,250	27,553	0	27,553	21.8%
Net Income over Expenditure	(3,885)	(21,350)	(17,465)			
<u>Buildings</u>						
Churchill Hall Rent	0	20	20			0.0%
RKP Base Rent	0	25,000	25,000			0.0%
RKP Turnover Rent	0	26,000	26,000			0.0%
Buildings :- Income	0	51,020	51,020			0.0%
Repairs & Maintenance	3,972	18,000	14,028		14,028	22.1%
RKP Cleaning	1,220	7,000	5,780		5,780	17.4%
Buildings :- Indirect Expenditure	5,192	25,000	19,808	0	19,808	20.8%
Net Income over Expenditure	(5,192)	26,020	31,212			
<u>Grounds Maintenance</u>						
Devolved Services Income	0	6,198	6,198			0.0%
Grounds Maintenance :- Income	0	6,198	6,198			0.0%
Park/Footpaths Grds Maint	6,581	35,000	28,419		28,419	18.8%

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Devolved Services	1,280	15,000	13,720		13,720	8.5%
Tree Work	0	5,000	5,000		5,000	0.0%
Equipment & Tree Safety Survey	750	1,600	850		850	46.9%
Grounds Maintenance :- Indirect Expenditure	8,611	56,600	47,989	0	47,989	15.2%
Net Income over Expenditure	(8,611)	(50,402)	(41,791)			
<u>Allotments</u>						
Allotments Income	66	990	924			6.7%
Allotments :- Income	66	990	924			6.7%
Allotments	(16)	500	516		516	(3.2%)
Allotments :- Indirect Expenditure	(16)	500	516	0	516	(3.2%)
Net Income over Expenditure	82	490	408			
<u>Churchyard</u>						
Churchyard Income	3,850	6,000	2,150			64.2%
Churchyard :- Income	3,850	6,000	2,150			64.2%
Churchyard Waste Charges	2	65	63		63	3.1%
Churchyard Maintenance	810	4,500	3,690		3,690	18.0%
Churchyard :- Indirect Expenditure	812	4,565	3,753	0	3,753	17.8%
Net Income over Expenditure	3,038	1,435	(1,603)			
<u>Events</u>						
Event Grants/Income	1,256	0	(1,256)			0.0%
Events :- Income	1,256	0	(1,256)			
Annual Events	11,394	14,000	2,606		2,606	81.4%
Events :- Indirect Expenditure	11,394	14,000	2,606	0	2,606	81.4%
Net Income over Expenditure	(10,138)	(14,000)	(3,862)			
<u>Projects and Grants</u>						
Grants	(15,342)	15,000	30,342		30,342	(102.3%)
Project: Burial Ground Mapping	0	300	300		300	0.0%
Project - CCTV Extension	0	4,500	4,500		4,500	0.0%
Project - AWP Drainage	0	18,000	18,000		18,000	0.0%
Spend from General Reserves	(85,000)	0	85,000		85,000	0.0%
Projects and Grants :- Indirect Expenditure	(100,342)	37,800	138,142	0	138,142	(265.5%)
Net Expenditure	100,342	(37,800)	(138,142)			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
Precept	158,663	317,326	158,663			50.0%
Sponsorship & Donations	0	3,500	3,500			0.0%
Interest Received	3,534	2,000	(1,534)			176.7%
Miscellaneous Income	385	5	(380)			7700.0%
Income :- Income	<u>162,582</u>	<u>322,831</u>	<u>160,249</u>			<u>50.4%</u>
Net Income	<u>162,582</u>	<u>322,831</u>	<u>160,249</u>			
Grand Totals:- Income	178,566	400,939	222,373			44.5%
Expenditure	59,186	400,767	341,581	0	341,581	14.8%
Net Income over Expenditure	<u>119,380</u>	<u>172</u>	<u>(119,208)</u>			
Movement to/(from) Gen Reserve	<u>119,380</u>	<u>172</u>	<u>(119,208)</u>			

Invoices to be approved at Tuesday 15th July 2025 Council Meeting						
Date	Company	Invoice Number	For	Amount £	Vat £	Total £
17/06/2025	Aston Clinton PCC	GRANT	St Michaels's Little Angels Equipment	£51.99	£0.00	£51.99
02/07/2025	Bucks Council	2209029351	Waste removal June 2025	£478.50	£0.00	£478.50
04/07/2025	Buckland Landscapes Ltd	55619	Park grounds maintenance	£1,434.02	£286.80	£1,720.82
24/06/2025	DCK Payroll Solutions	25750	Payroll admin June 25	£32.70	£6.54	£39.24
29/06/2025	Gardens by Gathercole	SG1566	Burial ground grounds maintenance	£270.00	£0.00	£270.00
27/06/2025	Goldleaf Groundcare	14756	Y1 Siding Out Apr-july	£400.00	£80.00	£480.00
01/07/2025	Goldleaf Groundcare	14803	Footpath/Hedges grounds maint	£561.40	£112.28	£673.68
17/06/2025	Hutchison Flooring	24777	RKP flooring maintenance	£1,811.00	£362.20	£2,173.20
13/05/2025	Npower	61559802	LATE streetlight Elec invoice Sept 2022	£665.15	£133.03	£798.18
13/05/2025	Npower	61559802	LATE sadditional treetlight Elec Sept 2022	£32.55	£1.78	£34.33
22/06/2025	Paw Print	20816	Office printer	£117.68	£23.54	£141.22
29/06/2025	H A Phipps	2644	Repair to car park fence	£250.00	£50.00	£300.00
08/07/2025	Mr C Read	Expenses	Festival petrol/fence brackeets/oil	£82.88	£0.00	£82.88
19/06/2025	T Smith & Son Amusements	APCP	Festival Twist/Cups/Chair rides	£3,200.00	£0.00	£3,200.00
13/05/2025	SLCC	BK221423-1	AI training for HS	£35.00	£7.00	£42.00
27/06/2025	Hayden Stephens	Expenses	mileage to collect paint	£4.95	£0.00	£4.95
19/06/2025	St John Ambulance	SP25003208	Festival first aid	£343.20	£68.64	£411.84
16/06/2025	The Warehouse.Com	SI-125453	Office Laminator	£143.00	£28.60	£171.60
05/07/2025	Mr K Workman	58	Park Keeper Duties June 2025	£1,573.77	£0.00	£1,573.77
02/07/2025	Your café in the park	INV-1134	RKP Cleaning June 25	£600.00	£0.00	£600.00
30/06/2025	Your café in the park	INV-1131	Festival band Catering & Volunteers	£479.88	£35.98	£515.86
Direct Debits:						
17/06/2025	British Gas	11460259	Office Electricity May 2025	£167.27	£8.36	£175.63
27/06/2025	British Gas	BGL559615	Car park electricity June 2025	£28.40	£1.42	£29.82
04/07/2025	Castle Water	10007011450	Office water and waste June 2025	£25.41	£2.15	£27.56
01/07/2025	EDF	24023223	Streetlight Elec June 25	£1,103.54	£220.71	£1,324.25
01/07/2025	EDF	24029344	Additional Streetlight Elec June 25	£38.39	£1.92	£40.31
28/06/2025	HugoFox	INV-15873	Website Hosting	£19.99	£4.00	£23.99
Debit Card						
18/06/2025	Amazon	GB54ILMUZAEUI	Festival Poster competition vouchers	£30.00	£0.00	£30.00
03/07/2025	Amazon	347098002	Key & Combination Lock Key Safe	£47.03	£0.00	£47.03
06/07/2025	Amazon	GB55PGB8ABEI	Cable ties 2 packs	£30.06	£6.02	£36.08
23/06/2025	Co-op	Receipt	Milk/Coffee	£9.15	£0.00	£9.15
23/06/2025	Justhost/bluehost		astonclinton.org domain name hosting	£57.56	£0.00	£57.56
27/06/2025	Screwfix	A22147520916	Fence paint	£26.67	£5.33	£32.00
				£14,151.14	£1,446.30	£15,597.44
INCOME June 2025						
Date	Company	Invoice Number	For	Amount £		
Various	Festival Stall Holders		Stall Holder Fees x4	£100.00		
27/06/2025	Barclays Bank		Interest	£183.53		
20/06/2025	Aston Hill Cetenary		refund of unspent grant funds	£213.18		
23/06/2025	Pizza Wow	ACPC25/02	Festival food concession	£133.25		
25/06/2025	Greek Gyros	ACPC25/05	Festival food concession	£186.25		
26/06/2025	Memorials of Distinction	B25/06	Memorial Permit O266	£200.00		
30/06/2025	GS Fitness	Standing Order	Monthly Hire of Fitness payment	£308.40		
30/06/2025	Ocean 77 Ltd	ACPC25/01	Festival food concession	£175.00		
05/06/2025	Your Café in the Park	Standing Order	Monthly RKP rental payment	£3,600.00		
03/06/2025	CCLA Investments		Interest	£1,103.65		
27/06/2025	Aston Clinton Bowls Club	licence	back payment of licence fee	£75.00		
				£6,278.26		

Aston Clinton Parish Council

Terms & Conditions for the Hire of Football Pitches at Aston Clinton Park

1. Definitions

The following words and expressions shall have the below meanings given to them:

Phrase	Meaning
The Council	Aston Clinton Parish Council
The Park	Aston Clinton Park, London Road, Aston Clinton HP22 5HL
The Hirer	Street2Pro
The Football Facilities	The grass football pitches as specified in Schedule 1
The Hire	Use of the football facilities by agreement with Aston Clinton Parish Council
The Hire Period	The period the football facilities can be used.
The Clerk	The current Clerk to Aston Clinton Parish Council or any other officer nominated to act in their place.

2 Football Facilities

a. Pitches

The Council shall permit the following grass pitches within The Park to be used:

Pitch 1: Next to main car park

Pitch 2: Beyond allotments (Backup pitch allocated during weather dependent maintenance works in August 2025)

b. Pitch Marking

The Hirer shall be authorised by The Clerk to mark the grass pitches using approved marking materials in accordance with the plan in Schedule 1.

The marking of pitches must be co-ordinated with the Council's grounds maintenance contractor for The Park.

c. Pitch Maintenance

If The Hirer requires additional grounds maintenance services for the pitch areas, such as additional cutting or fertilising, then The Council will obtain a quote from its contractor. The Hirer will pay The Council in advance for the cost of such additional grounds maintenance work.

The Council requires at least one month's notice of any work required.

d. Equipment

The Hirer is responsible for the provision of all equipment required to play football, including posts.

All equipment must be to British Standards specification and kite marked. A copy of the BSI certificate or similar document must be supplied to The Clerk before the equipment can be used.

All goal post equipment used by The Hirers must be to BS EN 748:2013 or BS 8462:2005+A2:2012 standards as defined by the Football Association.

The Hirer is responsible for erecting, taking down and storing goal posts and ancillary equipment in the allocated location as defined by The Council. Failure to comply with this condition may result in the refusal by The Council for further hirings and a fine may be levied, which for the 2025/2026 season is set at £100 per incident.

3 Hire Period & Fees

a. Hire Period

The Hirer can use pitch detailed in section 2.a above for football training between 9.30am and 3pm on the following dates:

Session 1: Tuesday to Thursday for five weeks during the 2025 Summer Holidays

Session 2: Tuesday to Thursday for one week during October 2025 Half Term

Session 3: Tuesday to Thursday for one week during February 2026 Half Term

Session 4: Tuesday to Thursday for two weeks during 2026 Easter Holidays

Session 5: Tuesday to Thursday for one week during May 2026 Half Term

For a total of 30 individual days.

No variation to this agreed plan shall be made by The Hirer without the written approval of The Council.

The Hirer is prohibited from sub-letting any pitch usage or deriving any extended commercial benefit from pitch usage as part of the annual hiring fee.

b. Hire Fee

The hire fee of £31.50 per day.

The Hirer must pay The Council the hire fees by BACS in advance of each Hire Period session.

The Council will issue invoice in advance of each session.

The Hirer must pay The Council the hire fees by BACS within 14 days of date of invoice.

Hire fees must be paid to Aston Clinton Parish Council, Parish Council Office, Aston Clinton Park, Aston Clinton HP22 5HL by BACS. The Council's bank account details are:

Account Name:	Aston Clinton Parish Council
Bank Name:	Unity Trust Bank
Sort Code:	60-83-01
Account Number:	20459738

The hire fees will be reviewed annually by The Council and may be subject to change.

If The Hirer is in arrears, the use of the pitches will be suspended until the account is cleared.

c. Cancellation of Sessions

The Council reserves the rights to cancel any hiring due to unforeseen circumstances or if the pitch is unplayable. In such an event The Council will notify The Hirer as soon as possible.

If The Hirer is in arrears, the use of the pitches will be suspended until the account is cleared.

4 Termination of The Permit

The Clerk, on behalf of The Council, reserves the right to terminate the Permit if any conditions within this Permit has been or is being violated, or if it otherwise appears in the public interest to do so.

Such determination of the Permit shall not:

- Release The Hirer from any obligation under the conditions in this Permit, or
- Affect any right or remedy that The Council has under these conditions, or otherwise.

The Council shall be entitled to retain any monies paid to it in respect of the hire.

The Hirer may terminate the Permit at any time on presentation of written notice to The Clerk.

5. General Conditions of Use

a. Insurance

It is the responsibility of The Hirer to have Public Liability Insurance cover for no less than £2m for an individual incident.

The Hirer is to provide The Council with a copy of the insurance policy documents annually.

The Hirer is to prepare a risk assessment and submit it to the Parish Clerk annually.

b. Loss, Damage or Injury

The Hirer shall ensure that all team members and spectators are aware of these Terms and Conditions. The Hirer will be responsible for the preservation of order during the period of hiring .

The Hirer shall be liable for and shall indemnify the Council in respect of :

- i. Any loss or damage done to any land, pitches, buildings or facilities belong to The Council including furniture, fittings, apparatus, equipment and appliances
- ii. Loss or damage to any third-party property arising out of or by reason of hiring or left at any of the facilities
- iii. Personal injury to, or the death of, any person arising out of or by reason of the hiring
- iv. Loss or damage to any person or property arising in consequence of any breach of these conditions whether or not during the hire period unless due to any negligence or breach of statutory duty of The Council.

The Hirer is responsible for providing any medical attention or facilities to team members.

c. Litter

The Hirer shall ensure that all litter is removed from The Park and deposited in the bins provided.

The Hirer will be charged the full cost of reinstating affected areas to a condition acceptable to The Council for each session where litter is left, and subsequent sessions will be suspended until this fee is paid.

d. Nuisance or Annoyance

The Hirer is responsible for the preservation of order during the period of hiring.

The Hirer shall ensure that no person using the Football Facilities within the scope of this Permit shall:

- Use indecent or offending language
- Behave in an indecent or offensive manner, or
- Behave in a manner endangering the safety and enjoyment of other park users or residents in neighbouring properties
- Spit, pollute, contaminate or foul any facility in The Park or Council buildings
- Damage, deface, or misuse any part of The Park facilities or Council buildings
- Damage, deface or misuse any part of the Football Facilities or equipment
- Operate a radio or other sound system to cause nuisance or annoyance.
- Smoke in any building
- Take crockery or glass bottles onto The Park

Failure of the Permit Holder to take reasonable measures to ensure that these conditions are adhered to will result in a fine being levied against the Permit Holder. **The level of fine is set at £100 per incident.**

e. Access and Parking

The Hirer must ensure that vehicles of any sort (including motorcycles) must not be parked or left on any area other than in the official designated car park, or where The Council permits.

The Hirer must ensure that Park View is not used for access or exit to The Park without the prior approval from The Council.

The Hirer must ensure that Park View is never used for parking.

f. Compliance with Bylaws and Regulations

The Hirer shall comply with and observe the Bylaws and Regulations provided for the general regulation of the use of The Park and the Football Facilities, copies of which are displayed in The Park and in The Council's office as well as on The Council's website. It shall be the duty of The Hirer to inspect such Bylaws and Regulations and to acquaint him/herself with the contents thereof.

g. Pandemic

The Hirer shall ensure that all players, officials and supporters adhere to any rules and regulation which are in place during the hire period by the Government.

h. Right of Access

An authorised Officer or representative of The Council shall at all times during the period of hire have free access to the Football Facilities and the instruction shall be given by The Hirer for their admission.

i. General

The conditions of this permit cannot be changed verbally by a Councillor or Council Officer . Any changes must be confirmed in writing by The Clerk following agreement by The Council or delegated committee.

As The Hirer runs activities involving children and young people using paid employees and volunteers, they must declare that they have a Child Protection Policy in place and that they undertake their CRB checks on a regular basis.

Advertisement banners cannot be displayed without the written approval of The Council. unauthorised banners will be removed and destroyed.

Any complaint connected with the hiring or use of the Football Facilities must be made in writing to The Clerk within five working days of the problem being encountered.

Any correspondence sent to The Hirer via email or post will be deemed to be received. The Hirer is responsible for notifying The Clerk in writing of any change of address. The Council accepts no liability or responsibility of any loss or damage arising from failure to comply with this condition.

6. Football Facilities Permit Agreement

The Council: **Aston Clinton Parish Council**, London Road, Aston Clinton, Aylesbury, Bucks, HP22 5HL

The Hirer: **Street2pro**, [REDACTED]

This Agreement is between The Council and The Hirer for a Permit to use the Football Facilities within Aston Clinton Park for the period **August 2025 until May 2026.**

The Hire Fee for the Hire Period is **£810 for a total of 10 (ten) weeks**

The Agreement is based upon the Terms & Conditions and Schedules accompanying the Agreement.

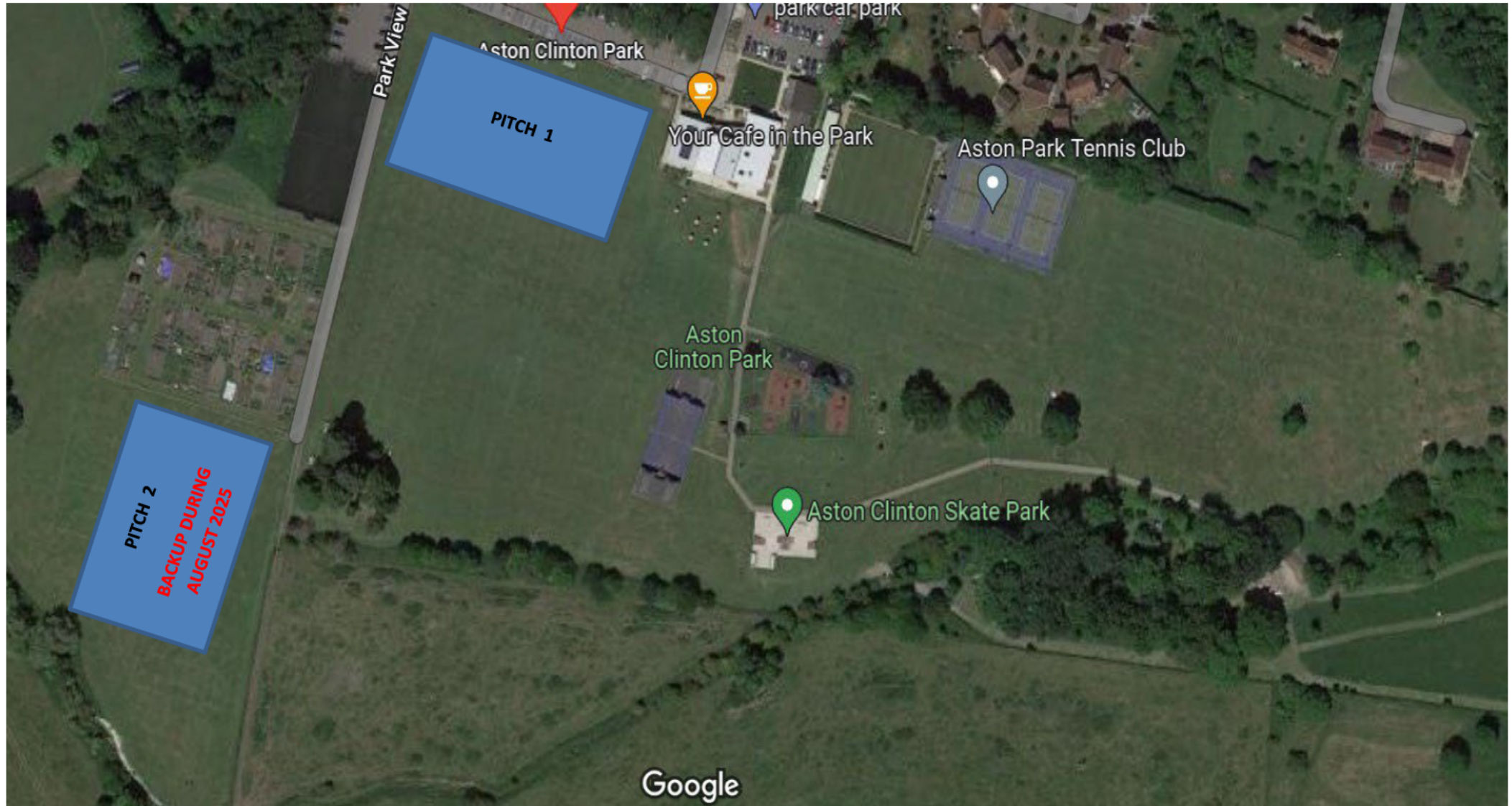
SIGNED by:

..... (for the Council)(Date)

..... (for the Hirer)(Date)

As duly authorised signatories

Schedule 1 Plan of Pitches (Not to Scale)



ASTON CLINTON PARISH COUNCIL

Aston Clinton Park

Event Application Form

Aston Clinton Parish Council welcomes events in Aston Clinton Park.

- To give the Council the best possible understanding of your event, please fill out this form with as much accurate information as possible.
- Please tick this box to confirm that you consent to Aston Clinton Parish Council processing the data supplied on this form. **Please tick to give consent** ☒

To find out more about how Aston Clinton Parish Council processes your data, please find our Privacy Notice [here](#)

Event Details:

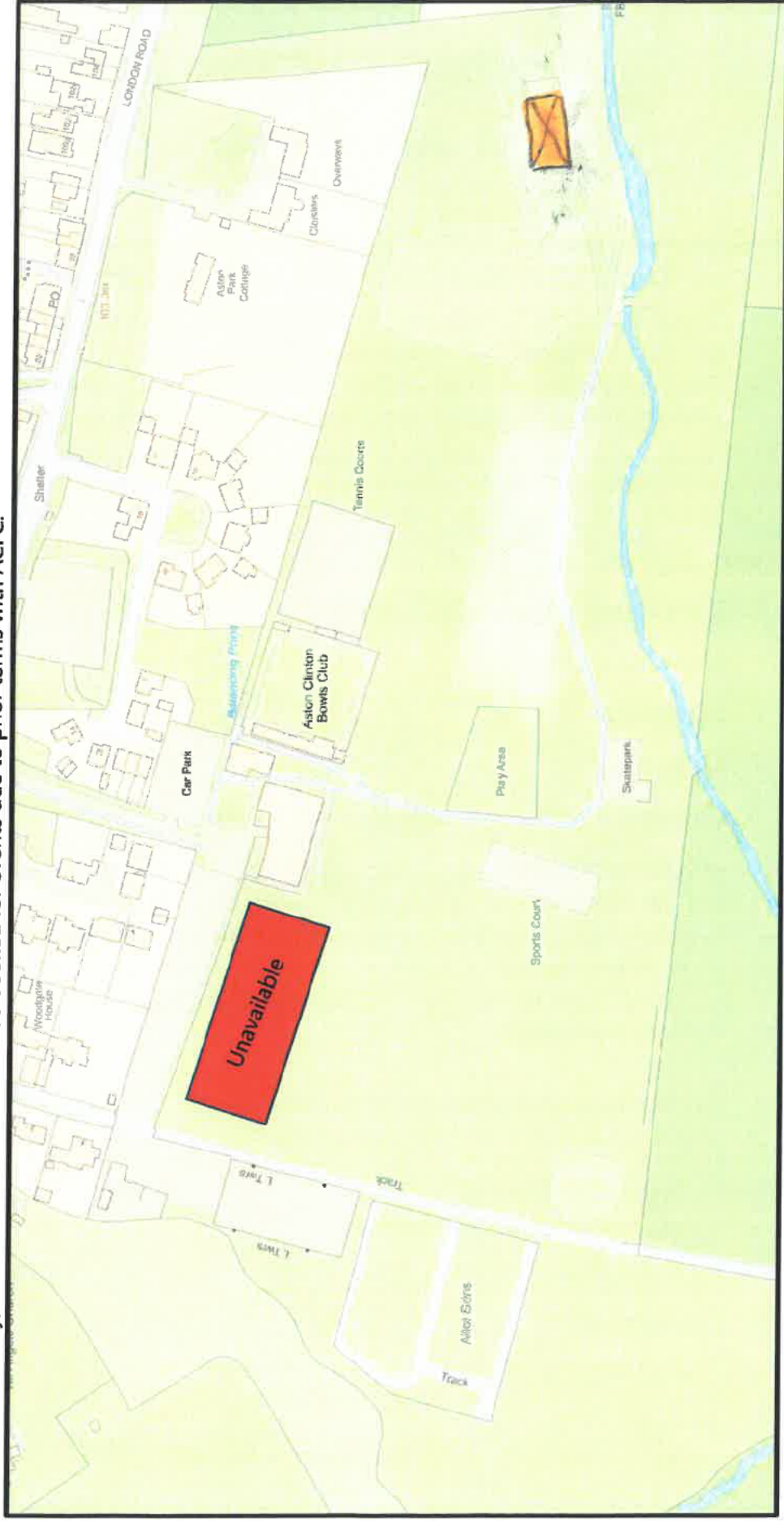
- **Event Name:** Sound Bath
- **Event Description:** A gentle group sound healing session using song and bells to promote relaxation and wellbeing
- **Event Date:** 6 July - once month
- **Event Time:** 6-7 pm
- **Expected Number of Attendees: (Please Tick)**
 - ☒ Up to 50 people 10 people
 - ☐ 51-499 people
 - ☒ 500-1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
 - ☐ Over 1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
- **Will there be an attendance fee for this event?** Yes ☒ No ☐

Event Organizer Details:

- **Name of Organization or Individual:** The Healing Temple
- **Contact Person:** Guiomar REBELO
- **Contact Email:** [REDACTED]
- **Contact Phone Number:** [REDACTED]
- **Address:** [REDACTED]

Event Location

- Please illustrate the map below to indicate where in the park that the event will be. Include as much detail as possible.
- If a larger copy of the map is required, please reach out to assistantclerk@astonclinton.org
- Unfortunately, the area in red is unable to be booked for events due to prior terms with ACFC.



Event Requirements:

- Food and Beverage Services: NO
- Waste Management Plan: NO
- Security and Safety Measures: NO
- Insurance Coverage: yes

Additional Information:

- Parking: yes
- Noise Levels: Low
- Public Access: No
- Gazebos/Temporary Structures: [If present, read, sign and return [Risk Assessment](#)]
- For events involving the sale of Alcohol or providing Regulated Entertainment, separate [Licensing](#) is required.
- For events with over 500 people, [Safety Advisory Group](#) forms are required.

Declaration: I declare that all the information provided in this application is accurate and complete to the best of my knowledge. I understand that approval for this event is subject to review and compliance with Aston Clinton Parish Council's policies and regulations.

Please tick to confirm ☒

Signature

Date:

21 June 2025

Submission Instructions:

Please submit this completed form to assistantclerk@astonclinton.org or to Aston Clinton Parish Council Office, Aston Clinton Park, HP22 5HL no later than 6 weeks prior to the planned event date.

You will be contacted regarding the status of your event application following the next Council or Facilities Committee Meeting.

What is a Sound Bath and how it benefits the Community?
A sound bath is a gentle, meditative experience where participants relax and are immersed in therapeutic sounds, from instruments like Gong, crystal bowls, and chimes. It promotes deep relaxation, reduces stress and anxiety, improves mental clarity, and supports emotional well-being.



ASTON CLINTON PARISH COUNCIL

Parish Council Office, Aston Clinton Park, London Road HP22 5HL

Tel: 01296 631269

Email: clerk@astonclinton.org

Minutes of the **Planning Committee** meeting
held at 6:30pm on **26th June 2025** at the
Parish Council Office, Aston Clinton Park, London Road HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr M Mason, Cllr D McCall & Cllr L Ronson

IN ATTENDANCE: Mr H Stephens (Assistant Clerk), 20 Members of Public (Present until P25.17)

P25.11 Public Participation (limited to 15 minutes)

Twenty members of the public representing the Waring Crescent Resident's Working Group attended the meeting.

Eight members of the public made comments regarding Planning Application 25/01672/APP. Concerns were raised regarding potential loss of amenity to neighbours from noise, excess traffic, and anti-social behaviour. Further concerns were raised that the application would breach the restrictive covenants on the property, of which the residential estate's management company would be required to address. Additionally, it was stated that the applicant's consultations had been poor, with unverifiable claims about the application and a lack of understanding of the building's capacity for the intended usage.

P25.12 To Receive Apologies for Non-Attendance

Received and accepted from Councillor James Hughes.

P25.13 To Receive Declarations of Interests or Requests for Dispensations None Declared.

P25.14 To Approve the Minutes of the Committee Meeting Held on 29th May 2025

The minutes of the meeting held on 29th March 2025 were approved as a true and accurate record and were signed by the Chair.

P25.15 To Note Recent Decisions & those at Variance with the Recommendations of this Committee

Of the six applications decided between 19th May and 16th June 2025, one was of a different outcome.

- i. **25/00485/APP Aston Field Aylesbury Road Aston Clinton Buckinghamshire**
Erection of warehouse (use class B8 (storage/distribution)) (retrospective).

ACPC: Object - This application entails an intrusion into open countryside, creating a site incongruous with the character of the Parish. This is a contravention of Policy B3 of the ACNP and harms the rural nature of the village. Additionally, the loss of green space and risk to biodiversity remains at odds with Policies EN1 and EN2 of the ACNP, causing further harm. Overall, the Council is disappointed that this is a retrospective application, which by its nature, greatly disrespects the application process for planning applications in the local area.

Bucks Council: Approved - Policy B3 does not explicitly state that new employment buildings will not be permitted in the open countryside, therefore satisfying that there is no conflict with this policy in terms of location. To re-argue the position now would not be sustainable at appeal. The application form states that the development is exempt from BNG as it is a retrospective planning application, the proposal is exempt from the mandatory minimum 10% Biodiversity Net Gain requirement. The Ecologist stated that it is appropriate for 3 bird boxes to be provided on the building. The proposal accords with VALP policy NE1, Policies EN1 and EN2 of ACNP and the advice contained within the NPPF. This is an established employment site, and the building has a standard industrial appearance and is not exceptionally large or incongruous.

P25.16 To Consider Planning Applications

i. 25/01672/APP 23 Waring Crescent HP22 0AB

Change of use from dwellinghouse (Use Class C3a) to a children's home (Use Class C2)
RESOLVED: OBJECT - The proposal would result in increased noise and disturbance, and traffic, negatively impacting neighbours. This represents a significant harm to adjoining properties and is contrary to Policy B3 of the Aston Clinton Neighbourhood Plan, which seeks to protect residential amenity. The property is not suitable for the proposed use, the requirements for 4 children, with associated staff sleeping area, is not appropriate with the capacity of the building. Properties in Waring Crescent are subject to covenants restricting use to single-family dwellings and prohibiting nuisance. The existence of these covenants highlights the residential character of the area, which this proposal undermines.

20 Members of Public left the meeting

P25.17 Neighbourhood Plan Review Working Group

- i. Neighbourhood Plan Review Working Group: Cllrs Mason and Read reported that they had attended a Town and Parish Council meeting ran by Bucks Council. This meeting established that the Draft Housing Allocation figure for Parishes would be 10% over 10 years, and that currently the Aylesbury Vale area of Buckinghamshire had a 3.62 Year Housing Land Supply shortfall, which was relatively high compared to other areas such as a 1.98 Year shortfall in the Wycombe district, or 0.75 Year shortfall in the Eastern district. Though these had all fallen beneath the 5 Year Housing Land Supply target.
- It was additionally noted that the Bucks Local Plan Call for Sites Exercise totalled 1550 sites for development in Buckinghamshire, this informed the draft Local Plan which is due to go to consultation by Autumn 2025 and forecast for publishing in late 2026.
- ii. Neighbourhood Planning Grant Funding: It was noted that the Government has withdrawn Grant Funding and Technical Support for Neighbourhood Plans. This would be considered in the development of the review.

The meeting ended at 7.32pm

Signed.....Date