

**The minutes of the Meeting of the Parish Council on
Wednesday 15th July 2020 at 6.30pm at the Parish Council Virtual Meeting Room**

Present

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

In attendance

E Barry (Clerk) and R Bennett (recording). 4 Members of the public.

20.72 Apologies

Apologies had been received from Cllr Judge and Cllr B Chapple (BC)

20.73 Declarations of Interest:

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

20.74 To approve the minutes of the last Parish Council meeting

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

20.75 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.

A resident raised concerns regarding the planning application relating to 24 London Road, Aston Clinton. The application was to convert an existing private garage to business use and the resident stated that as neighbours to the property they had not been made aware as to when the application would be discussed by the Planning Committee and had missed their opportunity to forward their concerns. The concerns raised were in relation to the parking at the property, which was already at capacity and that the application and they believed that it was not compliant with the Neighbourhood Plan. The resident wanted the Parish Council to reconsider the decision to support the application going forward to Buckinghamshire Council.

Cllr Tubb responded by saying that the planning meeting where the item was to be discussed was a public meeting and had been advertised on the Parish Council website and on all relevant Facebook groups. There had also been an attempt to speak to neighbours of the property, but unfortunately not all were at home. Cllr Tubb stated that the application was discussed at length at the planning committee, with the

applicant present. The issue of parking was discussed and the Parish Council would raise the issue of parking when submitting their comments to Buckinghamshire Council. It was highlighted that the garage was built prior to the NHP being agreed.

The resident was advised to still put their case forward to Buckinghamshire Council who would be the decision makers in planning matters. It was suggested that they also contact the relevant case officer directly, Highways and the relevant Buckinghamshire Councillors.

20.76 Council:

i. Reports from external bodies

There were none.

ii. Website compliance WCAG2.1

Cllr Mason updated that the Parish Council that the website needed to become ADA Compliant, which was a set of government guidelines ensuring the website was accessible to as many people as possible, including those that required different types of access. The website also needed to include a page to state what the Parish Council was doing to comply with the guidance. Cllr Mason would start work with the web provider and would update the council on its progress. The website had to be compliant by September 2020.

iii. Councillor Vacancies

There were currently two vacancies. One had been advertised earlier in the year and there had been a recent application for this one. The other was following the resignation of Coral Simpson and this would be formally announced via the parish council noticeboards and the website and the returning officer at Buckinghamshire council would be informed of the vacancy under the statutory obligation. If within 14 days, a request for an election to fill the vacancy had not been made by TEN electors for the Parish, the vacancy could be filled by co-option.

20.77 Clerk's Report

Since our last meeting, we have seen extremely busy times in the park, and our Park Keeper and Councillors' and even Councillors' partners have been working really hard keeping the park as clean and tidy and safe for all.

We are expecting the park to be very busy this summer both from local residents and those coming from further afield.

Our Community Centre build is still progressing well and we are expecting windows and doors to be going in in the next week or so.

On other matters, one of our District Councillors, Bill Chapple, copied us in on a complaint from a resident on Aylesbury Road with regard to a number of issues along Aylesbury Road, near Normill Terrace, including speeding, cycle lanes that are and over hanging and fallen trees and broken bully grate. This has been passed on to our local area technician at Buckinghamshire Council who has reported the following:

I already have an order in for siding out the footway. To be done at the end of the grass cutting season. The footway is not currently on any footway resurfacing lists. It's a number of remote footways in a similar condition unfortunately. I'll be able to better assess its condition once the siding out is completed.

The gully grate is to be replaced with a larger cover to span the gap at the back. The granite setts has dropped in to the pit. Last time I saw it we had a traffic cone covering it.

The cycle way markings are currently on a larger programme of works given to Wilson & Scott to provide quotations for.

20.78 Finance and Staff Committee

i. Month-end Accounts & Budget Status

The report had been circulated prior to the meeting and was satisfactory; it had been presented to the Finance and Staffing Committee the previous evening. There had been additional spend under Ground Maintenance for ad-hoc footpath repairs but it had included football pitch and footpath maintenance. The Clerk had explained to the Committee that she had created the following nominal code for other S106 project spend and this is where the tennis club payment had been allocated - 4305 S106 Expenditure

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

ii. Community Centre – reports and budget status update from F&S Committee

Contract Sum forecast, Income/Expenditure and cash flow/schedule of payments
Cllr Duffield reported the following: Reports and budget status had been reviewed at the Finance and Staffing meeting where it was confirmed there was currently an approximate overspend of £15k which was up from last month, this would be discussed later in the meeting. It was highlighted that a site meeting was taking place on Friday 17 July where the budget would be discussed and reassurances would be sought.

iii. Community Centre – Public Works Loan (PWL)

a. PWL Application

The application had been discussed in detail and it was being proposed to the Parish Council to apply for £150k to cover the short term shortfall in funding, due to delay in S106 money being released. The committee agreed to recommend to the Parish Council to borrow the money over 10 years to reduce interest applied and that it was anticipated that the loan would be paid back much quicker. A working party would be put together to move forward.

MOTION: To approve the PWL application as recommended by F&S Committee PROPOSED by Cllr Mason, SECONDED by Cllr Read and AGREED.

b. PWL Consultation

It was highlighted that applying for the loan would not result in an increase in precept

and therefore a consultation was not required, but residents had to be notified of the borrowing. This would be done via the website. It had also been discussed at a number of public meetings and included in the minutes published on the parish council website.

MOTION: To agree consultation content and method as recommended by F&S Committee PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

iv. Any payments to be agreed

A breakdown of Community Centre project invoices to be paid had been circulated prior to the meeting. All other invoices had been approved at the F&S Committee for payment. The Parish Council were being asked to sign off on the Community Centre invoices. The main invoice was for Edgar Taylor, but this would not be paid until the S106 money had been received.

13/07/2020	Edgar Taylor	£155,103.29	£31,020.66	£186,123.95
30/06/2020	CBG Consultants	£630.20	£126.04	£756.24
30/06/2020	Hayward Smart Architect	£2,700.00	£540.00	£3,240.00

MOTION: to approve payment of Community Centre invoices as recommended by F&S committee PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

20.79 AUDIT & Annual Governance and Accountability Return (AGAR)

The Internal Auditors report had been circulated prior to the meeting and had been checked at the Finance and Staffing Committee the previous evening. The Chairman referred to the Annual Governance Statement and took each control statement in turn to obtain agreement from all members of the Parish Council.

No	Control	Agreement (Yes/No)
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks,	Yes

	including the introduction of internal controls and/or external insurance cover where required.	
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
7	We took appropriate action on all matters raised in reports from internal and external audit.	Yes
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes

The statement was then signed by the Chairman and the Clerk.

The Accounting Statement was also reviewed, with no comments or questions. The Responsible Finance Officer (The Clerk) had signed the Accounting Statement prior to the meeting, the Chairman then signed it at the meeting.

MOTION: To review and approve the Annual Governance Statement, Statement of Accounts for 2019-2020 and sign the Annual Return PROPOSED by Cllr Mason, SECONDED by Cllr Duffield and AGREED.

20.80 Planning Committee:

i. Planning Committee report

Cllr Wyatt updated on the discussions held at the last planning committee. It was noted that Bellway Homes were back up and running and Bovis were still off site and not expected to return until August.

The following applications had been discussed:

Review and Recommendations of Planning Applications: Small Scale
20/01772/APP: Lambton 109 Weston Road - Outbuilding for gym and summerhouse use.

RESOLVED: No objection

20/01851/AOP: Longhorn Farm Weston Road - Outline consent for two detached dwellings.

RESOLVED: no objection to this application subject to consideration being taken for the size of the dwellings being suitable to the site, in order to conform to Policy HQD1 of the Aston Clinton Neighbourhood Plan. It would appear from the 2nd block plan published to the portal that the site has been considerably reduced since the application that was approved under 18/01419/AOP with only part of the red outlined site being used for the development. If the application were to be approved, the parish council would also wish to see a condition placed to ensure that the dwelling sizes were suitable to the location and have regard for POLICY H5 and the unmet need for smaller dwellings in the village.

20/01829/AOP: Tats Wood Chivery - Application for Outline Planning Permission with all matters reserved for a replacement dwelling following demolition of the existing

dwelling.

RESOLVED: In support of the application on the condition that it complies with AONB rules on size etc.

20/01993/APP: 24 London Road - Conversion of detached garage to studio with rear extension

Cllr Read could not get hold of immediate neighbours.

RESOLVED: In support subject to parking requirements being met.

20/02109/APP: 4 Birch Close Aston Clinton - Erection of a two-storey side extension and loft conversion.

RESOLVED: No problem with the building itself but concerned about the loss of trees. Unless it can be justified why the trees have to be removed, the parish council would like to see them retained.

For report: 19/00668/APP - Land To The Rear Of The Lawn 93 Aylesbury HP22 5AJ Road Erection of 7 two storey dwelling houses.

This was recommended for approval by the case officer but refused at Delegated Committee.

ii. Traffic Calming update:

Buckinghamshire Council (BC) was progressing works in Zone 3 and 4 which were being paid out of developer contributions. BC wanted to put Zone 5 (mainly outside of parish up Tring Hill) against the Halton development to fund, but the committee had concerns this would be some time off. Zone 2 and 1 were being funded from the Woodlands development and the clerk would chase progress on those.

There were no further updates on the old LAF traffic calming schemes.

The Parish Council discussed the additional £2bn funding from central government for cycling and footpaths and if there had been any communications from BC on this. Cllr Read agreed to draft a letter to BC.

20.81 Facilities Committee

i. Reports from the Committee

There had not been a meeting since last Parish Council update.

ii. Rents and Annual permits

MOTION: To approve delegation to the Facilities Committee for the review and approval of rents and annual permits for financial year 2020/21 **PROPOSED** by Cllr Watton, **SECONDED** by Cllr Howard and **AGREED**.

iii. Re-opening of playpark

As other play parks began to open, the Parish Council discussed the options of opening the play park and the requirements for it to meet government guidelines. A risk assessment had been carried out by Cllr Tubb and there also needed to be an assessment of equipment to ensure it was safe to use. Cllr Read had assessed the equipment with a couple of issues noted, it was stated that if the play park was to reopen the weekly inspections of the equipment would be reinstated; the last one

carried out prior to closure would also be revisited to ensure all areas of concern had been addressed.

The following points were highlighted and discussed:

- A decision would need to be made on the upper limit allowed in at one time – signage saying no more than 30 would be put up.
- It was not practical or possible to have the park manned.
- Signage would be installed limiting numbers to one at a time on smaller equipment.
- Enhanced cleaning and spraying equipment – parents would be encouraged to bring their own hand sanitizer.
- One gate would be used as entrance, while the other as an exit.
- The tunnel slide could not be cleaned effectively so that would remain closed.
- Before the play park would be opened all the relevant signage would need to be installed.
- An update would be put on the website and Facebook groups – clear message that if the rules were abused then it would be shut again.
- Cllr Tubb would respond to Buckinghamshire Council stating that not all guidance could be followed, but opening the play park was for the good of the community and all manageable precautions would be taken.

MOTION: to agree to the re-opening of the play park PROPOSED by Cllr Read, SECONDED by Cllr Mason and AGREED by majority.

For	Cllr Howard, Cllr Mason, Cllr Read, Cllr Tubb
Against	Cllr Ronson and Cllr Wyatt
Abstained	Cllr Duffield

iv. Park Bins – temporary cover

There was currently a requirement for temporary cover for bins and gates. It was currently being covered by Cllrs, but it was felt, by some, that this was not appropriate long term and cover was required until at least the end middle of August. Some were reluctant to have to pay for additional cover but it was AGREED to employ someone on a temporary basis.

MOTION: to agree a strategy for temporary bin cover

AMENDED MOTION: to agree a strategy for temporary bin cover and gates PROPOSED by Cllr Wyatt, SECONDED by Cllr Mason and AGREED by majority.

v. Group requests for park use

A spreadsheet of recent requests had been circulated prior to the meeting. The following applications were discussed:

Claire Huntley Bootcamp – 1 evening a week, already agreed £5 per session	Agreed
Football coach on the Astro turf pitch Wednesday and Thursday for an hr	Not Agreed
Wendover – Sunday morning	Not Agreed
Running fitness classes	More information was needed

MOTION: to agree group park use requests and terms for each request PROPOSED by Cllr Mason, SECONDED by Cllr Wyatt and AGREED.

vi. Issues with overhanging trees – Footpath ACL32, from land owned by British Telecom

Cllr Ronson updated that a letter had been received by a resident regarding the trees and there had been numerous efforts to track down those who were responsible for maintaining them. The issue had been escalated to the Aylesbury Town Clerk and Cllr Ronson was awaiting a response.

vii. Events

- Astonbury – update for 2020

Astonbury and Play in the Park had both now been cancelled.

- Astonbury – 2021

Cllr Tubb explained that the plan was to start discussions with suppliers and for the event to be held on the third Saturday of August 2021. She went on to say that she felt that the event was good for the community. It was suggested that perhaps more for children in the afternoon in terms of advertising the event so it was not just about the evening.

It was noted that there were still some outstanding donations from suppliers from the previous year. The Clerk stated that the assistant clerk had managed to chase down a number of the donations but there were still a few outstanding. Cllr Tubb said that she and Mervyn Ramsey would chase the remaining few. The Clerk would provide her with the list.

MOTION: a) to approve Astonbury event for 2021 b) to be held on 21st August PROPOSED by Cllr Howard, SECONDED by Cllr Mason and AGREED by majority.

- Other events

VJ Day would be jointly organised with the church, at no cost to the Parish Council. It would be low key depending on the numbers that are allowed and would be promoted via the Facebook Covid support page.

- Requests

There were none.

20.82 Community Centre Committee

i. Reports from the Committee

A site meeting was being held on Friday 17 July where the budget would be discussed. The completion date was still set for 8 November 2020.

ii. Delegated Authority Decisions

A number of delegated decisions had been made in recent weeks, the main ones related to the roof, flue for kitchen, internal doors, external oak posts, additional sockets, tiling and doors and sinks in toilets and changing rooms.

20.83 Staff Matters

It was updated that the Finance and Staffing committee had agreed to extend the Assistants hours by an additional 5 per week on a permanent basis.

20.84 Date of next meeting

19 August 2020.

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