

The minutes of the meeting of the **Parish Council** held on  
**Wednesday 17 March 2021 at 6.30pm** at the **Parish Council Virtual Meeting Room.**

**Present**

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

**In attendance**

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

21.35 Apologies

Apologies had been received from Cllr Hughes.

21.36 Declaration of Interests: For councillors to declare any personal and/or prejudicial interest in items on the agenda

Cllr Howard declared a standing interest against items relating to the Football Club.

21.37 To approve the minutes of the Parish Council meeting of the 17<sup>th</sup> February PROPOSED by Cllr Wyatt, SECONDED by Cllr Read and AGREED and Extraordinary meeting of the 4<sup>th</sup> March PROPOSED by Cllr Howard, SECONDED by Cllr McCall and AGREED.

21.38 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. It was agreed those items relating to the Colts would be discussed earlier in the meeting as members of the public were in attendance for those items.

21.39 Council

i. Reports from external bodies

Cllr McCall had attended the Community Safety Working Group. A number of areas were discussed which included policing of speeding, traffic calming and Hs2. There had also been a discussion about neighbourhood watch schemes and Cllr McCall suggested that a discussion could be had outside of the meeting to look at extending the scheme in the village. Bellway issues with footpaths had also been raised with M Parker, Community Board Coordinator who would investigate and respond.

Cllr Wyatt gave an update following the Wendover and Villages Community Board and highlighted the areas discussed. These included:

- Funding applications, including one from Action for Youth, Halton Village Hall refurbishment and canal tow path upgrade (currently at planning stage, no funding agreed).
- Climate Change Strategy and the plans for Buckinghamshire Council to replace trees that had been removed by Highways. Planting was planned for Dec-March and an ongoing programme agreed that would see trees being replaced as soon as they were removed.
- Inspector James Davies provided an update on new community boundaries and crime stats.

ii. Community Board projects

Two projects had been agreed for funding; Waiting Restrictions at the Shell Garage and 20mph speed reduction for the 'triangle' (Brook Street, Green End Street and Twitchel Lane). The waiting restriction would be the first to be started and a meeting was being held the following morning to discuss.

iii. Elections

CLlr Tubb updated that local elections were being held on 6 May and candidate packs were available from the parish office; closing date 8 April. CLlr Tubb highlighted that it was stated on the Buckinghamshire Council website that Purdah started on 29 March. This was corrected by CLlr Chapple to 22 March and confirmed by CLlr Paternoster at the end of the meeting that the website was incorrect and would be updated.

21.40 Clerk’s Report

Firstly I am happy to report, even though this financial year has been one of our biggest in terms of management of finances with the large community centre spend and other S106 projects including the floodlights, new tennis club facilities and play park refurbishment, the auditors conclusions were as follows “We are pleased to record that we have identified no major areas of concern in the Council’s operative controls, although we have made three recommendations aimed at strengthening arrangements.”

Secondly, I would like to say that following the governments COVID road map, as from the 29th March we are very much looking forward to seeing outdoor sports returning to our park and the new Pavilion being opened to the public as and when guidelines allow.

Finally, a reminder to parish councillors to pick up your election nomination forms from the office.

21.41 Finance and Staff Committee

i. Reports from the Committee

ii. Month-end Accounts & Budget Status

Month end reports and budget status details had been circulated prior to the meeting.

**MOTION:** To receive and note Month-end reports and budget status as reviewed by the F&S Committee PROPOSED by CLlr Watton, SECONDED by CLlr Judge and AGREED.

iii. Community Centre – reports and budget status

No further updates. Budget also on track.

iv. Any payments to be agreed

The payment scheduled had been circulated prior to the meeting and those highlighted in yellow were for agreement at the meeting. All others on the scheduled had been agreed by the F&S Committee.

Date	Company	For	Amount £	Vat £	Total £
12/03/2021	PC -Buckinghamshire & Milton Keynes Association of Local Councils	Emotional Resilience for Council officers. Breakthrough Communications	£30.00	£0.00	£30.00
09/03/2021	PC -Aston Clinton Football Club	Carry out chlorination of mains water pipework feeding all showers, water heaters and WC to 3 x changing rooms/shower blocks. £222.00 The Churchill Carry out chlorination of mains water pipework feeding 2 x WC and water heaters, kitchen tap and water heater.	£384.00	£0.00	£384.00
08/03/2021	PC- Majestic Trees	Acer campestre, Betula utilis var. jacquemontii, Carpinus betulus 'Fastigiata', Set of 2 stakes SMALL + Crossbars (1, Tree and Shrub Compost per bag , Fertiliser Tablets, del to HP22 by LGV, Muck-away OFF Site, Planting: full service includ warranty	£2,030.90	£406.18	£2,437.08
<b>Community Centre Invoices - APPROVED by committee</b>					
19/02/2021	Media Power House	Next installment - to include all except the commissioning fee and associated labour (£3775 + VAT)	£9,430.00	£1,886.00	£11,316.00
31/01/2021	PC - CBG Consultants	Aston Clinton New Village Hall	£750.00	£150.00	£900.00

**MOTION:** to approve payment of invoices PROPOSED by CLlr Ronson, SECONDED by CLlr Wyatt and AGREED.

v. Movement of funds

The Clerk highlighted that the balance in the current account was £181k with £82k in the tracker account. It was recommended that £100k be moved from the current account to the tracker. Funds in the tracker account were ringfenced. Cllr Watton highlighted that the money from the Public Works Loan had been received, therefore they were able to move the money across.

**MOTION:** to agree movement of funds from current account to tracker account PROPOSED by Cllr McCall, SECONDED by Cllr Judge and AGREED.

vi. Interim Audit report

Cllr Tubb highlighted that the interim external audit had taken place and recommendations discussed at the Finance & Staffing Committee. The recommendations along with committee comments were as follows:

Recommendation	Comments
R1 – the Council should reinstate the procedure for posting monthly accounts to its website.	Agreed.
R2 – The Council should ensure it has sufficient fidelity guarantee insure cover, normally equal to its level of balances.	Since the F&S Committee it had been confirmed that there was already cover for this in existing policies.
R3 – The Council should ensure compliance with current regulations developing an appropriate Investment/Policy Strategy	It was agreed that an investment working party would meet to discuss. The working party consisted of Cllr Tubb, Cllr Wyatt and Cllr Watton.

**MOTION:** to agree recommendations of the Finance and staff committee on the auditor’s recommendations PROPOSED by Cllr Watton, SECONDED by Cllr Howard and AGREED.

vii. Temporary Accommodation Delap charges

Item removed from the agenda as it had previously been agreed to do by delegated authority.

**MOTION:** To agree temporary accommodation Delap charges for painting and cleaning costs

viii. Year End Close Down - Earmarked Reserves for 2021/22

The Finance & Staffing Committee recommended to the Parish Council to allocate the following to the earmarked reserves for 2021/22:

- Unspent but allocated budget associated to the Community Centre including the balance of the park landscaping budget.
- PWL repayments.

**MOTION:** to approve recommendation of the Finance and Staff Committee for Earmarked reserves for 20/22 financial year PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

ix. Risk and Asset Registers

The risk and asset registers had been discussed in detail at the Finance & Staffing Committee and had been circulated to the parish council. Cllr Tubb highlighted the following:

Risk Register

- Risk No 4 (Resignation, sickness of death of Clerk) Risk unchanged but additional mitigations had been added.
- Risk No 8 (Major incident and personal injury claim by users of the park and or employees or volunteers). The risk had been updated to cover not only users of the park, but employees

and volunteers.

- New Risk. Risk 17 (Tenant leaving the community building and parish council having to manage the building). Medium risk with mitigating actions.
- New Risk. Risk 18 (Inadequacy of Precept) although the Chairman highlighted that yearly budget process ensured that the precept setting was appropriate.
- New Risk. Risk 19 (council becomes dominated by one or two individuals).
- New Risk. Risk 20 (council lacks relevant skills and commitment).
- New Risk. Risk 21 (compliance with health and employment law)

#### Asset Register

The register had been updated to reflect changes in playground equipment and any new items. Cllr Ronson highlighted that the recently purchased laptop for the assistant clerk also needed to be added. The Clerk would action.

**MOTION:** to approve risk and asset registers as recommended by the Finance and Staff Committee  
**PROPOSED** by Cllr Ronson, **SECONDED** by Cllr Watton and **AGREED**.

#### 21.42 Planning Committee

##### i. Reports from the Committee

Cllr Wyatt, the Chairman of the committee gave the following summary:

#### Review and Recommendations of Planning Applications: Small Scale

21/03127/APP - The Paddock House 31 London Road. Erection of a two-storey detached dwelling and detached double garage/store with associated access. **RESOLVED:** No Objection.

21/00464/APP - Hunting Gate 25 New Road. Demolition of rear conservatory. Construction of proposed two storey rear extension, new front two storey front porch and main roof reconfiguration. **RESOLVED:** In Support.

21/00411/APP - 56 Long Plough. Single storey rear extension. **RESOLVED:** no objection

21/00456/APP - 180 London Road, BUCKLAND. Conversion of existing garage into habitable accommodation, erection of first floor rear extension, canopy and new double garage to front of property. Although in Buckland Parish it was close to boundary. **RESOLVED:** Although not a formal consultee, agreed to comment on concerns with potential overlooking from balcony into the neighbour's rear garden.

21/00486/APP - Beechcroft 1 Upper Icknield Way. Erection of first floor walk out rear balcony. **RESOLVED:** No Objection.

21/00256/APP - Beechwood Chivery. Demolish existing two-part garage and rebuild a three-part garage with domestic office over. **RESOLVED:** No objection to the improvement of the garage for purposes as detailed, as long as it conforms to the planning conditions in terms of size within the AONB.

20/04394/APP - 1 Putnams Drive - REVISED PLANS. Part single, part two storey front/side extension **RESOLVED:** Objected on the grounds of poor design and therefore contrary to Policy HQD1&2 of the Aston Clinton Neighbourhood Plan. The proposed flat roof rather than pitched and proximity to the boundary line make it incongruous and not harmonious with the original dwelling.

#### Other items discussed:

- Traffic Calming funding and statement for publication – approved, but funding was holding up implementation. Two recent meetings held with Buckinghamshire Council. The delay in funding would hold up implementation particularly with regards to zones 1 & 2 as they were to be funded by the Woodlands development which was going back to the planning

authority for decision and had been delayed due to environmental factors. It was confirmed that the delay with the Woodlands development did not impact Zones 3 & 4 and they could be implemented from May 2022. The Planning Committee agreed that a statement would be published on the website with regards to the traffic calming and the proposed 20mph at the Green End street Triangle.

- Buckinghamshire Local Plan – Statement of Community Involvement and Brownfield Call for Sites. It was agreed a working party would be set up.
- Hertfordshire waste local plan – Draft Plan consultation. There was nothing in the waste plan that impinged on the Vale of Aylesbury local plan or the Neighbourhood Plan.
- Public Service Infrastructure and Permitted Development Consultation response from Buckinghamshire Council: MOTION To agree a response. Since the meeting Cllr McCall had drafted and sent the response.
- Buckinghamshire Council Consultation - Biodiversity Accounting Supplementary Planning Document MOTION: to approve a consultation submission statement. No comment was made.
- Speed limit change request – Weston Road. It was agreed that the Parish Council would support the initiative and propose a reduction to 50mph.

#### 21.43 Facilities Committee

##### i. Reports from the Committee

Cllr Read, Chairman of the committee gave the following summary:

- The ROSPA annual inspection report and recommendations had been discussed in detail. Some items to be revisited and updated.
- Replacement trees for the driveway – quote from preferred supplier had been approved.
- The committee received a presentation from a user of the skate park outlining the issues and some suggested improvements. The committee agreed in principle to a number of suggestions, but further discussion and funding was needed.
- A request to hold Ramble sessions in the park on a Tuesday evening had been agreed.
- Discussions were held regarding the offer of a sculpture in the park. It was agreed in principle and further discussions to be held with the sculptor.
- Park opening hours were raised but would be discussed at a later date.
- The extra fencing round the parish council offices was agreed.
- Discussion regarding the signs for the large car park was deferred to the next meeting.
- The Football Club had been asked to remove their belongings from the garage and compound.
- Café lease discussions were deferred to the next meeting.
- Possible rats at the allotments were discussed and letter sent to all allotment holders.
- Discussion on football permits was deferred.
- It was agreed that the fencing between the Bowls Club and Tennis Club needed to be reinstated at a cost of £820 bill. This would be taken from the remaining \$106 monies.
- New CCTV provision was discussed in detail and areas of coverage and fully monitored system agreed.
- Agreed to continue the commission of and payment for cricket pitch cuts for the 2021 season.
- Grounds Maintenance contract – deferred to next meeting.
- Request through from U3A and issues regarding accessibility. The clerk would email them to ask that they contact the café tenant to discuss.

##### ii. Elm trees in the park - update and thank you

The Parish Council had received a letter of thanks from Ralph Weston regarding the planting of the elm trees in the park and thanked Cllr Read for all his help. Cllr Tubb asked that the Clerk write a letter of thanks to the Horticultural Society, to thank them for the donation and planting of the trees.

iii. Red Kite Pavilion

It had been agreed that the handover of the pavilion to the café tenant would take place on Monday 29 March. It was stated that the lease needed to be amended formally, but in the meantime all utilities in the building (heating, light and BT) would be handed over to the café tenant. It had been discussed that external lighting would be split with the parish council and the split was still to be discussed and agreed.

**MOTION:** to agree Utilities hand over to Your Café in the Park PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

Park and pitch use:

iv. Review of Park use Map and schedule – map and schedule of park usage had been circulated prior to the meeting.

v. ACFC – request for extension of season  
Motion removed as the season had been cancelled.

**MOTION:** to consider request from the football club to extend the season to end of June REMOVED.

vi. Aston Clinton Colts – request for extension of season

Jo Davis attended the meeting to update the Parish Council. It was confirmed that it was not expected much pitch space would be required for the younger groups from May and that the club wanted to try and get all their fixtures in for the other groups, which would require some home matches in June. This was expected to be at the weekends, although there could be some evening matches. Jo agreed to send through the training rota. Jo also gave an update on the 3G pitch project with the John Colet School. This would mean the colts would also have priority use of the pitch; it meant no change to use at the park but gave them more flexibility.

**MOTION:** to consider request from the Colts to extend the season and training into June PROPOSED by Cllr Ronson, SECONDED by Cllr Howard and AGREED.

vii. Free Non-Contact American Football Sessions for Youngsters

The Facilities Committee had discussed and agreed a request for a free non-contact American Football session for youngsters in the park. Since the committee, a meeting had been held with the organiser and a number of questions addressed. The permit would be for 3 months and the sessions would take place on the meadow pitch. The day and time would be agreed outside of the meeting.

**MOTION:** to agree recommendation of the facilities committee sub to agreeing time slot and park use PROPOSED by Cllr Read, SECONDED by Cllr Howard and AGREED by majority.

viii. Request for possible pitch use on 6<sup>th</sup> & 7<sup>th</sup> April

A request for two sessions to be held over the Easter holidays for children aged 5-12 years old, on the astro turf. If there were an increase in numbers than those expected, space behind the allotment would be used. The request was approved but the timings would need to fit in with BG Fitness who trained 9.30-10.30.

**MOTION:** to consider request for small pitch use for football courses, age group 5-12 years, on Tue 6th & Wednesday 7th April between 10.30 am-1.30 pm (3 hours) PROPOSED by Cllr McCall, SECONDED by Cllr Read and AGREED.

AWP use:

ix. Jazzercise classes

The Football Club had requested that the AWP be allowed to hold a temporary Jazzercise class; two 1 hr classes on a Sunday morning at the end of April/beginning of May. Morning.

**MOTION:** to ratify the decision of ACFC to allow jazzercise classes to be held in the AWP as permitted under the terms of their lease, for a limited period PROPOSED by Cllr Ronson, SECONDED by Cllr McCall and AGREED.

x. Events

- Parish Council events

Astonbury had been agreed for 14 August 2021 and planning was well underway.

- Colts Tournament

Due to loss in revenue over the last year there was a request to hold a series of four mini tournaments this year rather than one larger one. They would be held over four Saturday mornings and would be one age group per week; two Colt teams and eight invited teams.

**MOTION:** to agree request for 4 mini tournaments held on consecutive Saturdays in July PROPOSED by Cllr Howard, SECONDED by Cllr McCall and AGREED.

- Other requests

21.44 Community Centre Committee

i. Project update

The Pavilion had been formally handed over to the Parish Council and only snagging issues to be completed. The building would be formally handed to the tenant on 29 March with the building open to serve takeaways only.

Cllr Read continued to work with the contractor regarding snagging issues and it was confirmed that the fencing would hope to start the following week and an update expected from Edgar Taylor on the turfing.

An official opening of the building would take place once restrictions allowed and expected to be after the elections.

ii. Quotes

None to agree.

**MOTION:** to agree any quotes

iii. Delegated Authority Decisions

The following decisions had been taken:

- Colour display screen agreed to be same grey as doors.
- Agreed £610 quote for recessing AV plates in main hall.

It was agreed that at the next Community Centre Committee it would be discussed as to whether a standalone committee was still required or if it would merge with the Facilities Committee.

21.45 Date of next meeting

21 April 2021. 6.30pm via Teams. (afternote: this meeting was re-scheduled to the 28<sup>th</sup> April Under advisement from the Buckinghamshire and Milton Keynes Association of Local Councils, in relation to the mourning period of HRH the Duke of Edinburgh)