

The minutes of Aston Clinton Parish Council meeting
held on Wednesday 8th April 2020 at 6pm at the Aston Clinton Parish virtual
Meeting Room, London Road, Aston Clinton, HP22 5HL

Present

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

In Attendance

The Clerk E Barry, R Bennett (recording)

20.34 Apologies

Apologies had been received from Cllr Ronson.

20.35 Declarations of Interest: For councillors to declare any personal and/or prejudicial interest in items on the agenda.

Cllr Howard declared an interest under item 20.42 (v) Pitch Maintenance. It was agreed that as this item was for discussion only, Cllr Howard could take part.

20.36 To approve the minutes of the last Parish Council meeting PROPOSED by Cllr Howard, SECONDED by Cllr Wyatt and AGREED.

20.37 Public Participation - For the Clerk to read out any emails sent in by the public

Due to the meeting being held virtually, members of the public were asked to submit their questions to the clerk prior to the meeting. No questions had been received.

20.38 Council:

i. Reports from external bodies
There were none.

ii. Elections
Elections had been postponed to May 2021 due to the coronavirus pandemic. Guidance had been issued and it was confirmed that the current parish council vacancy did not need to be filled at this time.

iii. LAF project priorities
Cllr Mason gave an update on the three LAF schemes that had been put forward (visibility at the Shell garage, Stablebridge Road speed reduction and the triangular speed reduction for Brook Street, Green End Street and Twitchell Lane. All three schemes were to cost £51K in total and the parish council needed to decide if they were going to take them forward. Cllr Mason highlighted that this would not need to be paid up front but initial assessment costs for each scheme would be needed (£2800 Shell garage, £2500 Stablebridge Road and £4600)

triangular speed reduction).

Cllr Mason stated that there may not be a requirement to match fund the schemes as the process had changed due to the creation of the new Community Boards. The boards had been due to start in June, but due to the current pandemic were not expected to take place until later in the year which would potentially mean a delay in decisions. Cllr Mason agreed to email the relevant officers at Buckinghamshire Council to clarify how the process was being run under the current restrictions.

The parish council discussed that there was still a need for the schemes to be carried out and that they were important for the village but there was some concern over the financial situation caused by the pandemic and in particular the financial implications of the community centre being delayed and therefore not wanting to commit funds elsewhere for the time being. It was agreed that Cllr Mason would request that the schemes be moved into the next financial year for consideration.

- iv. Meetings during COVID-19 – to note latest protocol as AGREED by Email
Arrangements had been put in place to hold virtual meetings and allow members of the public to submit questions in writing prior to the meeting, while awaiting further guidance from central government. This had now been received and would be reviewed to understand new protocol to be adopted.

20.39 Finance and Staff Committee

i. Month-end Accounts & Budget Status

These had been circulated in advance and members of the Finance and Staffing Committee had gone through in detail. The following points were highlighted:

- Expenditure excluding Community Centre and Temporary accommodation = £167,881
- Income excluding S106 and NHB monies = £283,175
Leaving a surplus of £115,294 (£50K of which is unspent Community Centre budget to be ring fenced for Fin Yr 2020/21)

However, the Clerk had explained that there would be some adjustments necessary at year end to take account of any debtors, creditors and accruals and this would be reported at the next meeting after year end close down.

ii. Community Centre

- Contract Sum forecast

The current forecast sum was reported as £1,833,885.07 which was currently £35k over but the sum included the additional trenching work required with the quote from Edgar Taylor of £29k. It was expected that this amount could be considerably reduced by the parish council commissioning their own ground works contractor to carry out some of the work. The clerk highlighted that with the £20k building contingency built into the contract, the overspend was nearer £12k at this stage of the project. The clerk confirmed that the current breakdown did include all the recent savings made but there were probably still a few adjustments to be made to reduce further.

- Income/Expenditure

Total Expenditure to date plus pending payment	£652,438.20
Funds received	£487,676.20
Funds to be claimed from S106/NHB	£164,762.00

To date there had been no problems with either methods of claiming funds although this was currently on hold as all work had stopped.

- Cash flow/schedule of payments

The breakdown of payments had been circulated to members of the parish council and had also been discussed in detail at the Finance and Staffing meeting held on 7 April. The community centre invoices were the largest and Cllr Read, Cllr Tubb and The Clerk had approved these in line with delegated authority.

The clerk highlighted two updates since F&S meeting:

- J Byne Haulage skip hire had been added for £140. This had been for the work on hedges along the London Road.
- The payment to the Wildlife Trusts for attendance at a Wild Parishes event in April would not be paid as the event was no longer going ahead.

iii. Any payments to be agreed

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

Invoices to March 5th 2020 - April 7th 2020					
Date	Company	For	Amount £	Vat £	Total £
07/04/2020	J. Byne Haulage Ltd	Yard Skip hire	140.00	28.00	168.00
03/04/2020	BMKALC - Buckinghamshire and Milton Keynes Association of Local Councils	Balc sub, NaLc Sub and LCR sub	£735.15	£0.00	£735.15
01/04/2020	Tanswell Technology	Remote support - set up staff member for working from home	£25.00	£5.00	£30.00
01/04/2020	Buckland Landscapes Limited	Footpath ACL 3, opposite the pub	£1,000.00	£200.00	£1,200.00
31/03/2020	Portable Offices	Modular building, modular building 3 bay canteen, energy saver, 32ft Av shower and changing room x2, 16ft Av shower and changing room, Jackpad foundations.	£5,682.30	£1,136.46	£6,818.76
30/03/2020	E.Sharp (Electrical) Ltd	Attended to light 'ON' all time, 6 Long Plough	£40.00	£8.00	£48.00
28/03/2020	Café in the Park	Cleaning of toilets wb 02MAR20 - we 22MAR20	£157.00	£0.00	£157.00
27/03/2020	Rosemary Stratfull	Cleaning toilets Aston Clinton Bowls Club	£30.00	£0.00	£30.00
27/03/2020	SLCC - For local Council professionals	Full membership - joining fee and membership fees	£217.00	£0.00	£217.00
27/03/2020	Frank Cooper and Sons	Grass Cutting and Wildflower - 12th payment of 12	£1,302.08	£260.42	£1,562.50
20/03/2020	RBS Rialtas Business Solutions Ltd	Accounts software training & Milage	£426.00	£85.20	£511.20
19/03/2020	Jewsons	Defiance poly Grit Bin stackable	£96.00	£19.20	£115.20
19/03/2020	Richard Buxton Solicitors	Legal fees	£1,785.00	£357.00	£2,142.00
18/03/2020	Jewsons	Single trip large bulk bag	£43.77	£8.75	£52.52
12/03/2020	Npower	Electricity invoice 01 February 2020 - 29 February 2020	£701.37	£140.27	£841.64
11/03/2020	E.Sharp (Electrical) Ltd	Faulty Lights opposite 6 Long Plough, 9 Roseberry Road, Chivery & Overstrand	£440.15	£88.03	£528.18
09/03/2020	Jewson	White Rock Salt Bag	£134.75	£26.95	£161.70
06/03/2020	Smith of Derby	Service visit for the installation detailed below 'Aston Clinton School Clock'	£299.00	£59.80	£358.80
05/03/2020	Viking	Office supplies	£34.94	£6.99	£41.93
04/03/2020	The Wildlife Trusts - Berkshire, Buckinghamshire, Oxfordshire	Payment in advance for two attendees to the Wild Parishes event held at College Lake on 04/04/2020	£30.00	£0.00	£30.00
18/11/2019	RBS Rialtas Business Solutions Ltd	Making Tax digital for VAT annual support fee per company	£59.00	£11.80	£70.80
03/07/2019 - 01/04/2020	Buckland Landscapes Limited	10 invoices Cricket Club Cut - Site Maintenance from 03/07/2019- 01/04/2020 (invoice received in March)	£1,000.00	£ 200.00	£ 1,200.00
Community Centre Invoices - APPROVED by committee					
31/03/2020	CBC Consultants	Aston Clinton - New Village Hall - Invoice number 23556 Assessment 11 (Construction went from 30% - 40% complete)	£630.20	£126.04	£756.24
30/03/2020	Hayward Smart architects	Contract administration including chairing site meeting for March 2020	£2,700.00	£540.00	£3,240.00
28/02/2020	CBG Consultants	Aston Clinton - New Village Hall - Invoice number 23432 Assessment 10 (Construction went from 20% - 30% complete)	£630.20	£126.04	£756.24
06/04/2020	RB Tree Care	Fell and grind three trees on entrance drive to the park	£910.00	£0.00	£910.00
28/03/2020	Edgar Taylor	March Construction work fee	£136,810.00	£27,362.00	£164,172.00
Direct Debits FYI:					
31/03/2020	BAS Associates	Monthly Payroll period from April - June 2020	£216.00	£43.20	£259.20
15/03/2020	Tanswell Technology Ltd	Monthly Office 365 subscription	£29.00	£5.80	£34.80

v. Pensions

It was highlighted that the clerk was already included in the pension scheme, but that a motion was required to agree that all eligible could enter in the LGPS following completion of their probation period.

MOTION: to allow all eligible staff to enter into the Local Government Pension Scheme (LGPS) following successful completion of probation periods. Eligible staff are defined as those staff to whom the parish council have provided in their employment contracts a contractual right to join the LGPS pension scheme. PROPOSED by Cllr Judge SECONDED by Cllr Wyatt and AGREED.

20.40 Temporary Accommodation during and as a result of COVID-19

i. Temporary Accommodation Units

Cllr Tubb updated that the units were now empty as both the café and the football club were currently not operating. The units were under a fixed term contract for 52 weeks, however the supplier had offered a deal due to lockdown which would mean a 50% hire rate discount for 3 months after the end of the 52 week contract period. This would mean an approximate additional £2500 a month to keep the accommodation for a further 3 months while the build was completed. Cllr Tubb stated that they would want accommodation ready for when the café could start trading again.

Members of the parish council discussed the offer and agreed to take it, but ask for clarification of what would have happen if the build continued after the 3 month extension and if perhaps a month on month rolling contract at that discount could continue for up to 6 months. The Clerk agreed to contact the supplier to discuss.

Cllr Tubb clarified that the Finance and Staffing Committee had recommended to the parish council to accept the offer from PO with caveat that it be reviewed at beginning of June and go back if an extension to the 3 months was needed at the discounted rate.

MOTION: To agree a course of action – as above PROPOSED by Cllr Read SECONDED by Cllr Mason and AGREED.

ii. Café in the Park rental charges

The café tenant had asked to freeze the rent while the café was not operating. The Finance and Staffing Committee had recommended to the parish council that no base rent payment from beginning April until trading again and not to pay turnover in advance and leave the turnover settling balance until August as usual. Cllrs discussed the issue and agreed that this was fair under the current circumstances.

MOTION: To agree a course of action – as above PROPOSED by Cllr Howard SECONDED by Cllr Mason and AGREED.

20.41 Review and recommendation of interim audit report

There had been a number of recommendations that had been put forward following the recent interim audit. Most of these had been agreed to, but there were a number that had been responded to as follows:

- R3 - Journals raised on the accounting software should be subjected to independent scrutiny and sign-off. Finance and Staffing Committee (F&S) disagreed and did not think

it was necessary. The clerk/FRO already reported on any significant journals at F&S committee meetings.

- R9 - Care should also be taken to ensure that all recoverable VAT on miscellaneous expenses is identified and coded appropriately in the Alpha accounts. F&S asked for further clarification on this point as they and the Clerk/RFO felt that care was taken to ensure that all recoverable VAT on miscellaneous expenses were identified and coded appropriately. They asked that the Auditor provided examples. The Clerk/RFO would email the Auditor
- R12 - The correct accounting treatment of allotment rents should be applied in future (i.e. regarding the income as non-vatable): the Council should decide whether to write off the VAT "identified" and coded as such during 2019-20 or to seek recovery from HMRC with help from the software supplier. Cllr Watton had drafted an email to HMRC and would CC the Clerk/RFO, asking for clarification on this matter as she disagreed with this advice as it did not take into account the option to tax the park. The Clerk/RFO had emailed NALC for their legal opinion but was not receiving a response from them.

Other than those listed above, all other recommendations were agreed.

MOTION: To agree on points raised at the interim audit PROPOSED by Cllr Duffield SECONDED by Cllr Howard and AGREED.

Planning Committee:

- i. Planning Committee report

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

1. 20/00626/ALB The Longhouse 42 Green End Street Repair and renovation works.
RESOLVED no objection
2. 20/00799/APP Green Park Activities And Training Centre Green Park Stablebridge Road Eco dome (retrospective)
RESOLVED to object on the grounds of not fitting with the surroundings and in particular in light of its connection with local green spaces and the views up to the AONB.
3. 20/01119/APP Land Rear Of 11 London Road Erection of five detached dwellings with garages with associated landscaping and parking
RESOLVED: No objection. Would have been in support if there was more of a mix of dwelling types but appreciated the plus point of the bungalow.
4. Report on 19/00668/APP Land To The Rear Of The Lawn 93 Aylesbury Road - A second solicitor's letter had been sent to the case officer challenging the latest report recommending the application for approval. The Committee have asked AVDC to publish the 2 solicitor's letters on the planning portal. The clerk emailed parish support who says they have passed the request onto the planning officer.

The following points were also raised and discusses by members of the parish council:

- Bovis had confirmed that they had no return to sight dates and were waiting for government guidance.
- Traffic Calming for Aston Clinton: It was highlighted that there had been a number of changes to the proposed traffic calming measure and a spreadsheet outlining these had been circulated to cllrs. If cllrs were happy with the changes, it would then be feedback to Buckinghamshire Council so they could get them installed as soon as possible. Cllrs discussed the changes in detail and the clerk confirmed that the proposal would still go out to public consultation. All members of the parish council AGREED the changes.

20.42 Facilities Committee

i. Reports from the Committee

At the last committee meeting that play and park supplies had been discussed. AVDC had said that the preferred supplier did not meet the relevant criteria. It was agreed that Cllr Read would contact AVDC to discuss further outlining the reasons for using the company and that now would be the perfect time to carry out the works as no one was using the park.

ii. Aston Clinton Park Ash Tree Survey

The report was advising a severe pollarding of the tree to 5metres. The tree surgeon RB Tree Care had recommended pollarding to 7.7 metres and the Facilities committee were in agreement with this. The Clerk had emailed the Tree officer with a copy of the report and was waiting to hear back. In the meantime, R B Tree Care had provided a quote which had been circulated to cllrs.

MOTION: to agree a course of action as above PROPOSED by Cllr Read SECONDED by Cllr Howard and AGREED.

MOTION: to agree tree surgeon's quote PROPOSED by Cllr Mason SECONDED by Cllr Howard and AGREED. It was noted that there was only a need to obtain one quote as RB Tree Care were a preferred supplier and the work was urgent. The work was also subject to the agreement of the Tree Officer at AVDC and the Clerk would advised when this had been confirmed.

iii. BG Fitness – update

They are up to date with payment and had also paid more weeks than used due to the stopping of classes. The Clerk would email them to advise.

iv. Cricket Club grass cuts as a result of the suspension of the cricket season due to COVID-19

It was highlighted that the parish council pay for the cricket ground to be mowed and if this was to continue during the pandemic as it was not being used. It was discussed and agreed that it was important to maintain the ground to a certain level but was suggested that during the pandemic this be reduced to every other. The Clerk agreed to discuss this with Buckland Landscapes.

MOTION: to agree a course of action – as above PROPOSED by Cllr Wyatt SECONDED by Cllr Read and AGREED.

ii. Dog waste collection – to agree extension of Dog waste collection service for a further year

AVDC had asked to extend for a further year.

MOTION: to ratify decision taken via email due to short notice given by AVDC PROPOSED by Cllr Watton SECONDED by Cllr Duffield and AGREED.

v. Football pitch maintenance

A quote for football pitch maintenance had been included in papers circulated to cllrs. Members of the parish council discussed if there was a need to keep the pitch maintained if it were in use. It was agreed that it was important to maintain the pitch and the recent lockdown was the ideal opportunity to do the work as it was not being used. Although there were currently finance pressures on the parish council it was still suggested that the works be carried out.

This would go to the Facilities Committee to discuss and approve a quote.

- vi. Request for memorial bench
There had been a request for a memorial bench to be installed in the park for a villager who had recently passed away. Following a discussed it was agreed that the bench could be placed in the meadow area (afternote: the request was in fact for it to go into the wildflower area looking out to Green Park and this was subsequently agreed).

MOTION: to agree the request for a memorial bench in the park PROPOSED by Cllr Judge SECONDED by Cllr Mason and AGREED.

- vii. Report on planting at London Road near bus stop
Hedging was now planted also with a mix of plants and one tree. These were being watered by one of the residents. Chippings were also being laid to cover the soil.
- viii. Events
There are none to report.

20.43 S106 Projects

- i. Cricket Club
There were some funds allocated still to be spent at the cricket club and three quotes had been shared with cllrs regarding the new flooring for the hut. The cricket club had provided reasons for their preferred quote.

MOTION: to agree a flooring quote for the next stage of S106 funds PROPOSED by Cllr Wyatt SECONDED by Cllr Judge and AGREED.

- ii. Tennis Club huts update
The planning application had now been submitted and it would be on the agenda as the next planning committee to discuss.

20.44 Community Centre Committee

- i. Reports from the Committee
All work on the community centre had now stopped. The Architect and QS had confirmed that their quote in cost should not increase due to the delay. Cllr Tubb confirmed that there needed to be a course of action to look at funding going forward as it was uncertain if all expected S106 monies would be available in time.
- ii. COVID 19 & delays to build
Bucks County Council had recommended we send an email to them regarding team the parish council's concerns over the notice to request an extension to the S106 trigger to for the 93 on Land south of Aylesbury road and the belief that particularly in light of COVID-19, that it is unlikely we will now receive this pot in time for the Community Centre in time. Also highlighting the fact that we were under pressure from New Homes Bonus to start the project or lose the £650K funding. In the email he suggested that the parish council would be asking BCC to work with them to find a solution and to hopefully help by funding the gap until the S016 comes in. The Clerk agreed to draft the email. It was suggested that a working party would be set up to look at funding.

MOTION: to agree a course of action as above PROPOSED by Cllr Read SECONDED by Cllr Howard and AGREED.

- iii. Park Driveway Closure for trenching work
It was discussed that the council could save considerable money if the works needed were to be carried out during lockdown as less people were accessing the park and in particular by car.

MOTION: to approve a quote for trenching work PROPOSED by Cllr Mason SECONDED by Cllr Judge and AGREED.

iv. Delegated Authority Decisions

The following delegated decisions had been taken since the last meeting:

1. Agreement to Landscape consultant proposal for meeting with tree officer and production of methodology statement for the application to remove trees on the driveway. Fee for the initial meeting would be £250 plus drawing and method statement a further £900.
2. Accepted the following: As with the VE lighting proposals, the PC accepts that there will be design liability gaps for incorporating the VE proposed as a sub-contractor designed element of work and indemnifies Edgar Taylor accordingly. This would be formally instructed as a variation item.
3. Approval of ironmongery for the doors.
4. Agreement to keep with the original plastering plan as reduced costs alternative would lead to maintenance issues.
5. Agreement with Architect as Contract Administrator and QS that any work done while the site is closed, is not billed as extra work.

20.45 Format of meetings and decision making going forward

Cllr Tubb and the Clerk would look at the recent guidance from central government and bring recommendations to the next meeting. Cllr Mason would also provide support.

The Clerk had circulated some excerpts from the NALC legal briefing notes on remote meetings. There are some resolutions that were needed to be made:

1. *Regulation 5 (6) also enables local councils to make standing orders to specify (i) how voting will be carried out, (ii) how members and the public can access documents and (iii) how remote access of the press and public by electronic means will take place.*
2. *NALC's view is that a council's decision making is unlikely to be challenged if it only places the notice on its own website.*
3. *Regulation 5(2) of the 2020 Regulations provides that a member in remote attendance attends the meeting at any time if the member is able at that time:*
 - a) *to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,*
 - b) *to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and*
 - c) *to be so heard and, where practicable, be seen by any other members of the public attending the meeting.*

All of the above conditions must be satisfied. These conditions allow members to join via a video link system or by telephone so long as every member can be heard by every other member and the public.

The parish council needed to think about how they could include the public in a realistic and manageable way.

20.46 Date of next meeting

Wednesday 13 May at 6pm (afternote: this was subsequently changed to the 20th May to allow time to make arrangements for the public to join the meeting remotely)

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