

Minutes of the Meeting of Aston Clinton Parish Council - held on Wednesday
7th February 2018 at 7.30pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb

J Eggesfield

L Ronson

C Judge

P Wyatt

P Hughes

C Read

M Mason

R Stewart

M Collins (AVDC)

Clerk: G Merry (Recording)

2 Members of the public

It was resolved that due to the confidential nature of the business to be transacted, the public would be excluded from the meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 18.018 iv: **MOTION:** PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED

18.012 Apologies:

Apologies were received and accepted from Cllr Howard and Cllr Chapple of Bucks CC.

18.013 Declarations of Interest:

Cllr Wyatt declared an interest at 18.020 iv) as a member of the football club committee.

18.014 To Approve the Minutes of the Parish Council Meeting held on 3rd January 2018.

The minutes were PROPOSED by Cllr Stewart, SECONDED by Cllr Eggesfield, AGREED and SIGNED.

18.015 Public Participation

- i An increase in dog fouling in the Park was raised and in particular, the effect on football games. Cllr Tubb responded that the council is aware, and measures were due to be discussed. The clerk stated that incidents should be reported to her, with times and dates, so that CCTV can be checked. Cllr Mason asked whether offenders could be approached, and it was agreed councillors could approach members of the public, with caution. However, nothing could be done without evidence.

18.016 Council

- i **Website:** Cllr Tubb reported that the working group had received 3 proposals and although they favoured one, the annual support/hosting costs were considered too high. For this reason, the working group was not able to make a recommendation yet and would be meeting with the provider they had not met, to see if costs could be reduced. **MOTION** deferred.
- ii **New Data Protection Regulations:** Cllr Tubb reported that the new regulations come in to force on 25/5/18 and she will revise the council's Data Protection Policy. Privacy notices will be needed to inform the public how the council handles data and a Data Protection officer must be appointed. Cllr Tubb volunteered for this role and it was agreed to keep the matter on the agenda. The clerks were also attending CPD training on this.
- iii **Rhubarb Café:** Cllrs Ronson and Wyatt had attended the Rhubarb Café at the church, and in talking to participants, felt there was a need for councillor surgeries where members of the public, particularly ones not using the internet, could report their concerns. It was discussed whether to hold regular surgeries at the PC office but agreed that generally people would not attend. It was suggested that councillors attend various clubs in the village on a rota basis.

The clerk agreed to put together a fact sheet of who complain to and how to complain, to be distributed to the groups.

iv **Links to external Organisations:**

Councillor Eggesfield reported from the Arla Liaison meeting. Executives from Olleco had attended and were taking seriously the matter of the odour from the anaerobic digester. They are funding an investigation and if the problem is not resolved, will consider closing the digester. The next meeting is on 1/5/18. Cllr Read enquired whether they would be addressing vehicle reversing beeps and Cllr Eggesfield reported this will be addressed. Cllr Read stated that the trees planted on the bund, to reduce noise from Arla, were dying and needed to be replaced. Cllr Eggesfield agreed to follow this up.

18.017 Clerk's Report

The car park surfacing is finished in time for half term and the All-Weather Pitch is now running with lots of bookings. The skate ramp has been re-worked and the user-group are happier with it. Some projects are currently held up i.e. the repairs to the Trim Trail, the reinstatement of the ground mats and the repairs to the bridge. The tendering for the grounds maintenance contract recently closed. This produced 8 bids, showing that publishing on the government contract finder works well. The working group have short-listed 3 and will be making a recommendation at the next meeting. The assistant clerk has taken over some of the project management and is currently working on the specification for surfacing and re-working the driveway into the Park. The timeframe is to have this done by the summer holidays.

The council is addressing the issue of dog owners who persistently let their dogs foul in the park. Although incidents of anti-social behaviour in the park have reduced from 25 in 2016 to just 5 in 2017, following installation of the CCTV. Where dog fouling is concerned though, dates, times and location must be reported. There are further proposals later on the agenda.

18.018 Finance and Staff Committee: Cllr Hughes reported from the Finance and Staff Committee:

- i **Reconciliation of Payments:** The folder of paid Invoices to-date for January had been checked off against the bank statement by Cllr Tubb.
- ii **Month-End Accounts:** The Clerk presented the month-end accounts for January. These showed a total income for the year to-date as £232,454 (110% of budget) and the total expenditure as £180,243 (79% of budget). An S106 refund for the new All-Weather Pitch was due from AVDC. The clerk confirmed that the invoice for dog bins is paid annually and was on the list. The budget for Premises: Drains, Repairs, H&S was significantly overspent (176%) and although this was balanced by the underspend in the Programmes budget (19%), the F&S Committee had checked the breakdown of these payments.
- iii **Payments to be agreed:** the clerk circulated the list of payments to be agreed (below). ETC Sports had not yet attended to the snagging items highlighted on the ROSPA report and it was decided to continue withholding the balance of their payment. The new fence at 16 Green End Street was discussed and it was agreed that it should be paid. Despite agreeing verbally and in writing, to pay half this invoice, the occupant had not paid. It was agreed 2 councillors would visit him to discuss the payment, prior to any further action being considered. It was agreed to look into alternative providers for dog bin emptying and to keep record of when the bins were not emptied.

Date	Company	For	Amount £	Vat £	Total £
20/11/2017	Almars	Cards	£ 37.50	£ 7.50	£ 45.00

02/12/2018	Your Café in the Park	Cleaning 30/10/17-26/11/17	£ 140.00	£ -	£ 140.00
04/12/2017	Almars	NHP Printing	£ 279.39	£ -	£ 279.39
18/12/2017	ETC Sports Ltd	BALANCE - STP	£ 21,931.20	£ 4,386.24	£ 26,317.44
02/01/2018	Buckland Landscapes	December site maintenance	£ 2,237.50	£ 447.50	£ 2,685.00
03/01/2018	Your Café in the Park	Cleaning 27/11/18-31/12/17	£ 165.00	£ -	£ 165.00
04/01/2018	AVDC	Dog Bins - annual	£ 1,484.21	£ -	£ 1,484.21
04/01/2018	H A Phipps	Mr Stirling's fence - 16 Green End Street	£ 1,000.00	£ -	£ 1,000.00
08/01/2018	Came and Co	Extra Insurance for STP	£ 281.66	£ -	£ 281.66
15/01/2018	Your Café in the Park	Toilet Roll - public loo	£ 22.95	£ -	£ 22.95
18/01/2018	E Sharp Electrical	Café - immersion heater switch	£ 106.57	£ 21.31	£ 127.88
22/01/2018	E Sharp Electrical	Dean Way, Archive Cl, Weston Rd, GES Alley	£ 266.84	£ 53.36	£ 320.20
22/01/2018	TJM Groundworks	Refurbished skate ramp	£ 11,280.00	£ 2,256.00	£ 13,536.00
23/01/2018	Rospa	Inspection of Skate ramp and STP	£ 485.00	£ 97.00	£ 582.00
24/01/2018	E Sharp Electrical	LED to New Road	£ 2,835.00	£ 567.00	£ 3,402.00
26/01/2018	Sign Wizzard	Churchyard Signs	£ 33.26	£ 6.65	£ 39.91
29/01/2018	E Sharp Electrical	LED to Longcroft, Milton Rd, & CRS	£ 1,970.00	£ 394.00	£ 2,364.00
31/01/2018	Eamonn McGoldrick	January Bins and Toilet	£ 114.00	£ -	£ 114.00
31/01/2018	R Wright	Effluent removal - Drain Chamber	£ 135.00	£ -	£ 135.00
31/01/2018	G McEnery	January office cleaning	£ 50.00	£ -	£ 50.00
DDs - For Info					
05/02/2018	British Gas	Monthly DD	£ 98.00	£ -	£ 98.00
05/02/2018	PWLB	Loan payment - PC building	£ 1,990.54	£ -	£ 1,990.54
06/02/2018	BT	Phone & broadband - quarter to 23/1/18	£ 238.65	£ 47.73	£ 286.38
16/02/2018	AVDC	Euro bins - quarter ending 31/12/17	£ 596.00	£ -	£ 596.00

MOTION: to recommend the list of payments to full council PROPOSED by Cllr Hughes SECONDED by Cllr Ronson and AGREED, with provisos as above.

iv. Staffing – Salary Review: This item was discussed at the end of the meeting.

18.019 Planning Committee: Cllr Read reported from the last planning meeting as follows: -

a. Small-Scale Applications: -

17/04672/APP The Rothschild Arms PH 82 Weston Road - Conversion and subdivision of the existing public house into two terraced dwellings and construction of three terraced two storey dwellings and associated parking: **Objected**

17/04822/AGN Woodside Farm Chivery HP23 6LD - Erection of agricultural building for storage of hay, straw and machinery: **No objection**

18/00103/APP 93 Weston Road - Demolition of dwelling and rebuild: **No objection**

18/00138/APP 98 Weston Road - Erection of dwelling and ancillary garage: **No objection**

b. Large-Scale Applications: -

17/04459/APP 11 London Road - AMENDED PLANS: Demolition of an existing dwelling and erection of 8 dwellings: **Objection maintained with further comment**

17/02994/APP Park Farm Church Lane MINOR AMENDED PLANS: **Clarification sought**

17/04819/AOP Westonmead Farm Aston Clinton Road Weston Turville, HP22 5AB - "Outline application with all matters reserved except for principle means of vehicular access, for up to 177 dwellings.": **Deferred to the next planning meeting**

NHP: Cllr Read reported The Plan is now with the examiner who has sent his Procedural Letter on the Plan to the Parish Council and to AVDC. A copy will be displayed on the Aston Clinton NHP website and the AVDC website. Following this, a list of points requiring clarification will be sent before completing the examination.

- ii. **18.020 Facilities Committee:** Cllr Read reported from the last Facilities Committee meeting:
- i **S106 Money – 17/04459/APP - £35,000:** The caretaker had advised he would like to retire in approx. 1 year, leaving in question the matter of the park barrier opening/closing. The Facilities Committee were recommending further remodelling of the entrance to the Park, to include electronic gates, along with further improvements to access and surfacing. The clerk explained that the first phase of the driveway would take place in the coming months. However, this second phase could continue the project when this sum became available. The assistant clerk was working on the spec. The new gates were the main recommendation for this sum.

MOTION: to agree to the committee's recommendation for this S106, as above, PROPOSED by Cllr Read SECONDED by Cllr Stewart and AGREED.

- ii **Professional Dog Walkers in the Park:** The matter of dog fouling had been discussed by the committee who felt that professional dog walkers contributed significantly to the problem due to the numbers of dogs being walked. They were recommending a complete ban on paid dog walkers in the Park. This was discussed. However there were significant reservations as to enforcement and how it could be differentiated between professional dog walkers and those walking dogs for friends etc. It was not felt appropriate to impose a complete ban and that many dog walkers are operating as valued local businesses. It was agreed that the **MOTION** was not viable, and the matter would be referred back to the Facilities Committee.
- iii **Wellonhead Bridge:** Cllr Ronson had been increasingly concerned about the stability of the Wellonhead Bridge at Stablebridge Road and had requested a structural report from Bucks CC, which had been declined. However, the Canal and River Trust had agreed to carry out the

survey which had stated the gradient is such, that water flows off and has eroded the foundations of the bridge. The handrail had also gone. Cllr Ronson will be bringing the matter to the Local Area Forum again and will report back.

iv **Events:**

- a) Bearbrook Running Club Duathlons – 8/4/18 and 16/9/18: This club had organised several of these events in the past, always without incident, and were local to the area.

MOTION: To agree to the 2 running events PROPOSED by Cllr Wyatt SECONDED by Cllr Read and AGREED.

- b) ACFC Request for Late Bar – 10/3/18 – the request for a fundraising race night and the request was to hold a bar until 11pm. There had been no incidents at previous events.

MOTION: to agree to the football club's request PROPOSED by Cllr Mason, SECONDED by Cllr Ronson and AGREED. Cllr Wyatt abstained.

- c) Astonbury: The Clerk circulated a draft budget for this year's Astonbury Music Festival (appended). The sub-committee had met and agreed the format would be very similar to last year, however, the stage would be part of the top field, probably by the copse so that all attractions were in the one area. There would be an 'Open Mic' session in the afternoon for young bands, leading into the paid bands in the evening. There would be a printed programme, to sell advertising and the sponsorship opportunities would be widened to maximise income. 3 quotes had been obtained for the staging/sound and these would be presented to the next Facilities Committee. The Horticultural Society were not involved this year.

MOTION: to approve the budget and programme for Astonbury 2018, PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

18.21 Community Centre Committee: Cllr Tubb reported as follows:

The committee had not met in January but was pleased to report that their application to AVDC's New Homes Bonus, for an extension on the application, had been approved. The grant would be ring-fenced, providing a new application was submitted for an adjusted build and corresponding business plan. The revised build was likely to be smaller than the original plan and quotes were being obtained for surveys on the existing building, with view to possibly retaining and extending it. Further sources of funding were being considered.

Public Participation:

The condition of Stablebridge Road was brought up and Cllr Mason offered to contact the senior officer at Transport for Bucks for this area. Cllr Collins (AVDC) offered to take the matter up with the county council and asked Cllr Ronson to give him the details. Cllr Read also mentioned the lack of fencing on the up-slope.

18.018 iv. Staffing Salary Review (The clerk left the meeting)

Cllr Tubb reported that it had come to light that the Council had been incorrectly advised from when the current clerk was employed in 2014 and had been under-paying both clerks. Job Evaluations had not been carried out at the time and it had not been made clear that the SLCC pay scales for part-time clerks were only a guideline. Cllr Tubb had been working with both clerks to resolve this. Job evaluations had been undertaken according to the SLCC advisory information. Due to the size and pro-activity of this council and the levels of responsibility involved, both jobs had been re-classified.

Clerks' Job Descriptions had been re-written in-line with this, and pay rates agreed which were now recommended by the Finance and Staffing committee. In addition, it was proposed that the clerks should be paid a lump sum in backdated under-pay. It had been agreed with the clerks that this would be calculated from January 2017. The clerk had provided spreadsheets with analysis of the costs to the Council both going forward, and for the lump sum, and had included employer's N.I. and pension payment costs. The matter was discussed.

MOTION: to agree to the restructuring of staff salaries and additional backdated pay as above, PROPOSED by Cllr Tubb SECONDED by Cllr Ronson and AGREED.

18.022 Date of next meeting: Wednesday March 7th at 7.30pm

Signed Date

Astonbury 2018 - Draft Budget				
EXPENDITURE:				
Bands:		2018		2017
Bustin Loose	£ 700.00			
The Dung Beetles	£ 600.00			
Thrifty Malone	£ 600.00			
INCC	£ 250.00			
Scobey Snax	£ 200.00			
Riders/Tab	£ 300.00			
Total	£ 2,650.00	£ 2,650.00		£ 1,966.00
Equipment:				
Staging and Sound	£ 6,500.00			
Portaloos	£ 500.00			
Signage:	£ 500.00			
First Aid	£ 245.00			
Programme	£ 200.00			

Misc. equipment	£ 115.00			
Total	£ 8,060.00	£ 8,060.00		£ 7,140.00
<u>Afternoon Activities</u>				
Learn and Master	£ 600.00			
Bouncy castle & toddler play	£ 200.00			
Rides/attractions	£ 500.00			
Total	£ 1,300.00	£ 1,300.00		£ 939.00
<u>Casual Staff</u>		£ 150.00		£ 169.00
<u>Contingency</u>		£ 340.00		
TOTAL		£ 12,500.00		<u>£ 10,214.00</u>
<u>INCOME:</u>				
Parish Council - as agreed	£ 7,000.00			£ 6,414.00
Sponsors:	£ 5,000.00			£ 3,500.00
% from food concessions	£ 500.00			£ 300.00
TOTAL	£ 12,500.00	£ 12,500.00		<u>£ 10,214.00</u>