

**The minutes of the Meeting of the Parish Council on  
Wednesday 18<sup>th</sup> November 2020 at 6.30pm at the Parish Council Virtual Meeting Room**

**Present**

Cllr Tubb	Cllr Ronson
Cllr Howard	Cllr Judge
Cllr Mason	Cllr Duffield
Cllr Read	Cllr McCall
Cllr Wyatt	Cllr Watton

**In attendance**

Clerk E Barry and R Bennett (recording). Two members of the public were in attendance.

Cllr Tubb opened the meeting. It was **RESOLVED** that due to the confidential nature of the business to be transacted, the press and public will be excluded from this meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 20.138 (ii) of the agenda. PROPOSED by Cllr Howard, SECONDED by Cllr McCall and AGREED.

**20.130 Apologies**

There were none.

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

There were none.

**20.132 To approve the minutes of the last Parish Council meeting** PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED.

**20.133 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.

Two members of the Scout Group attended the meeting to present their request for funding in support of the European Scout Jamboree to Poland that was due to take place in August 2021. The presentation outlined the details of the trip, fundraising efforts (total of £1450 to be raised) and the benefits of the trip. The presentation would be circulated to all Cllrs after the meeting.

The Cllrs discussed potential available funds that could be used for the type of event in question and that there would be a motion to agree any spend at the next parish council meeting in December. The two Scout members would be kept informed of next steps. (Afternote: shortly after the meeting it was confirmed by the Scout group members that the trip had been cancelled)

**20.134 Council:**

i. Reports from external bodies  
There were none.

ii. Community Board projects – update  
Proposals for schemes had been put forward to the Community Board. There had been some

delay in these being assessed and feedback provided; the deadline had been extended to the 31 December.

iii. Reports from Councillors

An Arla liaison meeting had recently taken place and the minutes of the meeting circulated to members of the parish council; the minutes included the concerns regarding the weights of vehicles in and out of Arla. There continued to be discussion with Olleco to find a resolution to the odour problem.

**20.135 Clerk's Report**

There had been various reports about leaves on the pavements near the park entrance that were causing difficulty to use the pavements safely. The issue has been reported to Buckinghamshire Council, however there was some delay in it being dealt with. It was agreed that the community service workers would be asked to do those pavements closest to the park entrance in the meantime and the leaves left behind the fence in the rough area near the entrance.

**20.136 Finance and Staff Committee**

i. Reports from the Committee

Reconciliations for October had been completed and all correct.

ii. Month-end Accounts & Budget Status

It was reported up to the end of October 2020. General reserves forecast at approximately £60k, income was lower than expected due to COVID-19 expected and in particular to the café base rent being lower than expected due to discounted rent during the pandemic. The Colts had paid for their permits and the Clerk was to chase the Football Club for their payment.

**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 update from F&S Committee

The reports circulated prior to the meeting had covered up to the end of October. Cllr Watton who had chaired the meeting, highlighted the following:

- Money had been received from S106 and New Homes Bonus (NHB) as the Edgar Taylor payment was due in November.
- There was still a forecast overspend of £30k, however some items were still in dispute.
- Gibb Lane bid for funding for CCTV had been successful, securing £6471 towards costs.
- The deed of variation for Stratford Close was near completion.
- The application for the Public Works Loan (PWL) had taken longer than expected and was chased.
- The committee discussed in detail the implications if work on Land South of Aylesbury did not start and if it were to need planning permission again how that would be affected by restrictions set out in the Neighbourhood Plan. The Clerk had emailed the Buckinghamshire Council Planning Officer and Cllr Tubb agreed to revisit the Neighbourhood Plan to understand the implications if any. Two invoices required further discussion before payment. Since the F&S meeting the case officer had confirmed that planning deadline had been extended to 1st May 2021, in line with government guidance.
- It was agreed to keep the base rent for the cafe for December at 50%. It was also highlighted that the café planned to shut for the last week in December in order to be able to move over into the new building.
- The draft budget was discussed with sub groups having started to meet to discuss. There would be a budget working party taking place on 2 December and the clerk would circulate draft proposals.
- Community Centre report - £285k still required from sources of funding i.e. PWL and Deed

of Variation, which would have to be paid out of precept if the PWL or deed of variation does not come through in time – this money would then be returned. The projected overspend for the contractor was £17k, which for a project of its size was considered a good result.

iv. Soft landscaping – tree planting

The additional trees that had not been sourced previously had now been included in the quote so the additional amount needed to be approved. The quote amount was £3417 and all still within budget.

**MOTION:** to approve quote uplift for supply and planting of trees PROPOSED by Cllr Read, SECONDED by Cllr Ronson and AGREED.

v. Any payments to be agreed

The Clerk highlighted those that had not been approved at F&S were highlighted in green in the report circulated and had now all been approved. It was noted that Buckland Landscapes would not invoice for the next four months in order to bring things inline and the invoices from CBG and Hayward Smart were being put on hold while further discussions took place. The Edgar Taylor invoice due in December would use up the final installment on New Homes Bonus money and current available S106, therefore the shortfall of approximately £2k would be paid out of available funds until additional funding from either the PWL or Deed of Variation came in.

<u>Invoices to from 15th October to November 18th 2020</u>					
15/10/2020	PC- Came & Company Local Council Insurance	Local council scheme - Hiscox- Insurer pol no - 1891376	£3,263.89	£0.00	£3,263.89
<u>Community Centre Invoices - APPROVED by committee</u>					
13/11/2020	PC- Edgar Taylor	Contract - New Community Centre Aston Clinton	£191,051.28	£38,210.26	£229,261.54
TBC	PC- Paramount Plants	Various shrubs for community centre soft landscaping	£3,635.68	£727.13	£4,422.81
10/11/2020	PC- Majestic Trees	Trees, fertiliser tablets, compost, stakes, muck away off site, planting full service including warrenty & Micro digger (smallest) full day	£3,417.82	£683.56	£4,101.38
05/11/2020	PC -DirectBubs	Mixed dutch crocus, Glanthus WP milner, Bluebells non scripta	£499.50	£0.00	£499.50 PAID

**MOTION:** to approve payment of Community Centre project invoices *and other later received invoices* PROPOSED by Cllr Judge, SECONDED by Cllr Read and AGREED.

vi. Fundraising requests

The Chairman highlighted money allocated per head (per the electoral register) which could be used to benefit the community. The pot of money was called Section 137 and was taken from the precept. The amount was calculated at approximately £8 per head. There was criteria around the money i.e. it had to benefit the community and could not be for an individual. It was also noted that there was no requirement to spend the money. It was suggested that the memorial wreaths were to be paid from the funds which totaled £75 (inc donation) to the RBL.

**MOTION:** to agree to donate Section 137 funds PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

vii. COVID-19 Insurance claim – update

The case had been to the High Court and the court had ruled in favour of some insurances policies; the decision was appealed and the appeal had been granted. Further judgement expected out after Christmas.

**20.137 Planning Committee:**

i. Planning Committee report

The Chairman of the committee, Cllr Wyatt, gave the following updates:

20/03379/APP: 83 London Road - Two storey side extension

**RESOLVED:** Supported with proviso policy HQD1 of Neighbourhood Plan (NHP)

20/03418/APP: 44 London Road - First floor side and rear extensions and front porch.

**RESOLVED:** No objection.

20/03321/APP: 105 Aylesbury Road - Single storey front extension

**RESOLVED:** No objection.

- ii. Bierton, Broughton and Kingsbrook Neighbourhood Plan Pre Submission Consultation  
The item was discussed in detail and vote taken to go with no comment for the NHP.

**MOTION:** To agree Planning Committee recommendation of no comments required PROPOSED by Cllr McCall, SECONDED by Cllr Wyatt and AGREED.

### 20.138 Facilities Committee

- i. Reports from the Committee

The Chairman of the committee, Cllr Read, gave the following updates:

- Cllr Judge had been formally welcomed onto the committee and also thanked for her weekly play park inspections.
- Draft budget recommendations had been agreed for 2021 with the Grounds maintenance contract staying the same, proposed increases in ad hoc footpaths and GM and the addition of a number of small projects and Churchyard maintenance.
- There had been an agreed price for works to the skate ramp and were awaiting the work to be completed.
- Some work was required over on the beach area.
- The leaf blower had been replaced with a petrol one.
- The temporary accommodation would be coming down (afternote: week commencing 11<sup>th</sup> January)
- 3 additional dog bins had been quoted for by Buckinghamshire Council.
- Tree maintenance quote for the churchyard had been approved.

- ii. **Churchyard – to agree a position on a burial matter request**

This item was discussed in a confidential session. It was AGREED that the Burial ground regulations needed reviewing.

- iii. Emergency services and park access

The parish council discussed the need to allow emergency services closer access to the park in the event of an emergency when football matches and training were taking place. The main park entrance made this difficult due to the height restrictions.

It was agreed that a key to Park View gate would be put into a key safe to be accessed by the adults' football team; the colts already did this. Cllr Howard agreed to get the key cut and purchase the key safe. It was noted that the café also had a key to the Park View gate.

- iv. Streetlights on Stablebridge Rd – update

Cllr Duffield updated that the street lights had now been fixed which had highlighted that the trees needed to be cut back as were obstructing the light. It was understood this was the responsibility of Buckinghamshire Council and could be reported to the Local Area Technician or via Fix My Street.

- v. Events

It was still hoped that Santa's Float would go ahead although there was a concern that there may not be enough volunteers available due to COVID restrictions. Still waiting on guidance for volunteers.

## 20.139 Community Centre Committee

### i. Reports from the Committee

The Chairman of the committee, Cllr Tubb, gave the following updates:

- Members of the Parish Council and the Clerk had met with Edgar Taylor, Hayward Smart and the Quantity Surveyor to discuss items that were in dispute. This was an informal meeting to try and resolve any issues before a formal dispute was made. Each item was reviewed and an agreement reached for them all. A final price on the build was agreed, which was £17k over budget, which was a good result for a build of its size.
- There had been an agreed extension; Edgar Taylor had requested 27 November but it was now likely to run into the first week of December. This was agreed as long as there would be no additional cost to the Parish Council.

### ii. Community Centre name

The results of the survey for the name of the new community centre had been counted and the winning name was Red Kite Pavilion. It was agreed that the school would be notified first and then communicated via the usual channels of Facebook, the parish council website and the December edition of Village Life. Cllr Mason would publish something on the website and the Clerk and sent an article to Village lift to publish.

### iii. Quotes

The following quotes below were discussed and agreed.

## **MOTION:** to agree quotes for:

1. Planting of bulbs and shrubs – This was deferred to the Extraordinary Meeting (EM) to be arranged for the following week.
  2. Community Centre AV supply an installation – discussed quotes and the but they were still in progress and would be agreed at the EM also
  3. Community Centre signage – Cllr Mason had received some quotes for indoor and outdoor signage. The quotes were from a preferred supplier and offered a range of designs. It was agreed that the preferred supplier could be used as the quotes were at a reasonable level and were also provided by a local family business. The Clerk mentioned that a local estate agent were interested in sponsoring external signs and would forward the email to Cllr Mason.
  4. Oak post removal and planning (retroactive)  
The amount had been £500 PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED.
  5. Boxing in of Pipes  
The quote for boxing in the pipes in the main hall had come in at £3400. It was agreed that the item would be deferred to the EM Meeting in order to get two more quotes and to allow more time to understand where all the budgets stood and what might be available for the work.
- ### iv. Donation of trees
- There had been a suggestion of members of the public being able to donate trees to the park and this had been agreed. The Parish Council also agreed that they would cover the cost of the plaque accompanying the tree. The Clerk had asked for a quote for signage costs. It was agreed that opportunity to donate a tree be communicated across the village.

**MOTION:** to agree tree donation process and signage PROPOSED by Cllr Wyatt, SECONDED by Cllr Howard and AGREED.

v. Delegated Authority Decisions

There had been no significant delegated authority decisions since the previous meeting.

Cllr Wyatt put forward a suggestion to have some of the photos of the community centre and park recently taken by a resident on display in the community centre. It was agreed that this would be a great idea and Cllr Wyatt would approach the resident regarding this.

**20.141 Date of next meeting**

16 December at 6.30pm.

..... Chairman ..... Date