

Minutes of the Meeting of Aston Clinton Parish Council - held on Wednesday
6th February 2019 at 7.00pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb - Chairman

S Howard

C Read

C Judge

A Duffield

A Watton

R Stewart

P Wyatt

L Ronson

C Simpson

M Mason

Clerks: G Merry (recording) & E Barry

6 Members of the public

Cllr Tubb explained that item 19.018 iv was of a confidential nature and proposed that the public be excluded for that item. She stated the item would be moved to the end of the meeting.

MOTION: RESOLVED that due to the confidential nature of the business to be transacted, the press and public will be excluded from the meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 19.018 iv. PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

19.012 Apologies and co-option:

Apologies were received from Cllr Mason and Cllrs Paternoster (AVDC) and Chapple (Bucks CC). Mrs Aafke Watton was co-opted onto the council.

MOTION: to co-opt Aafke Watton onto the council PROPOSED by Cllr Howard, SECONDED by Cllr Simpson and AGREED

19.013 Declarations of Interest:

Cllr Howard declared an interest re. item 19.020 ii.

19.014 To Approve the Minutes of the Parish Council Meeting held on 9th January 2019

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

19.015 Public Participation.

- i Persistent anti-social behaviour from an area of the Estone Grange development was reported. It was asked whether the parish council could help. The clerk responded that the Local Area Forum had been helpful in Weston Turville with ASB, and there is an LAF on 7/3/19 at Weston Turville Village Hall. It was agreed the clerk would write to both the management committee of the development and to the social housing organisation.

19.016 Council

- i **Speedwatch Update:** Cllr Wyatt reported that Speedwatch had been carried out over one week and despite a few teething problems seemed to be an effective deterrent. Evidence had been gathered, although some footage was not clear and was being sent to Sentinel Head Office, in case they could help. Another week of Speedwatch would be held soon.
- ii **Reports from External Bodies:** Cllrs Duffield and Simpson reported on their recent councillor training which had been worthwhile and informative. Both clerks and councillors from other parishes had also attended.

19.017 Clerk's Report:

A letter had been received from the Guides, saying: 'Thank you for receipt of £433.33 from the Parish Council, for our "Santa's helpers" donation. I have paid £233.33 across to our Ranger Unit to spend, as they provided the majority of girls and endured the worst weather. The remaining £200, we have used as grants to our two Guides who have been selected to attend a jamboree in The Netherlands later this year which they are very excited about and busy raising funds for. They did help Santa on the night and have for several years now and were delighted with the boost towards their fundraising.' A similar letter of thanks from Rennie Grove Hospice Care was read out.

Cllrs were asked that, if buying any items for the parish council, from now on, those must be on a separate bill and must be on a VAT receipt. Councillors were reminded that in May, the PC is required to hold 2 meetings. The Annual Parish Meeting, where groups from the village come and give a short presentation on their activities and the Annual Meeting of the Parish Council, which acts like an AGM. The chairman is elected for the year, and all processes and policies are re-affirmed, in addition to looking at year-end finances. One follows the other on the regular PC meeting evening, which this year would fall on May 1st.

The clerk asked if this could be deferred until May 8th, to facilitate year-end closedown on May 3rd, and this was **agreed**.

19.018: Finance and Staff Committee:

- i **Month-End Accounts and Budget Status:** Cllr Tubb talked through the accounts to January. These showed a total income for the year to-date as £278,921 (128% of budget). Total expenditure was £228,122 (104% of budget). Cllr Tubb explained that significant liabilities, must be taken into account, due to the current VAT situation, which could not be reflected in the accounts. This meant that the previously projected surplus of approx. £30,000 was now unlikely, as the liabilities could be in the region of £20,000.
- ii **VAT Situation:** Cllr Tubb outlined as follows: An advisor had been engaged who had advised registering for VAT and applying for 'Option to Tax'. The PC was now VAT registered but the Option to Tax (OTT) application was delayed. HMRC had asked several questions and were yet to confirm a starting date. Cllr Watton, a tax lawyer by profession, was now advising and highlighted areas of concern. A meeting had been held with both advisors, following which, it had been agreed not to continue receiving advice from the original advisor. Cllr Watton advised it was likely the VAT reclaimed on the installation of the All-Weather Pitch in January 2018, would have to be paid back. There would also be VAT due on income, dating back to whatever date HMRC confirm. It was felt prudent to assume approx. £20,000 in liabilities until more is known. A detailed response to HMRC's questions had been sent and the outcome still awaited. Cllr Watton stated she was positive about optimising VAT reclaim on the professional fees paid to-date on the community centre.
- iii **Payments to be Agreed:** The clerk had circulated the list of invoices for January, below. The F&S Committee had recommended all for payment and Cllr Tubb asked for questions. The Clerk – Projects/Planning queried whether the architect's current invoice should be paid yet, as he was willing to wait. Cllr Watton advised that it could be paid, as it would be necessary to wait for HMRC's advice re. the start date for OTT. However, it was agreed not to pay the invoice just yet.

Date	Company	For	Amount £	Vat £	Total £
04/01/2019	Sign Wizzard	Toilet sign	£ 39.04	£ 7.81	£ 46.85
07/01/2019	Your café in the Park	Catering - leaving Event	£ 100.00	£ 20.00	£ 120.00
07/01/2019	Your café in the Park	Cleaning Nov and Dec	£ 270.00	£ -	£ 270.00

10/01/2019	Npower	Street Lighting Dec	£	£	£
			685.44	137.09	822.53
11/01/2019	Aylesbury Lock and Key	Repairs - Café Door	£	£	£
			66.00	13.20	79.20
11/01/2019	MJ Electrical	PAT testing	£	£	£
			75.00	15.00	90.00
18/01/2019	D Rose	Caretaking plus materials	£	£	£
			974.04	-	974.04
21/01/2019	Hayward Smart	Submission of planning application	£	£	£
			12,000.00	2,400.00	14,400.00
23/01/2019	Steve Jowers Assoc	Landscaping scheme	£	£	£
			1,987.00	-	1,987.00
27/01/2019	E Sharp Electrical	Weston Road and Long Plough	£	£	£
			266.60	53.32	319.92
27/01/2019	E Sharp Electrical	Long plough - column and lamp	£	£	£
			550.00	110.00	660.00
28/01/2019	Drivescape	Path repairs	£	£	£
			1,820.00	-	1,820.00
31/01/2019	Frank Cooper Ltd	Jan Grounds Maintenance	£	£	£
			952.08	190.42	1,142.50
<u>DDs</u>					
23/01/2019	BT	Quarterly to Jan 19	£	£	£
			260.12	52.02	312.14

MOTION: to agree to pay all invoices as above, PROPOSED by Cllr Stewart SECONDED by Cllr Ronson and AGREED.

iii. **Clerk's Salaries** (item re-ordered to the end of the meeting)

19.019 Planning Committee:

- i. **Update:** Cllr Read reported as follows: -
 - a. Small-Scale: -
 - Hedge at Bovis's Brook Street development - the committee is monitoring this.
 - Footpath ACL3 at Chapel Drive – the developer has indicated this could be re-opened in May
 - Rothschild Arms: In addition to the appeal against the original development, a second application had also been submitted for a broadly similar development. Both had been objected to, and the appeal is now with the inspectorate.
 - China Water: A change of use to 'retail', had been approved.
 - b. Large Scale: -
 - Halton Development: The community interest company had been established and were looking into developing a sports complex. The development is being handled by a holding company and not the MOD.
 - Ox-Cam Corridor: 1 out of the 3 possible routes had been ruled out and the final decision was due to be announced in Autumn 2019. Both remaining routes run north of Aston Clinton area.
- ii. **Street Naming:** AVDC had requested names for the road in the new Chapel Drive development. Now that all the usable names from the war memorial had been exhausted, there was discussion as to what names to use. It was agreed that 'Appletree Close' would be suggested. However, going forward, the names of American Servicemen who lost their lives over Aston Clinton in the war, would be put forward for new streets.

MOTION: To agree a name to be put forward to AVDC for the new Chapel Drive road – Appletree Close, PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

19.020 Facilities Committee:

- i **Update from the Committee:** Cllr Read reported from the meeting.
The caretaker is now doing the weekly playpark check and there were a couple of defects to be followed-up. The cricket club project, using S106 money is in-hand and Cllr Howard is in the process of obtaining quotes. The Park path is complete, and quotes are being obtained for the next section. The Churchill Hall door is being repaired. The Grounds Maintenance contractors have increased their prices, and this has reluctantly been agreed to. However, they are still less expensive than the next cheapest bid. The electrical contractor will be installing smoke detectors in the Café, moving the All-Weather pitch switch cabinet and installing a motion-sensor light on the front of the Churchill Hall. 3 more dog bins will be installed in the village. ‘Play in the Park’ will be on 29th/7/19. There will a sponsored dog walk for charity in April and the Colts are launching a girl’s football initiative.
- ii **Rents and Permits to Hirers:** VAT would now need to be charged to all tenants and hirers. However, in the case of particularly non-profit groups, the committee was recommending that the PC absorbs the VAT. They were recommending this would apply to the following: The football club (both annual pitch permit and All-Weather Pitch rent), the Colts, the allotment holders, the British Legion. Any for-profit groups, and those on Peppercorn rents would have VAT charged on top. The clerk advised that the PC must agree to VAT being absorbed, as the net effect would be less money coming to the PC. She estimated this to be in the region of £534 a year. Cllr Tubb stated that the football Club turnover rent on the AWP would more than cover this. It was felt important to offer this to those non-profit clubs who operate on very small incomes. Cllr Tubb also confirmed that the VAT on rent on the AWP would for the foreseeable future, be absorbed by the PC, although all rents would be reviewed annually. It was agreed that Cllrs Tubb/Ronson would tell the Youth Club re. their rent and a meeting would be arranged with the football club to discuss the arrangements, as well as the turnover rent figures for their first year.
- iii **Events:** Cllr Tubb reported that the Astonbury committee had met and some of the bands along with some of the activities, sound and infrastructure had been booked. Some sponsorship has already been secured with more to be targeted. The committee will be meeting again in March.
Play in the Park: The clerk explained that S137 money is an amount per person, this year £8.12, which may be allocated if there will be a benefit to many. As in past years, she asked that the PC allocate S137, to underwrite the cost of craft materials for Play in the Park and Astonbury, as follows:

Play in the Park – 25 children @ £8.12 = £203
Astonbury Craft – 25 children @ £8.12 = £203
Total = £406 out of a budget of £500 for the year.

MOTION: to agree to allocate S137 monies as above PROPOSED by Cllr Simpson, SECONDED by Cllr Stewart and AGREED.

19.021 Community Centre Committee

- i. **Update:** Cllr Tubb reported from the committee that there was a very small underspend on the project to-date and the outcome of the planning application was still awaited, as was the report from the Traffic Consultant. There had been minor adjustments to the designs, including the incorporation of solar panels. Contracts were currently being issued to the various consultants and quotes were being obtained for the temporary accommodation. It

was agreed that a forthcoming meeting with suppliers would include the managers of the Café, to ensure their needs are addressed.

- ii. **S106 Situation:** AVDC have agreed the release of S106 funds for this Development phase and this was unusual, as they do not normally reimburse costs prior to planning approval. However, this was conditional on the PC agreeing to repay any monies, should the project fail, including if planning permission was refused. Cllr Tubb had sent a requested re-draft of the wording of this clause, to the effect that if planning permission was turned down, that would be due to AVDC themselves, and monies should not have to be repaid. This had been refused by AVDC. It was therefore necessary for the PC to agree to the condition, in order to obtain S106 funding at this stage. The risks associated with this were discussed in detail, including the slipping of the timeframe of the project and potential for loss of other funding. Further costs were likely to also be incurred before planning permission might be agreed. The timeframe for potentially repaying to AVDC was discussed and whether the S106 would still be spent in the village, although this would entail renegotiations with the developer. After discussion, it was agreed to accept the condition.

MOTION: to agree AVDC's condition re. the releasing of phased payments for the community centre build, PROPOSED by Cllr Read SECONDED by Cllr Stewart and AGREED.

- iii. **VAT Situation and Payments:** Cllr Tubb outlined that the architect was recommending progressing the design detail whilst awaiting planning permission. The committee was keen to but there was concern about incurring costs including VAT, which may not be reclaimable, if HMRC did not backdate the starting date for OTT far enough. Cllr Read suggested the financial risk is comparatively minor but there was pressure to start the project within the New Home bonus deadline of one year. Cllr Watton advised that OTT is likely to be granted and HMRC should confirm this soon. However, Cllr Tubb was concerned that VAT is already likely to be owed and this would add to that total. The Clerk – Projects/Planning stated that decisions to order work from contractors would not be taken until the Community Centre meeting on 13/2. However, the full PC needed to decide whether to commit the expenditure. After discussion, it was agreed that the design work would be progressed, with the work triggered by the committee, at the meeting on 13/2. The small financial risk was acknowledged. It agreed to amend the motion as follows:

MOTION: to agree to delegate to the Community Centre Committee, the decision to enter the design phase and commission contractors after 13/2/19, PROPOSED by Cllr Wyatt SECONDED by Cllr Read and AGREED.

Cllr Tubb allowed for further public participation:

- i. It was enquired whether ACL3 will be resurfaced by the developer, when it is re-opened. Cllr Read agreed to find out.
- ii. It was enquired re. the development of 93 houses on Aylesbury Road, whether there will be close boarding around the social housing section. Cllr Read agreed to double check this on the landscape plan.

19.022 Date of next meeting: Wednesday 6th March 2019 at 7.00pm.

The clerks left the meeting

19.018: Finance and Staff Committee: (minuted by Cllr Tubb)

Clerk's Salaries:

- i. **Backdated Pay:** Cllr Tubb presented the amounts as circulated by the clerk. Concern was expressed that the rate increases from April 2018 had not been spotted sooner. However, the backdated amounts were agreed.

MOTION: to approve the backdated salary increase from April 2018, as recommend by the committee, PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

- ii. **April 2019 Increment:** The clerk had circulated both contracts prior to the meeting. There was discussion re. obtaining advice from BALC. Overtime was discussed and the possible need for more transparency.

MOTION: to agree the incremental increase for both clerk’s salaries from April 2019, as recommended by the committee PROPOSED by Cllr Read, SECONDED by Cllr Simpson and AGREED.

Signed Date