

Minutes of the Annual Meeting of Aston Clinton Parish Council - held on
Wednesday 8th May 2019 at 7.00pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb - Chairman

P Wyatt

L Ronson

C Simpson

A Watton

S Howard

C Read

C Judge

M Mason

A Duffield

Cllr C Paternoster (AVDC), Cllr B Chapple (BCC/AVDC), Cllr M Collins (AVDC)

Clerks: G Merry (recording) & E Barry

4 Members of the public

19.045 Apologies

Apologies were received and accepted from Cllr Stewart.

19.046 Declarations of Interest:

Cllr Wyatt declared an interest in item 19.055 iv.

19.047 Election of Chairman and Vice Chairman

MOTION: To agree Cllr Liz Tubb as chairman for the year to May 2020 PROPOSED by Cllr Ronson
SECONDED by Cllr Judge and AGREED.

MOTION: To agree Cllr Read as vice chairman for the year to May 2020 PROPOSED by Cllr Wyatt
SECONDED by Cllr Ronson and AGREED.

19.048 To approve the minutes of the Parish Council meeting held on 3rd April 2019

The minutes were PROPOSED by Cllr Howard SECONDED by Cllr Simpson and AGREED.

19.049 Public Participation:

A member of the public enquired about potholes and Cllr Chapple advised contacting him or uploading reports to Bucks CC's website - 'Fix My Street'.

19.050 Council:

- i. **Announcements:** Cllr Tubb announced that the clerk/RFO was leaving the council and the clerk-projects/planning would be taking over as RFO. An assistant clerk would be recruited.
- ii. **Website:** Cllr Tubb announced the new website is ready to be launched and invited comments. Cllr Read suggested that 'Agendas and Minutes' would be a better tab title than 'Meetings'. However, Cllr Mason advised this may be too long to put on a main tab and may affect the layout. She offered to try to make this work. She is currently designing a new logo and will circulate this when ready. She talked through various adjustments that will be made, and Cllr Howard agreed to discuss with the Archives group if they would like information included.
MOTION: to agree the contents of the new website and to its launch, PROPOSED by Cllr Ronson SECONDED by Cllr Wyatt and AGREED.

iii. Reports from external bodies:

Aylesbury Garden Town Session: Cllr Wyatt reported from this meeting that progress is gathering pace and is looking encouraging. Further details are available from him.

19.051 Governance, Committees and Processes

- i. **Governance documents** – review and adoption of Standing Orders, Financial Regulations and Code of Conduct: These had been circulated by the clerk and were all agreed for the year ahead.
- ii. **Committees and Sub-committees:** Cllr Tubb suggested each committee appoints a chair and vice chair at its next meeting. She went through the list of members of each committee and invited Cllrs to consider whether they would like to join others. Cllr Watton asked to join the Community Centre Committee. It was discussed and agreed that Terms of Reference for each committee would be reviewed at the next meeting of each one, as in many cases these were now out-of-date. In most cases 5 members were no longer enough and increasing members would better ensure being quorate. Cllr Tubb and the clerks had also discussed the potential for dissolving the Grounds Maintenance and Sports & Recreation sub-committees and instead, having working parties, as this may prove more efficient and would reduce clerk's workload.
- iii. **Processes, policies and procedures:** The Equal Opportunities, Cllr Recruitment, Social Media and Data Protection (including privacy statement) policies were circulated and agreed.
- iv. **Land, assets and insurance** – The risk register had been updated and agreed at the previous meeting. The asset register had been updated and circulated. Cllr Tubb advised that the Land Registry had now sent the official map of the park showing the boundary. The asset register was agreed.
- v. **Financial** - approval of bank mandate/signatories, direct debits, review of rents (including peppercorn) and tenancies: Cllr Tubb advised that dual authorisation for payments was in place and as a result, she would no longer be signing off on reconciliations. This would now be carried out by a member of the Finance and Staff committee. A change to the signatories via bank mandate, had been applied for, although this usually takes time, and it may be necessary to pay by cheque for the time being. Details of tenants & rents, direct debits and standing orders, had been circulated and were agreed.

19.052 Clerk's Report

Whilst it is sad to be giving my last report as clerk, I feel a sense of real achievement looking back over the 5 years. As Cllr Tubb said in her report, we have done more than any parish council I know of, in that time. All of which has promoted this village as a proper community, where it could have been fractured between new residents and the old. Remembering back to when we first commissioned the MUGA and I couldn't imagine who would use it. It still amazes me that it is used all the time, by huge numbers of people, with apparently little or no conflict. It is a particular advantage point, to look out across the park from our office, as we see everything that goes on. E.g. you may not be aware that on at least 1 weekday morning, students from an exclusion school come and use the MUGA, and on another, children with special needs use the integrated play area. We need to remind ourselves that we are still one of the only parks for miles around, offering connected disabled access, including wheelchair-enabled picnic tables. Remembering also when we repossessed the Hub, we could not know that it would become the thriving café that it is today. I also remember discussing the possibility of holding a village event and rejecting the idea of a regular fete, or something that would only attract a certain sector. Look where that has got us!

There have been numerous other achievements along the way, culminating now in the launch of our new website. I feel I am leaving the council in good shape and in safe hands.

19.053 Finance and Staff Committee

- i. **Month-End Accounts and Budget Status:** The clerk/RFO circulated the accounts to April. These showed a total income for the year to-date as £143,137 (52% of budget), as the 1st half of the precept had been received. Total expenditure was £13,933, (5% of budget). Cllr Tubb clarified that the mortgage payment goes out twice a year.
- ii. **VAT situation and Option to Tax (OTT)offer:** It had been agreed to submit a new application to Opt to Tax the whole park. Cllr Watton will finalise this and meet with the clerk on 9/5/19 for her signature. This could then be submitted. Re. Repayment of VAT, Cllr Watton had advised composing a letter to HMRC, referring to the the spend on the All-Weather Pitch and the OTT's assertion that VAT had been erroneously reclaimed. Then invite HMRC's comment on the way forward. Cllr Watton agreed to draft and circulate a letter.
- iii. **Payments to be agreed:** Cllr Tubb confirmed that the 3 community centre invoices had been checked and signed-off by both the community centre and the finance and staff committee.

Invoices to April 30th 2019						
Date	Company	For	Amount £	Vat £	Total £	
08/03/2019	John Brown Vat Consultancy	VAT Consultancy services	£ 1,925.00		£ 1,925.00	WAIVED
08/04/2019	Sign Wizzard	Park Sign	£ 52.53	£ 10.51	£ 63.04	
09/04/2019	Npower	Streetlighting - March	£ 690.18	£ 138.04	£ 828.22	
12/04/2019	E Sharp Electrical	Long Plough and Rosebery Road	£ 130.13	£ 26.02	£ 156.15	
25/04/2019	R Wright and Son Waste Services	Removal of effluent from tank	£ 135.00		£ 135.00	
26/04/2019	RBS software Ltd	Annual Alpha Support	£ 121.00	£ 24.20	£ 145.20	
30/04/2019	G McEnery	Office Cleaning	£ 40.00		£ 40.00	
30/04/2019	G Cook	Bowls Club Cleaning	£ 60.00		£ 60.00	
Community Centre Invoices - APPROVED by committee					£	
					-	
27/03/2019	Hayward Smart Architects	Work and drawing Feb-Mar	£ 16,000.00	£ 3,200.00	£ 19,200.00	
29/03/2019	CBG Consultants	Assessment 3 - mechanical/electrical	£ 3,821.60	£ 764.32	£ 4,585.92	
16/04/2019	Chase Ecology Consultants	Phase 2 Bat Survey	£ 1,195.00		£ 1,195.00	
Direct Debits FYI:						
14/04/2019	BAS Associates	Payroll - April-June	£ 108.00	£ 21.60	£ 129.60	

15/04/2019	AVDC	Bin rental and empties March	£ 170.10		£ 170.10	
15/04/2019	Tanswell technology	Office 360 and support	£ 24.00	£ 4.80	£ 28.80	
21/05/2019	ICO	ICO annual registration	£ 40.00		£ 40.00	
23/04/2018	British Telecom	Quarterly phone and broadband	£ 260.82	£ 52.16	£ 312.98	

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

- iv. **Staffing Sub-Committee – Structure:** It had been agreed that the clerk – projects/planning would take on the clerk/RFO role and assistant clerk would be recruited. Cllr Tubb had circulated a job description which had been fine-tuned and agreed by the sub-committee and the Finance and Staffing committee. Cllr Watton had suggested slightly more emphasis on financial skills and Cllr Tubb agreed to consider suitable wording, before re-sending. It was agreed the staffing sub-committee would progress the initial stages of recruitment and Cllr Read asked to be kept informed in this matter.

MOTION: to approve new staffing structure and job specification PROPOSED by Cllr Wyatt SECONDED by Cllr Judge and AGREED.

MOTION: to delegate initial stages of recruitment to staffing sub-committee PROPOSED by Cllr Wyatt SECONDED by Cllr Simpson and AGREED.

19.054 Planning Committee:

- i. **Planning Committee report:** Cllr Read reported there had been 4 smaller applications and all had received 'No Objection' at the last meeting. One larger application, for the site at Harebridge Lane had not been determined by the Local Planning Authority and the applicant was appealing. The planning committee were providing the planning inspectorate with further information with regard to the Neighbourhood Plan, to support their objection to the application.

19.055 Facilities Committee

- i **Report from the Committee:** Cllr Read reported as follows: An application for a charity dog walk had been accepted for 25/5/19. The cricket club S106 project was well-underway with Cllr Howard obtaining relevant quotes. The new bus shelter by the Mela will be installed during the last week in May. Recommendations from the Fire Risk assessment are being implemented. Leases for the All-Weather Pitch and Bowls club will be reviewed. Overgrowth stemming from a property in Wenwell Close is being addressed. A new contractor has been engaged to look after allotment maintenance. The Stablebridge structural survey has taken place and the report is awaited. A meeting has been scheduled with the local vicars to address burial matters, and arrangements for Astonbury and Play in the Park are well in-hand.
- ii **Café Lease:** Cllr Tubb advised that the current lease runs out in July 2020 but with the uncertainty regarding trade during and immediately after, the community centre build, it had been agreed to look at extending the lease, to give more certainty for the Café. It was discussed and agreed that an extension for a further 5 years would be offered, with a break clause after 3 years and a rent review clause be included, whereby the rent is reviewed according to how the new business is developing. Cllr Tubb will circulate the new lease for comment once drafted.

MOTION: to agree to recommend extending the café lease, with clauses as detailed above, PROPOSED by Cllr Wyatt SECONDED by Cllr Howard and AGREED.

- iii **Café rent during community centre build:** It had previously been agreed that the café's trade was likely to be affected by the planned move to temporary accommodation. The committee were recommending a month-by-month check on revenue levels, prompting appropriate adjustments on the base rent. The first month could be kept at the current level then review after that, with anything above a 5% fall, triggering a rent reduction. Cllr Tubb invited questions and this approach was discussed and agreed.

MOTION: to the above approach to be recommended re. the Café rent during the community centre build PROPOSED by Cllr Ronson SECONDED by Cllr Howard and AGREED.

- iv **Event Updates and any applications:** Cllr Wyatt had circulated an application for an Aylesbury-based football team to use the pitch for 2 matches, on 14/5/19 and 16/5/19. Only the pitch and changing rooms were required, and the contractor had advised this would not affect the scheduled fertilising and overseeing. The planned verti-draining would not be taking place yet anyway. This was discussed and agreed by a show of hands, and the team will make a payment to ACFC. Cllr Wyatt confirmed that the out-of-season gap will be approx. 6 weeks, with the next play scheduled at end of June with the Colt's tournament weekend.

19.056 Community Centre Committee

- i. **Report:** Cllr Tubb reported that planning permission is still awaited, however the detailed design work is going ahead, as this is time-constrained by the October start.
- ii. **Tender Process Phase – next phase of expenditure:** The clerk – projects/planning advised that next stage of works would be the tender process, to include the production and collation of tender documents in order to go out to tender in June/July via the government 'Contract Funder'. This would require further work by the QS, M&E consultants and the Architect. The Community Centre committee were recommending that the next phases of expenditure is approved, to progress as detailed above. The tenders will be assessed by members of the committee along with experts e.g. the architect. The S106 funding is being received in phased instalments.

MOTION: to agree to trigger the next phase of expenditure for the Tender Process phase, PROPOSED by Cllr Read SECONDED by Cllr Ronson and AGREED.

- iii. **Temporary Accommodation:** It had previously been agreed that the temporary accommodation would not go out on 'Contract Funder', due to the complexity of combining suppliers. Outline costings were circulated, with one supplier offering a ready-made kitchen, currently at another site. The clerk/RFO presented the year-end balance sheet 2018-19, showing council's reserves totalling £162,656. She recommended £87,656 to be put to this project, plus £30,000 from the £50,000 allocated from this year's budget. This would leave adequate reserves to pay general council bills. The clerk also advised that some creditors provisions at the end of the last financial year, which had now been paid, would ultimately be received back in S106 payments. Additionally, some of the shortfall would be met by the project spanning into the 2020-21 financial year, with funds allocated from that budget. This way, £140-45K should be achievable. Cllr Tubb explained how the specification has been reached and to what extent the committee has trimmed costs. The Finance and Staffing committee were recommending the sum, providing up-front costs were minimised. The clerk – projects/planning advised on payment terms from the preferred supplier, that no payments

would be made until a delivery date was set. An up-front cost in the region of £17,000 would then be due to secure the ready-made café. Cllrs were asked to consider the risk i.e. in the event the centre is not built. However, no delivery date would be set until planning permission was granted. The amount of reserve to earmark was discussed and agreed at £140,000.

MOTION: to agree the recommended budget for the temporary accommodation at £140,000 PROPOSED by Cllr Read SECONDED by Cllr Judge and AGREED.

The clerk – projects/planning circulated 3 detailed quotes for the temporary accommodation with no 3 being recommended. Cllr Tubb talked through the quotes and advised that the option with the ready-made café is the least risky, as others would involve contracting a local builder to fit-out a ‘shell’ structure. The timing of this could not be relied-on, or the costs known. Cllr Watton advised that the dating of invoices could be crucial in terms of cash-flow and any time lapse between supply/payment and the timing of quarterly VAT refunds. Water and electricity connection was discussed, as well as the timing of the supply of these. The quotes were discussed and supplier 3 was agreed.

MOTION: to agree the supplier(s) for the Temporary accommodation as above, PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

Cllr Tubb allowed for items from the public:

- It was enquired how any planned weight restriction over Stablebridge would be enforced. It was advised that Transport for Bucks must be responsible for this.
- Mr Loxley, who has been instrumental in helping the community centre committee on the temporary accommodation, stated that the levels of risk had been thoroughly researched.
- Cllr Collins (AVDC and RBL) thanks the PC for the use of the meeting room for RBL meetings at a peppercorn rent. He stated that the wooden crosses on the war graves in Aston Clinton churchyard, were no longer fit-for-purpose and the RBL is asking for permission to re-make and the install new ones. This was unanimously agreed.
- Cllr Paternoster (AVDC) asked whether only the Bat Survey is now holding-up the granting of planning permission, and the clerk – projects/planning advised it was also permission from Highways. Cllr Paternoster agreed to chase up the case officer on these issues.
- The PC were thanked for all their work throughout the year.

19.057 Date of next meeting: 5/6/19 at 7pm. (After note: subsequent to the meeting, the date was changed to the following Wednesday 12/6/19 at 7pm)

..... Signed Date