

Minutes of the Meeting of Aston Clinton Parish Council - held on Wednesday
2nd May 2018 at 7.30pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb - Chairman

C Read

M Mason

R Stewart

S Howard

J Eggesfield

L Ronson

C Judge

P Wyatt

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

Clerks: G Merry (Recording), E Barry

9 Members of the public

18.043 Apologies:

There were no apologies

18.044 Declarations of Interest:

There were no declarations

18.045 Election of Chairman and Vice Chairman

Cllr Tubb was PROPOSED as Chairman by Cllr Ronson, SECONDED by Cllr Stewart and AGREED. Cllr Read was PROPOSED as Vice Chairman by Cllr Tubb, SECONDED by Cllr Stewart and AGREED.

18.046 To Approve the Minutes of the Parish Council Meeting held on 4th April 2018.

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

18.047 Public Participation.

- It was reported that there was increasing mud on the road at the western end of the village, and that surface water is not draining away properly. Cllr Read reported that he and other Cllrs are regularly reporting these issues to the site managers and to Bucks CC enforcement, but they are poor at responding.
- A member of the public asked Cllr Chapple for his response to Bucks CC lack of enforcement. He responded that the county is 'bigger than just Aston Clinton' and resources are limited. He offered to speak to the enforcement officer.
- It was enquired whether developers are required to make-good roads and Cllr Chapple responded that in the case of Stablebridge Road, the development had gone through on appeal so there was no obligation on the developer. Cllr Read suggested this was not acceptable and Cllr Chapple responded that there is some extra money available, but it will be spent on Weston Road.
- Cllr Chapple was asked whether the weight limit on Stablebridge could be reinstated. He responded that a team has reviewed the site and plan to install a pedestrian bridge from the Green Park side. Cllr Read stated that the parish council has submitted a plan to develop footpaths along Stablebridge Road for walking and cycling, and that Bucks CC must collaborate with the PC re. any bridge adjacent to the Stablebridge.
- Cllr Mason enquired whether HGVs could be banned from Stablebridge Road and re-routed via the Upper Icknield. Cllr Eggesfield added that the utility companies should have final responsibility for making-good and this should be enforced. Cllr Chapple responded that the

L.A.T. is aware of the problem and will address it but cannot be everywhere. Cllr Wyatt added that when the PC carried out its traffic survey on Stablebridge Road, it was not just the number of vehicles but how they are driven that was affecting the road. Cllr Chapple advised taking registration numbers and reporting bad driving.

18.048 Council

- i **GDPR:** The new act comes into force on 25/5/18 and Cllr Tubb had drafted a new data Protection Policy that had been circulated, along with a Privacy Statement including a Document Retention Policy and Freedom of Information Policy. A data audit had been carried out in conjunction with the clerks and there would be a training session for all councillors prior to the next PC meeting on 6/6/18. Cllrs should now set up corporate Gmail accounts which will show a link to the privacy statement and will also have a disclaimer in the footer. Cllr Tubb will be appointed as the Data Protection Officer as she is qualified in this area. Cllrs should understand that anything they write, including in emails, can be requested under F.o.I. and she advised caution in what is written. There were no further questions.

MOTION: to agree the new Data Protection policies PROPOSED by Cllr Stewart SECONDED by Cllr Howard and AGREED

ii **Reports from external organisations:**

Unitary Authority: Cllr Wyatt reported from Unitary seminars held by both Bucks CC and AVDC. Both authorities had put forward their cases but the Bucks CC model of one authority for the whole county was currently favoured by the minister. Cllr Wyatt felt that AVDC had suffered from poor presentation. It was confirmed that the only member present from North Bucks had been Cllr Chapple. Cllr Mason added that for the one-county model, it was proposed to have 19 Community Hubs for people to access advice and services locally and this should involve the parish councils. Milton Keynes will remain a separate council.

AVALC: Councillor Mason reported from the minutes of the AVALC meeting with AVDC's Planning Dept. The parishes wish to have earlier engagement with the planning process and in particular, S106 negotiations. It had been agreed that the PCs and TCs should be involved at pre-application stage, with developers re. their own communities. However, the Planning Department had changed this to only being 'encouraged' to be involved.

Arla Liaison: Cllr Eggesfield reported from the Arla Liaison Meeting. There had only been 3 attendees but Arla/Olleco were now getting on top of the odour problem from the anaerobic digester. They will be expanding the range of products marketed from the Aston Clinton site and will also be developing the surrounding sites for commercial use. The trees on the south bund have been replaced.

Anthony Hall: Cllr Tubb reported from the Anthony Hall committee: They had been in discussion with Laxtons who are developing the Park Farm site re. the section of land donated to the Hall for community use. Grants are being sought for installation of play equipment for young children. The Hall has surplus cash at the moment and will be carrying out improvements.

18.049 Clerk's Report

The clerks are extremely busy at the moment with the Neighbourhood Plan, the park driveway project, year-end accounts and the 2 audits. Councillors were thanked for all their support throughout the year. There are several events coming up in the Park, starting off with the Colt's tournament weekend on June 30th/July 1st. Following that, **PLAY IN THE PARK** on Monday 30th July from 2-4pm. This free event replaces AVDC's 'Play Around the Parishes'. Then **ASTONBURY MUSIC FESTIVAL 2** – this year on Saturday 18th August from midday onwards. All 5 bands are confirmed, and any young bands or singers are welcome to get in touch to take part in an 'open mic' session before the main bands hit

the stage. Children's activities start at midday with zorbing, nerf battles and inflatables. There will be craft activities from Aston Clinton pre-school, and this year's addition of a tea cup ride. The café will be open all day with free soft play, as well as the usual range of drinks and snacks. In addition, there will be the with beer tent courtesy of Dayla, pizza van, burger van, fish and chips, sweet stand and The Oak with their pig roast. Astonbury remains free of charge to all and all are welcome.

18.050: Governance, Committees and Processes

- i **Standing Orders, Financial Regulations and Code of Conduct:** These had been circulated by the clerk for review. It was proposed to adopt the new NALC Model Standing Orders which had recently been updated, and the clerk agreed to specify the wording where necessary to ACPC. All policies were reviewed and approved for the year.
- ii **Standing Committees:** Committee's membership and terms of reference had been circulated and reviewed and were approved again for the year.
- iii **Processes, Policies and: Procedures:** The Complaints Policy, Equal Opportunities policy, Expenses Policy, Communications and Social Media Policy had been circulated for review and were approved again for the year ahead.
- iv **Land, Assets and Insurance:** The Risk and Asset registers had been updated and circulated for review. These were approved for the year ahead.
- v **Financial:** The Bank mandate, list of direct debits and standing orders, rents and tenancies had been circulated and reviewed and were approved again for the year ahead.

18.051 Finance and Staff Committee: The clerk reported as follows:

- i **Month-End Accounts:** The Clerk explained that computerised accounts would not be available until after the software company had visited to do the year-end close. She presented an excel set of month-end accounts for April. These showed a total income for the year to-date as £97,545 (43% of budget). Total expenditure was £5,637 (2.7% of budget). The first instalment of the precept had been received.
Budget Status: The clerk advised that it was often necessary to do a revision at the start of the financial year. Usually underspends from the last year would be carried forward. However, this year, she advised putting any underspends straight into earmarked reserves, to help underwrite the cost of accommodating the café, soft play and football club during the expected community centre build. The suggested revised budget was agreed.
Arrangements for year-end. RBS software will attend on 16/5/18 to do the year end close and prepare the figures for the Annual Return which needed to be re-stated from Receipts & Payments to Income & Expenditure. The internal audit had been re-scheduled to 20/6/18

- ii **Payments to be agreed:** the clerk circulated the list of payments to be agreed (below). The balance on ETC Sport's invoice for the STP could now be paid, as snagging issues had been addressed. The Trim Trail contractors had also cleared their debris, so their invoice would be settled:

Outstanding Invoices to April 31st 2018					
Date	Company	For	Amount £	Vat £	Total £
18/12/2017	ETC Sports Ltd	BALANCE - STP	£ 21,931.20	£ 4,386.24	£ 26,317.44
19/02/2018	Newton Groundworks	Bridge Work + welding of compound fence	£ 4,120.00	£ -	£ 4,120.00
09/03/2018	Sportsequip	Trim Trail Repairs	£ 3,150.00	630	£ 3,780.00
31/03/2018	Almar	Scans - football pitch maps	£ 12.91	£ 2.58	£ 15.49
05/04/2018	Npower	March Street Lighting - K997226M	£ 658.83	£ 131.77	£ 790.60
05/04/2018	Npower	March Street Lighting - K997226L	£ 27.00	£ 5.40	£ 32.40
09/04/2018	ICO	Annual Registration	£ 35.00	£ -	£ 35.00
18/04/2018	E White	Temp admin support	£ 150.00	£ -	£ 150.00
07/04/2018	Buckland Landscapes	March Site Maintenance	£ 2,237.50	£ 447.50	£ 2,685.00
27/04/2018	Frank Coopers Ltd	April Site Maintenance	£ 952.12	£ 190.42	£ 1,142.54
30/04/2018	G McEnery	Office cleaning	£ 40.00	£ -	£ 40.00
30/04/2018	E McGoldrick	Park Bins and toilet cleans	£ 237.25	£ -	£ 237.25
DDs - For Info					
26/04/2018	AVDC	Euro Bin Empties	£ 572.00	£ 96.00	£ 668.00
June	Just Host	Domain Registration - website	£ 11.41		£ 11.41

MOTION: to agree to pay all payments, PROPOSED by Cllr Stewart SECONDED by Cllr Howard and AGREED.

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

i. **Small-Scale Applications:** -

18/00880/APP 31 Wenwell Close - Single storey rear extension: RESOLVED: In support of the application and AVDC has since approved it.

18/00901/APP Green Park Activities & Training Centre Stablebridge Road - Erection of children's day nursery: RESOLVED: No objection providing the two major trees in proximity to the proposed site are not touched.

18/01159/APP 98 London Road - Demolition of existing garage and erection of single dwelling: RESOLVED: Objected Review and Recommendations of Planning Applications: Large Scale

Other: APPEAL: 17/00069/REF Land off College Road South – up to 85 dwellings: Committee are preparing supporting information for presenting at the upcoming APPEAL starting 22/5/18
Councillors are now monitoring individual developments and an update table is appended.

- ii. **Neighbourhood Plan:** The examiners final report had been received by both AVDC and the Parish Council, and the Steering group were making the modifications to the plan. It was hoped that the referendum would take place end of June/early July.

18.053 Facilities Committee: report and recommendations from the committee

- i **Events: Play in the Park and Astonbury.** The Clerk reported that the childminders group are prepared to run a craft session at 'Play in the Park' which will take place on Monday 30th July and the pre-school will run a craft stall at Astonbury again. She suggested that both organisations would benefit from the allocation of \$137 money to underwrite these activities and suggested as follows: - Play in the Park: 20 children at 37.86 = £157.20 and Astonbury: 30 children x £7.86 = 235.80, to pay for materials.

MOTION: to agree the use of S137 to support Play in the Park and Astonbury, PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

- ii **Cricket Club Mowing:** Cllr Tubb reported that the cricket club tractor was broken, and they are having to buy-in mowing services. The facilities committee had considered supporting the club by adding mowing to the general Grounds Maintenance contract and this had been agreed. The cost for year would be £1610 for a once weekly cut but it would be necessary to discuss this with the club. The clerk agreed to set up a meeting. Cllr Eggesfield advised that the club's mower is blunt and for this reason they were mowing more than once a week. With good equipment, once a week would probably suffice.

MOTION: to agree to meet the cost of mowing the cricket club as above PROPOSED by Cllr Stewart SECONDED by Cllr Eggesfield and AGREED.

- iii **Driveway Re-modelling Tenders:** Cllr Read reported that 9 tenders had been received which had been narrowed to first 5 and then 3. A further site visit had been held and references obtained. Contractor 2 was being recommended by the working party and Cllr Read had negotiated a slightly lower price. Cllr Wyatt enquired why the pavement was being widened and Cllr Read explained this was because the bollards would take away width and additionally there would no longer be access on the other side of the driveway.

MOTION: to agree contractor 2 for the driveway project phase 1, PROPOSED by Cllr Stewart SECONDED by Cllr Howard and AGREED.

iv **S106 Monies:**

A Masterplan: AVDC's S106 officer had suggested the council present a 'masterplan' for use of any upcoming S106 money. This would make its acceptance by developers more likely. The following was agreed: -

- Stablebridge Road Footpaths project: development of a footpath from the Stablebridge Woods to the Upper Icknield and also to the back of Wenwell Close. To link with cycleways and footways down to and along the canal.
- Replacing of all of the older play equipment
- Driveway re-modelling phases 1 and 2
- Park View improvements to make viable as emergency access for the Park
- Lights for the All-Weather Pitch

The clerk advised that AVDC's S106 officer would need to agree the plans.

15/03786/AOP - £304,729: It was agreed that this sum be 'swapped in' with the Stratford Close allocation to the community centre, making it necessary to re-allocate the Stratford Close money.

16/02752/AOP (formerly 15/02134 – Hollins) - £194,000 approx.: For this and Stratford Close, it was agreed to revert to the masterplan for allocation.

MOTION: to agree the committee's recommendation for these sums, as above, PROPOSED by Cllr Ronson SECONDED by Cllr Eggesfield and AGREED.

18.054 Community Centre Committee

Cllr Read was now on the community centre committee. The committee had reviewed the survey report on the current building and Cllr Read explained why renovating would not be viable and a rebuild was the only option. The committee were recommending a smaller footprint than the original plans but going up one storey, incorporating all required internal accommodation. The new proposed specification was as follows: - Upstairs function room with viewing balcony across the Park and

possible use of adjustable partitioning, to be used by the café during the day as a non-toddler coffee shop or for fitness classes To become an evening bar/function room with windows looking across the park. Upstairs to be a half-storey to reduce costs. Downstairs to be the main community hall, with the coffee shop and soft play, incorporating adjustable partitioning to make a larger space for groups such as Scouts. Football club changing, showers and official's rooms to be downstairs on the pitch side of the building. Female changing, and showers could be upstairs. The kitchen to be downstairs and there would need to be a lift. Upstairs may also accommodate meeting rooms. It was calculated this build would be approx. 4,600sqft maximum total. This specification was agreed and a meeting with the architect was scheduled on 11/5/18. It was planned to submit a new NHB application in July and apply for planning permission by the end of the year.

MOTION: to agree the above specification to put forward to the architect PROPOSED by Cllr Ronson SECONDED to Cllr Stewart and AGREED.

Cllr Tubb allowed for further public participation:

- It was enquired why the council would not use the website domain for councillor email addresses as this would allow for greater control than Gmail. The clerk responded that Gmail had been advised by the IT support company. It was agreed to consider this further though and the member of public offered to advise the council further.

18.055 Date of next meeting: 6th June at 7.30pm with councillor GDPR training at 6.30pm

Signed Date

APPENDIX

Updates to Ongoing Developments:

Planning Ref	Location	Site description	report
14/02463/AOP	Brook Street College Rd Sth	91 units plus 1x 70 sqm retail unit	Ongoing problems including in effect use of the wheel wash, speeding vehicles, and not adhering to the construction plan.
15/02569/AOP	Longhorn Farm - Weston Rd	50 units	Going according to plan and are keeping the roads swept
14/03662/APP	Stratford Close	30 units	NO REPORT
15/00300/AOP	Chapel Drive	95 units	Have applied again for extension of time on footpath.
16/01774/AOP	Chapel Drive	48 units	
16/01774/AOP	Orchard of Chapel Dr	7 units	Site has been cleared
15/03786/AOP	Aylesbury Road	93 units	NO REPORT
16/04201/AOP	138 London Road	10 flats	The planning clerk had been chasing the case officer regarding the works that had taken place ahead of planning agreement
17/02141/APP	122a- 128a erection	4 more dwellings – later additions to 15/02569/AOP – Longhorn Farm	NO REPORT
14/00426/AOP	Land Off Brook St	27 units	NO REPORT
16/03982/APP	Wendover Woods	New café and associated works	Agreed that needed to send someone up to have a look and talk to the site manager.
Various	Industrial sites nth of A41	Various	P Wyatt reported the approximate planted tree sizes and distances and C Read Agreed to check against the plans.