

**The minutes of Aston Clinton Parish Council meeting**  
held on Wednesday 4<sup>th</sup> March 2020 at 7pm at the Aston Clinton Parish Meeting  
Room, London Road, Aston Clinton, HP22 5HL

**Present**

Cllr Tubb (Chairman)  
Cllr Judge  
Cllr Mason  
Cllr Wyatt  
Cllr Duffield  
Cllr Howard  
Cllr Watton  
Cllr Simpson

**In attendance:** Clerk E Barry and R Bennett (recording).

**20.23 Apologies**

Apologies were received from Cllr Read and Cllr Ronson.

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

There were none.

**20.25 To approve the minutes of the last Parish Council meeting** PROPOSED by Cllr Simpson, SECONDED by Cllr Mason, AGREED and signed by the Chairman.

**20.26 Public Participation:**

A member of the public asked that once the community centre build was completed would the temporary hard standing that had been put in remain. The Chairman confirmed that this was only to assist with the build and the area would be landscaped. Increased parking requirements once the centre was completed were also discussed and it was noted that Highways had raised the issue as part of the application but it had been addressed.

**20.27 Council:**

i. Reports from external bodies

**Arla** - Cllr Wyatt gave an update regarding the ongoing issues for Buckland residents of the smell from Olleco. Olleco had stated that their control of the smell was limited to the boundaries of the site and also stated that they did not have any problems with their site at Westcott.

The warehouse extension at Arla, which the parish council had objected to the height of, had been postponed and the parish council would be made aware if it were reintroduced. There were ongoing complaints from residents of the noise coming from the site e.g. lorries turning, banging of doors, reversing beepers. Arla had set up a WhatsApp group with residents to warn them of any works that were planned but no further action was being taken to address the issues.

**LAF Transport Schemes** – Cllr Mason gave an update on the three LAF transport schemes that had been submitted prior to Christmas. The schemes covered the visibility splays on

Aylesbury Road (Shell garage), Stablebridge Road speed reduction to 30mph and the Green End Street/Brookstreet triangle speed reduction to 20mph. Outline costs for the three schemes had come back to be in the region of £51k (visibility splays £11k, Stablebridge Road £18,600 and Green End Street/Brookstreet in excess of £21k). It was noted that LAFs had ceased to operate and were being replaced by Community Boards and there was a possibility of part funding for transport schemes. Decisions on whether to continue with the schemes was needed by the beginning of April and the parish council needed to decide which ones to take forward and how much money would be available to put into the schemes. It was confirmed that once applied for one scheme, the parish council did not have to pay additional legal costs for the other two as these would be included.

ii. Elections

The Clerk highlighted the following points:

- The Elections would be held on 7 May 2020.
- The Notice of Election would be published on 31 March 2020.
- Deadline for nominations would be 4pm on 8 April 2020.
- Nomination packs would be available from the parish office for candidates and members of the public.
- Each candidate would need a proposer and a seconder and each nomination form was required to be hand delivered to the unitary electoral department; who had asked for them to be delivered in one batch.
- The Clerk would circulate an update on Purdah requirements to parish councillors

It was noted that the parish council needed a minimum of five councilors to be able to operate and an early indication of those that wanted to stand again would be helpful.

## **20.28 Clerk's Report**

*The three poplar trees donated to the park are being planted by the horticultural society on Friday*

*VE Day celebrations:*

*We are in the process of organising an event for 8th May to commemorate VE Day with the following proposed so far:*

*2.30 gather at memorial*

*2.35 Prayers and speaker followed by bugler playing last post – John Disbury to lay wreath*

*2.45 walk to church*

*3pm short service with hymns and prayers*

*3.30 refreshments*

*We are also looking for a piper to play the new VE 75 music*

*7pm Bells will be ringing out all over the country*

*Churchill Hall door: Following the last parish council meeting, the youth club who are the tenants of the Churchill Hall confirmed that they wish to keep the current mechanism of the Churchill Hall door, so the assistant clerk arranged for some material with grip to be added to the door handle in the hope that this would be of assistance to the users of the lunch club.*

## **20.29 Finance and Staff Committee**

i. Month-end Accounts & Budget Status

It was highlighted that it was forecasted that there would be a £65k underspend at year end that would be put into reserves. There was also a further £1300 to be paid from the football club for the all-weather pitch.

ii. Community Centre

Contract Sum forecast

1. The current expenditure was just over £500k, with £393k of funds received and £108k of funds still to be claimed via S106 monies.
2. There had been no delays in receiving payments and drawing down from the New Homes Bonus scheme had been a smooth and quick process.
3. The monthly VAT returns were processed quickly.
4. The contract sum remained the same from the last meeting at £1.8m.
5. There was continued work looking for further reductions that could be made, some outside of the contract sum.

#### Income/Expenditure

There were four main invoices for the Community Centre - detailed on the breakdown as follows:

1. Hayward Smarts – this was their monthly sum
2. Edgar Taylor – invoice to be approved at the meeting
3. Dawn Lodge – payment had been previously approved
4. CBG – Was charging for completed work and the architect had confirmed that the work had been completed.

Cash flow/schedule of payments – nothing to update

- iii. Any payments to be agreed  
Payments had been approved at the Finance and Staffing meeting held prior to the parish meeting.

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

- iv. Risk Register

The Chairman had updated the risk register and highlighted the following changes:

- No 3 (Health and Safety) had been merged with No 9 as same risk.
- No 14 (Breach of the GDPR) had been merged with No 6 (Breach of general legislation including GDPR).
- No 16 (Community Centre Build) had been removed as referred to the commencement of the build which had now taken place.
- No 19 (Pandemic Outbreak) this was a new risk and referred to the recent outbreak of coronavirus. It was noted that the clerk and assistant clerk would be able to work from home if necessary and if required parish council business would be put on hold if meetings to make decisions could not be convened. It was highlighted that signs had been put up in the office for staff and visitors to wash their hands when entering the building. The Chairman stated that a discussion would need to take place at the Community Centre Committee in relation to any steps that might need to be taken with the contractor if the build was interrupted.

**MOTION:** to approve the updated risk register as recommended by the F&S Committee PROPOSED by Cllr Judge, SECONDED by Cllr Mason and AGREED.

- v. Year End & Audit

The Clerk updated that RBS were visiting on 5 May to do the usual close down. They were also coming in March to carry out some training with the Clerk. The Clerk confirmed that they were still awaiting a date from the internal auditor.

- vi. Interim Audit

The Clerk updated that the interim audit (by the newly appointed auditor) had taken place on Monday 24 February 2020 and a draft report produced. There were a number of errors and

adjustments that the Clerk was sending to the auditor and following this the report would be shared. The Clerk and the Chairman commented how impressed they were with the process of the audit.

#### **20.30 Planning Committee:**

- i. Planning Committee report  
There had been no Planning Committee since the last Parish Council meeting.
  
- ii. Legal Costs  
The Chairman gave an update following objections that had been submitted against the planning application for 7 houses at 93 Aylesbury Road. At the time of the objection, solicitors were instructed on behalf of the parish council to object in writing to the Strategic Planning Committee at AVDC as the application was in breach of the Neighbourhood Plan. The committee meeting where the application was to be determined was then postponed and no further date had been set. An invoice for the solicitors had been agreed via the Planning Committee and was £3182 including VAT (VAT would be reclaimed by the parish council).

The Chairman raised the need to amend the Planning Committee terms of reference so they could have delegated authority to make decisions via email where there was a case for quick action to be taken.

Councillors were pleased that the objection had been put forward and stressed the importance of the Neighbourhood Plan to be upheld. Councillors were in agreement that if additional funds were required to continue the objection then they would agree a spend of up to £5k before it was required to go back to them for further approval.

**AMENDED MOTION:** to approve legal costs of up to £5k PROPOSED by Cllr Wyatt, SECONDED by Cllr Simpson and AGREED.

#### **20.31 Facilities Committee**

- i. Reports from the Committee  
There was nothing additional to add.
  
- ii. Play park refurbishment  
Councillors had received an email updating them on the works that needed to take place. There had been a meeting with the contractors to discuss options and three quotations for the works had been obtained. Quotes 1-3 were circulated to councillors to review with no reference to contractor names. It was noted that the vast majority of works to be carried out would be covered by S106 monies.

Councillors discussed the quotes and the different types of equipment being quoted for.

The Chairman updated councillors that the Facilities Committee and the Play and Park working group preferred supplier was Quote 1. The company was helpful and had given ideas on how the parish council could reduce costs, they had good references and could also start work on 16 March, which would tie in with the potential closure of the main entrance to the park for the tunneling works; which would cause less disruption overall to those using the park. It was added that equipment were all locally sourced and british made goods. The play area would be closed while work was carried out and residents would be informed in advance. The works were expected to take a week to complete.

A choice of three bench designs was also circulated which included all metal, all wood or wood seating with metal frame and armrests. It was agreed by majority that a wooden bench with metal frame and armrests would be selected.

**MOTION:** to agree a contractor and quote – Quote 1 - £17,720 PROPOSED Cllr Wyatt, SECONDED by Cllr Simpson and AGREED.

- iii. BG Fitness – update  
Money owed by previous company had now been settled and the new company had set up a direct debit to pay monthly. It was noted that the February invoice had been paid without VAT so the Clerk was arranging for that to be paid.
- iv. Report on re-planting at London Road near bus stop  
The Chairman updated that a letter was being sent to residents to confirm what had been agreed when they met in February to discuss replanting. The parish council had been able to arrange all requests from residents and the replanting would include evergreens, hedges that attract wildlife, were fast growing and a Rowan tree. The work would be undertaken in March with a team set up to do the planting and ground preparation was planned.
- v. Events  
Cllr Howard declared an interest as there had been one new request from the Football Club. The request was for their end of season BBQ and awards on 23 May 2020.

**MOTION:** to consider park event requests PROPOSED by Cllr Judge, SECONDED by Cllr Mason and AGREED.

#### **20.32 Community Centre Committee**

- i. Reports from the Committee  
There had been no committee meeting since the last parish meeting, but monthly site meetings and working party meetings had been held. Contingency plans for funding were being looked at with some members of the committee being asked to look at grant funding opportunities for the PV panels.  
  
The build continued to make progress with the steps going in and the second floor now being worked on. The build was just over two weeks behind scheduled but it was hoped that this could be made up at the project progressed.
- ii. Park Driveway Closure for trenching work  
The Chairman updated that a number of issues had been resolved including the removal of trees. AVDC had visited the site and agreed that the removal of the trees were not an issue as long as six additional trees were planted. The biggest issue being faced was the closure of the entrance to the park for the work to be carried out and how to manage Park View entrance during the closure. It was hoped that traffic lights could be used and were waiting to hear back from Buckinghamshire County Council but it was thought that their use would not be suitable for the road as it would cause traffic to back up onto the main road. The parish council would also need to notify users of the park of any closure and especially those who ran clubs.
- iii. Delegated Authority Decisions  
The following Delegated decisions were reported on: Revision to internal lighting spec had produced an £11k saving. There would be some additional costs relating to the kitchen ducting but this was unknown at this stage.

#### **The Chairman opened up the meeting again to residents.**

A resident suggested that rather than two barriers being placed to close off the entrance to the park it should be completely blocked and signage up to alert vehicles. Currently it was not clear when it was closed which then caused congestion with vehicles entering and then having to turn around. The Chairman confirmed that the management of this would be the

responsibility of the contractors and requirements would be confirmed with them.

A resident asked if the legal costs incurred objecting to the application at 93 Aylesbury Road could be recouped from the applicant. The Chairman confirmed that this was only possible if the case went to a judicial review and the parish council won. The Chairman also stated that the parish council was disputing the Case Officers recommendation to approve the application so any recuperation of costs would be directed to AVDC.

Councillor Steve Bowles (AVDC and BCC) stated that the new Community Boards would have a total budget of £4m across the 16 boards which was approximately £250k per board. Aston Clinton Parish Council was part of a large community board area.

Residents discussed the need to let any clubs know as soon as possible of any closure to the park entrance so that decisions could be made if to cancel the clubs during the closure and also so that organisers had chance to notify residents.

**20.33 Date of next meeting**

1 April, 7pm (afternote, due to COVID-19 the meeting date was changed to the 8<sup>th</sup> April and to be held remotely)

Signed.....Date.....