



# ASTON CLINTON PARISH COUNCIL

## Minutes of the Council Meeting

held at 6.30pm on 16<sup>th</sup> August 2023 at the  
Parish Council Office, Aston Clinton Park, London Road HP22 5HL

**PRESENT:** Cllr C Read (Chair), Cllr M Collins, Cllr K Hickson, Cllr J Hughes, Cllr C Judge, Cllr M Mason, Cllr D McCall, Cllr L Ronson & Cllr P Wyatt

**IN ATTENDANCE:** Mrs S Payne (Clerk) & 1 member of the public

**23.42 Questions and Comments from the Public.** The member of the public was present to answer questions on agenda item 23.49iii for the removal of logs for use in a wood carving class.

**23.43 To Receive Apologies for Non-Attendance.** Received from Cllr P Birchley.

**23.44 To Receive Declarations of Interest or Requests for Dispensation.** None received.

**23.45 To Approve the Minutes of the Council Meeting held on 19<sup>th</sup> July 2023**

The minutes of the meeting held on 19<sup>th</sup> July 2023 were approved as a true and accurate record and were signed by the Chair.

**23.46 Co-option to Council**

The Clerk reported that the candidate had withdrawn their application. The vacancy would be readvertised. **ACTION: Clerk**

**23.47 Council**

i. Reports from external bodies: nothing to report.

ii. Draft CCTV policy: The draft CCTV policy was considered. **It was resolved to adopt the CCTV policy.** **ACTION: Clerk**

**23.48 Finance & Staffing**

i. Financial reports: The balance sheet and income and expenditure reports at 31<sup>st</sup> July 2023 were noted. Income was £158,351 and expenditure £80,512.

ii. Payments totaling £11,506.59 were approved and income of £6,274 was noted.

### Payments over £500

Date	Company	For	Amount £	Vat £	Total £
10/08/2023	Armadillo Lighting	AMP Floodlights Maintenance Visit: final payment	£ 750.00	£ 150.00	£900.00
01/08/2023	Goldleaf Groundcare	Grounds Maintenance August 2023	£866.67	£173.33	£1,040.00
02/08/2023	Ken Workman	Park Keeper Duties July 2023	£1,127.52	£0.00	£1,127.52
02/08/2023	Your Café in the Park	RKP Cleaning July 2023	£620.00	£0.00	£620.00
20/07/2023	Eco Rider	Explorer GT Electric Quad Bike	£4,458.25	£891.65	£5,349.90
			<b>£ 7,822.44</b>	<b>£ 1,214.98</b>	<b>£ 9,037.42</b>

**23.49 Facilities & Events**

i. Car park relining: Council considered quotes for the relining of the car park central area disabled and hatched bays and the zebra crossing. Cllr Read reported that the area would need to be swept prior to relining. **It was resolved to accept quote A for £850 from MB Lining to reline the central area disabled and hatched bays and zebra panel. 'No Parking' text is to be relined as well at a slight increase in cost.** **ACTION: Cllr Read**

ii. CCTV system maintenance: Council considered the quote from Tickford Security systems for the maintenance of the CCTV system. The contract had originally be awarded to another contractor earlier in the year (minute 22.103iii) but they had not been able to carry out the work **It was resolved to accept the quote of £295 for the first maintenance visit, with further annual maintenance costs of £195.** **ACTION: Clerk**

- iii. Request to take logs: A request to take two or three logs from the wood near the pond for use by a resident in their carving classes was considered and approved.
- iv. Non-resident ashes interment: A request for an ashes interment of a non-resident was considered. **It was resolved that given the connection with the village the ashes interment of Mr Roy Collins be permitted in the burial ground.** ACTION: Clerk
- v. Events: Cllr Mason reported that there had been two large events in the park during the last few months. Leap had held a very successful Schools Games event and Astonbury had had a successful music event.

**23.50 Highways & Streetlights**

- i. London Road traffic calming update: Cllr Wyatt reported that work was due to commence mid-September 2023.
- ii. Footpath weeds and hedge cutting: The Clerk reported that Cllr Ronson and the Assistant Clerk had listed all the footpaths and kerbs within the village that required weed removal and all devolved services hedges that required cutting back. Quotes had been sought from two contractors but were not available for consideration. Given the urgency of the work **it was resolved that the Ground Maintenance Working Group would appoint a contractor once the quotes had been received; up to a value of £2,000.** ACTION: Clerk

It was agreed that the Community Payback team be asked to carry out some siding of the footpaths. The Village Society would also be asked if they could carry out some footpath clearing when they next arrange a village tidy up. ACTION: Clerk

- iii. Stablebridge Road 30mph review: The Community Board had approved an application for funding in 2019 at a value of £19,727. The scheme was ready for implementation following the public consultation at a cost of between £10,000 and £12,000. The Community Board only has £3000 available for the project and is requesting that Council consider seeking alternative sources of funding for the shortfall of between £7,000 and £9,000.

Council agreed that the project was beneficial to the community and would seek alternative quotes from local town council depots for the implementation of the scheme which may reduce the cost. ACTION: Clerk

**23.51 Planning Committee**

- i. The draft minutes of the 2<sup>nd</sup> August 2023 Planning Committee meeting were noted.
- ii. Land north of Brandon Close: Having received a request from the Planning Committee Bucks Cllr M Collins 'called in' planning application 22/03943/AOP for 93 dwellings requesting that the planning decision be made by the Bucks Council Planning Committee and not by the delegated authority of the Planning Officer.

**23.52 Resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.**

Member of the public left the meeting

**23.53 To Receive an Update on the RKP Lease**

There was nothing to report.

The meeting closed at 7.46pm

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

# Aston Clinton Parish Council

## Safeguarding Policy

### 1. Policy Statement

Aston Clinton Parish Council fully supports the safeguarding of the well-being of children and vulnerable adults and is committed to ensuring that children and vulnerable adults are protected and kept safe from harm while they are engaged in any activity associated with the Parish Council.

Although the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects any children and/or vulnerable adults using its facilities to do so with appropriate consent and the necessary supervision of a parent, carer or other responsible adult.

### 2. Policy Objective

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to reduce the risk to children and vulnerable adults.
- To promote the general welfare, health and development of children and vulnerable adults by being aware of child and vulnerable adult protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.

### 3. Aims

The aim of this policy document is to guide members of the Parish Council and any co-opted members of committee should any child protection issue or any issue concerning the safeguarding of vulnerable adults arise during their work.

### 4. Responsibilities of the Safeguarding Officer

A named Safeguarding Officer will be appointed by the Council from amongst the councillors at the Annual Council Meeting and will be reviewed annually. Their responsibilities will include:

- Ensuring that participants are briefed before any Parish Council organised event which is considered likely to involve children or vulnerable persons.
- Ensuring that Council members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- Before any volunteers or paid members of staff are recruited to work with children and vulnerable persons, ensuring that they are interviewed, and two references taken up. (Decisions on whether any person should be DBS checked will be made by the Council or the Chairman after consultation with the Clerk following a risk assessment.)

## 5. Procedures

- All members of Aston Clinton Parish Council should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities. To this end, all Councillors are provided with a copy of this Safeguarding Policy and are required to confirm they will abide by it.
- Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to use any Parish Council owned facilities.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be present, then that contractor will be asked to provide a copy of its Safeguarding Policy.
- The Council and organisers of any event which uses any Parish Council owned premises, or any other event associated with the Parish Council will be instructed to ensure adherence with the 'List of Recommended Behaviour' namely:
  - At least two adults must be present when supervising children and numbers must follow the government guidelines.
  - Not to play physical contact games.
  - Adults to always wear appropriate clothing.
  - Ensure that accidents are recorded in an accident book.
  - Never do anything of a personal nature for a young person.
  - Keep records of any incidents or allegations a person may make to any Council member or volunteer.
  - Refer any cases of suspected abuse or allegations to the Parish Council's Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures.
- The facilities offered by the Parish Council will be inspected on a regular.

## 6. Declaration

Aston Clinton Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults.

All members of Aston Clinton Parish Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

This Policy will be reviewed annually.

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Cllrs Signature to acknowledge Policy.

Date: .....

## Agenda item 23.58iii

# Council to consider the HugoFox charges for the provision of the Council’s Website from 4<sup>th</sup> October 2023.

REPORT AUTHOR: MRS S PAYNE, PARISH CLERK/RFO

## SUMMARY

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HugoFox will no longer be providing website services to local councils free of charge. New charges will apply from 4<sup>th</sup> October 2023. Council are to consider which package of services to sign up to.

## BACKGROUND

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HugoFox have confirmed that as of 4<sup>th</sup> October they will no longer be providing a free services. Instead they have three packages (Bronze, Silver & Gold) available which offer specific features and resources.

	BRONZE	SILVER	GOLD
	£9.99 +VAT per month	£19.99 +VAT Per Month	£29.99 +VAT Per Month
Website Toolkit	✓	✓	✓
Web Accessibility Compliance	✓	✓	✓
Hosting	✓	✓	✓
SSL Certificate	✓	✓	✓
Marketing Toolkit (post jobs, events, offers & news)	✓	✓	✓
Email Alerts	✓	✓	✓
Google Toolkit Support (search box, analytics)	✓	✓	✓
Social Media Integration	✓	✓	✓
Use of Own Domain Name	✓	✓	✓
HugoFox Directory Entry	✓	✓	✓
Email Support	✓	✓	✓
Basic SEO	✓	✓	✓
Telephone Support		✓	✓
Membership Area		✓	✓
Planning Tracker (for councils)		✓	✓
Full SEO			✓
One On One Training			✓
Full Support			✓
Complete Website Build (Optional £399+VAT Setup)			✓

Bronze is closest to the suite of resources we currently have, with the only difference being that it does not include the planning tracker.

## FINANCIAL & GOVERNANCE CONSIDERATIONS

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There is a £500 budget for the website (4195). The domain name registration fees cost approx. £400 pa which leaves £100 for the next 6 months.

## RECOMMENDATION

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- a. To move to the Bronze Package from 4<sup>th</sup> October 2023

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

**Aston Clinton Parish Council – BU0009**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

01/09/2023

# Aston Clinton Parish Council

## Grant Awarding Policy and Application Form

Adopted: April 2022 Next Review: April 2024

### Policy Statement

Aston Clinton Parish Council (hereby referred to as ACPC) has the power to make a grant or gift to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by ACPC.

Grants will be considered to organisations who can demonstrate that the funds will be spent in the interests of or direct benefit of the area or its inhabitants, or of part of it, or some of it and the direct benefit should be commensurate with expenditure.

Nothing contained herein shall prevent ACPC from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

### Guidelines for Grant Applications

1. Grant applications will only be considered from groups and organisations whose activity or service benefits residents of the Parish.
2. ACPC awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish.
3. Grant applications cannot be made retrospectively.
4. ACPC will NOT award grants to: -
  - Individuals;
  - Commercial organisations;
  - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide;
  - "Upward funders" i.e. local groups where fund-raising is sent to a central HQ for redistribution.
  - Political parties;

This list is not exclusive and may be added to at ACPC's discretion.

5. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
6. Schools will only be grant aided for environmental purposes or if, in the opinion of ACPC, their application is for the benefit of the wider community.
7. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

9. The size of any grant awarded is at the sole discretion of ACPC.
10. ACPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
11. ACPC reserves the right to refuse any grant application which is considered to be inappropriate or does not fall within the objectives of ACPC.
12. Funding will be considered for up to three years, and any subsequent funding will be at the discretion of the Council. Applicants should show that they have sought funding from other sources and the outcomes/feedback received.
13. Normally organizations can apply no more than once each financial year, however exceptional circumstances will be considered.
14. ACPC will consider applications at least two times in each financial year.
15. Retrospective grants will not be considered.
16. This policy may be amended at any meeting of ACPC following a motion having been published on the agenda for that meeting beforehand.

### **Application Procedure**

17. All applicants must complete a Grant Application form and provide supporting information. Grant application forms are available from the Clerk or from ACPC's website
18. Applicants are expected to provide full financial information including the latest annual accounts which have been checked and signed by a person independent of the group, the current balance sheet, bank statements and details of any loans or funding from other sources.
19. For projects costing over £3,000 ACPC will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. ACPC reserves the right to request proof of the tender process.

### **Successful Applications**

20. Grants must only be used for the purpose for which it was awarded and any unspent portion of the grant must be returned to ACPC by the end of the financial year in which it was awarded unless a firm financial commitment has been entered into which will be met within the following year.
21. If the grant is to purchase a capital item ACPC must be provided with a copy of the invoice before the grant payment is made.
22. Applicants must acknowledge ACPC in any publicity relating to the grant and agree to ACPC publicising details of any grants it makes. Where appropriate ACPC may require a notice to be affixed.
23. ACPC will not increase the grant if applicants spend more than the agreed budget.
24. Within one month of the completion of the project completion the applicant will provide ACPC with a report on the project and its impact on the community within Aston Clinton.

# GRANT APPLICATION FORM

This form will be submitted to Aston Clinton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

<b>Organisation/Group Details</b>	
Name of organisation/group	VILLAGE LIFE
Type of organisation/group – If applicable give charity/company registration number.	COMMUNITY MAGAZINE
Contact's name	JAMES ADAM
Position within the organisation/group	TREASURER
Contact's address	SORRELL, LONDON ROAD, WENDOVER, HP22 6PN
Contact's telephone numbers:	012196 623239 and 07860 236904
Contact's e-mail address	james@jamesadam.co.uk
What services, facilities and activities does your organisation/group provide?	A BI-MONTHLY COMMUNITY MAGAZINE FOR ASTON CLINTON, BUCKLAND AND DRAYTON BEAUCHAMP. DISTRIBUTED FREE TO 2,700 HOMES AND BUSINESSES
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton.	EVERYONE IN ASTON CLINTON, BUCKLAND AND DRAYTON BEAUCHAMP AND A FEW TO WHOM PRINT COPIES ARE POSTED. Village life is also available on line.
Number of members in the organisation/group	7
Number of members resident in Aston Clinton	6 ( James Adam lives in Wendover)
Total spent by the organisation/group in the last twelve months	£11,090
Total received by the organisation/group in the last twelve months	£9,348
Main income sources – please itemise.	ADVERTISING ONLY
Current bank balance (please state date)	£8,936.33 as at 22.8.23. This sum constitutes advertising revenue paid in advance and repayable should Village Life cease to publish.

Project Details
Name of Project. SURVIVAL!
When will the project start and end or take place? ONGOING
Description of the Project – Describe your project in detail. Who will do what, when and why? You may attach other documents to aid your explanation. Village Life is losing money as advertisers are not renewing their adverts and others are very difficult to come by in an apparent recession in small business.
Who will benefit from the Project? How many people will benefit and how many of them are residents of Aston Clinton. Describe what category of people will benefit. Everyone in Aston Clinton will benefit. If the present situation continues, Village Life will have to cease publication and Aston Clinton will lose its only local Publication. It is used as a platform by the Parish Council, the school, all the clubs and societies within the village and the churches.
How will you know if your project has been successful? What will you be measuring and how will you measure it? Village Life's existence is its own success story. Every new edition is a success and a credit to its volunteer production team.
Will the project continue after this grant is spent? If so, how will it be funded? YES, it will continue. This is, hopefully, a one-off grant to keep Village Life afloat.
Financial Details
What is the total cost of this project? – Provide details of how this figure is built up. You may wish to use a separate sheet. £2,000. This will see Village Life through to the end of the current  Financial Year on 31 <sup>st</sup> March 2024.
How much money is this grant application for? <b>£2,000</b>
Where will the difference between the project cost and the grant application come from? Advertising Revenue
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who?  NO.
If you do not receive funding from ACPC will the project, still go ahead?  This is doubtful, but until the income stream dries up and we are in danger of being bankrupt we will struggle on.
Bank details for the organisation/group. Barclays, Aylesbury. Aston Clinton PCC Village Life A/C. A/C No: 43377806

## Declaration

We confirm that all the information contained within this Application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant received from Aston Clinton Parish Council (ACPC) resulting from this Grant Application will be spent in accordance with the Application and any grant conditions made to it.

We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.

We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

We undertake to report the ACPC at the end of the project on its success.

We have provided copies of the following documents to support the application. Please tick as appropriate

Accounts	<input checked="" type="checkbox"/>
Balance Sheet	<input checked="" type="checkbox"/>
Bank Statement	<input checked="" type="checkbox"/>
Constitution	<input type="checkbox"/>
Project Budget	<input type="checkbox"/>

Signature 1: James Adam - Treasurer  
Contact person:

Signature 2: Nigel Brown - Advertising Manager  
Chair or senior representative of organisation/group

Date: 22<sup>nd</sup> August 2023

Please return your completed application form and supporting documents to:

The Clerk  
Aston Clinton Parish Council  
Council Office, Aston Clinton Park  
London Road, Aston Clinton  
HP22 5HL

Email: [clerk@astonclinton.org](mailto:clerk@astonclinton.org)

## Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	(5,764)	
105	VAT Control	3,533	
110	Prepayments	50	
200	Barclays Current A/c	96,515	
205	Barclays Tracker A/C	136,219	
215	Unity Trust Current A/C	144,057	
220	Nationwide BS	10,000	
	<b>Total Current Assets</b>		<b>384,611</b>
	<u>Current Liabilities</u>		
500	Creditors	2,206	
520	Allotment Key Deposits	100	
530	COVID Support Grant Fund	1,247	
547	Pension Fund	0	
	<b>Total Current Liabilities</b>		<b>3,553</b>
	<b>Net Current Assets</b>		<b>381,058</b>
	<b>Total Assets less Current Liabilities</b>		<b>381,058</b>
	<u>Represented by :-</u>		
300	Current Year Fund	(17,244)	
310	General Reserves	182,302	
320	EMR Streetlights	40,000	
321	EMR Playpark Equipment	30,000	
322	EMR Street Furniture	15,000	
323	EMR Churchyard	30,000	
324	EMR Major Asset Repair	10,000	
326	EMR Allotments	3,000	
327	EMR Defibrillators	2,000	
328	EMR Woodland Management	5,000	
329	EMR Pond Renovation	10,000	
331	EMR Park ANPR	60,000	
332	EMR Park View Resurfacing	11,000	
	<b>Total Equity</b>		<b>381,058</b>

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Streetlights	30,000.00	10,000.00	40,000.00
321 EMR Playpark Equipment	10,000.00	20,000.00	30,000.00
322 EMR Street Furniture	10,000.00	5,000.00	15,000.00
323 EMR Churchyard	20,000.00	10,000.00	30,000.00
324 EMR Major Asset Repair	5,000.00	5,000.00	10,000.00
326 EMR Allotments	2,000.00	1,000.00	3,000.00
327 EMR Defibrillators	500.00	1,500.00	2,000.00
328 EMR Woodland Management	2,500.00	2,500.00	5,000.00
329 EMR Pond Renovation	10,000.00		10,000.00
330 EMR CC Project Fund	31,132.77	-31,132.77	0.00
331 EMR Park ANPR	0.00	60,000.00	60,000.00
332 EMR Park View Resurfacing	0.00	11,000.00	11,000.00
	<u>121,132.77</u>	<u>94,867.23</u>	<u>216,000.00</u>

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
4000 Salaries	30,483	65,860	35,377		35,377	46.3%	
4001 Pension Ers	7,447	18,155	10,708		10,708	41.0%	
4002 Employers NI	2,767	9,000	6,233		6,233	30.7%	
4010 Contract Staff	3,956	13,000	9,044		9,044	30.4%	
4070 Member's Expenses	0	100	100		100	0.0%	
4090 Insurance	0	5,300	5,300		5,300	0.0%	
4100 Mortgage Payments	1,991	3,981	1,990		1,990	50.0%	
4110 Stationery&Office Supplies	885	1,500	615		615	59.0%	
4120 Postage	36	50	14		14	71.1%	
4130 IT Support and Software Subs	1,474	2,200	726		726	67.0%	
4131 Computers and Office Equip	126	200	74		74	62.9%	
4140 Phone/Broadband	608	1,100	492		492	55.3%	
4145 Office Electricity	837	4,800	3,963		3,963	17.4%	
4146 Office Water	93	500	407		407	18.6%	
4148 Office Maintenance/H&S	352	2,500	2,148		2,148	14.1%	
4150 Payroll and Audit Services	665	2,600	1,935		1,935	25.6%	
4155 Professional Fees/Bank Charges	6,073	20,000	13,927		13,927	30.4%	
4170 Training	828	2,000	1,172		1,172	41.4%	
4180 Election/APM/Public Meetings	0	1,000	1,000		1,000	0.0%	
4190 Contingency	524	1,500	976		976	35.0%	
4200 Membership Subscription	814	1,500	686		686	54.3%	
4330 Office Cleaner	(33)	800	833		833	(4.1%)	
Administration :- Indirect Expenditure	59,926	157,646	97,720	0	97,720	38.0%	0
Net Expenditure	(59,926)	(157,646)	(97,720)				
<u>101 Communication</u>							
4195 Website	80	500	420		420	16.0%	
4196 Noticeboards	0	100	100		100	0.0%	
4197 Newsletters/Annual Review	0	250	250		250	0.0%	
Communication :- Indirect Expenditure	80	850	770	0	770	9.4%	0
Net Expenditure	(80)	(850)	(770)				
<u>120 Street Lighting</u>							
4315 Streetlight Maintenance	562	4,000	3,438		3,438	14.1%	
4400 Capital- Streetlight Renewal	0	5,000	5,000		5,000	0.0%	
4410 Streetlight Electricity	(3,444)	32,000	35,444		35,444	(10.8%)	
Street Lighting :- Indirect Expenditure	(2,882)	41,000	43,882	0	43,882	(7.0%)	0
Net Expenditure	2,882	(41,000)	(43,882)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>140 Facilities</b>							
1140 Football Permits	4,850	3,500	(1,350)			138.6%	
1145 All Weather Pitch Income	0	1,000	1,000			0.0%	
1150 Other Park Permits	1,204	2,500	1,296			48.2%	
<b>Facilities :- Income</b>	<b>6,054</b>	<b>7,000</b>	<b>946</b>			<b>86.5%</b>	<b>0</b>
4220 Car Park Electric	98	960	862		862	10.2%	
4221 CCTV Maintenance	65	1,000	935		935	6.5%	
4225 Bus Shelters Maintenance	390	1,000	610		610	39.0%	
4230 Dog Bins Emptying	(316)	3,000	3,316		3,316	(10.5%)	
4250 Waste Bins	2,129	4,560	2,431		2,431	46.7%	
4300 Repairs & Maintenance	4,865	30,000	25,135		25,135	16.2%	
4800 Spend from General Reserves	4,458	0	(4,458)		(4,458)	0.0%	
<b>Facilities :- Indirect Expenditure</b>	<b>11,690</b>	<b>40,520</b>	<b>28,830</b>	<b>0</b>	<b>28,830</b>	<b>28.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,636)</b>	<b>(33,520)</b>	<b>(27,884)</b>				
<b>160 Buildings</b>							
1120 RKP Base Rent	0	10,000	10,000			0.0%	
1130 RKP Turnover Rent	0	30,000	30,000			0.0%	
1135 Buildings Misc Income	300	0	(300)			0.0%	
<b>Buildings :- Income</b>	<b>300</b>	<b>40,000</b>	<b>39,700</b>			<b>0.8%</b>	<b>0</b>
4300 Repairs & Maintenance	3,004	12,000	8,996		8,996	25.0%	
4345 RKP Cleaning	2,440	5,500	3,060		3,060	44.4%	
<b>Buildings :- Indirect Expenditure</b>	<b>5,444</b>	<b>17,500</b>	<b>12,056</b>	<b>0</b>	<b>12,056</b>	<b>31.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,144)</b>	<b>22,500</b>	<b>27,644</b>				
<b>180 Grounds Maintenance</b>							
1085 Devolved Services Income	6,198	5,688	(510)			109.0%	
<b>Grounds Maintenance :- Income</b>	<b>6,198</b>	<b>5,688</b>	<b>(510)</b>			<b>109.0%</b>	<b>0</b>
4360 Annual G.M. Contract	12,776	32,000	19,224		19,224	39.9%	
4363 Devolved Services	0	8,000	8,000		8,000	0.0%	
4370 Tree Work	0	10,000	10,000		10,000	0.0%	
4371 Equipment & Tree Safety Survey	310	1,500	1,190		1,190	20.7%	
<b>Grounds Maintenance :- Indirect Expenditure</b>	<b>13,086</b>	<b>51,500</b>	<b>38,414</b>	<b>0</b>	<b>38,414</b>	<b>25.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,887)</b>	<b>(45,812)</b>	<b>(38,925)</b>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>185 Allotments</u>							
1170 Allotments Income	18	950	933			1.8%	
Allotments :- Income	<u>18</u>	<u>950</u>	<u>933</u>			1.8%	0
4380 Allotments	292	1,000	708		708	29.2%	
Allotments :- Indirect Expenditure	<u>292</u>	<u>1,000</u>	<u>708</u>	0	708	29.2%	0
Net Income over Expenditure	<u>(275)</u>	<u>(50)</u>	<u>225</u>				
<u>190 Churchyard</u>							
1160 Churchyard Income	1,950	5,000	3,050			39.0%	
Churchyard :- Income	<u>1,950</u>	<u>5,000</u>	<u>3,050</u>			39.0%	0
4270 Churchyard Waste Charges	0	60	60		60	0.0%	
4271 Memorial Inspections	0	300	300		300	0.0%	
4367 Churchyard Maintenance	1,740	6,000	4,260		4,260	29.0%	
Churchyard :- Indirect Expenditure	<u>1,740</u>	<u>6,360</u>	<u>4,620</u>	0	4,620	27.4%	0
Net Income over Expenditure	<u>210</u>	<u>(1,360)</u>	<u>(1,570)</u>				
<u>230 Events</u>							
1110 Event Grants/Income	5,795	0	(5,795)			0.0%	
Events :- Income	<u>5,795</u>	<u>0</u>	<u>(5,795)</u>				0
4310 Annual Events	9,741	10,000	259		259	97.4%	
Events :- Indirect Expenditure	<u>9,741</u>	<u>10,000</u>	<u>259</u>	0	259	97.4%	0
Net Income over Expenditure	<u>(3,946)</u>	<u>(10,000)</u>	<u>(6,054)</u>				
<u>240 Projects and Grants</u>							
4391 Grants	3,000	10,000	7,000		7,000	30.0%	
4392 Playground Renewal	0	5,000	5,000		5,000	0.0%	
4393 Traffic Calming	(986)	0	986		986	0.0%	
4395 ANPR	0	35,000	35,000		35,000	0.0%	
Projects and Grants :- Indirect Expenditure	<u>2,015</u>	<u>50,000</u>	<u>47,986</u>	0	47,986	4.0%	0
Net Expenditure	<u>(2,015)</u>	<u>(50,000)</u>	<u>(47,986)</u>				
<u>280 Income</u>							
1076 Precept	157,067	314,134	157,067			50.0%	
1080 Sponsorship & Donations	0	3,500	3,500			0.0%	
1090 Interest Received	283	100	(183)			283.4%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1100 Miscellaneous Income	1,089	5	(1,084)			21780.0	
Income :- Income	<u>158,439</u>	<u>317,739</u>	<u>159,300</u>			49.9%	<u>0</u>
Net Income	<u>158,439</u>	<u>317,739</u>	<u>159,300</u>				
Grand Totals:- Income	178,755	376,377	197,623			47.5%	
Expenditure	101,131	376,376	275,245	0	275,245	26.9%	
Net Income over Expenditure	<u>77,623</u>	<u>1</u>	<u>(77,622)</u>				
Movement to/(from) Gen Reserve	<u>77,623</u>						

## Agenda item 23.60ii

# To Agree to hold an Annual Village Event and Name the Event

REPORT AUTHOR: CLLR C JUDGE

## SUMMARY

---

To agree to holding an annual village event in June with the first on Saturday 8<sup>th</sup> June 2024 and to agree a name for the event.

## BACKGROUND

---

Following on from the success of the Queen's Platinum Jubilee event in 2022 and the King's Coronation event in 2023 the Facilities Committee are proposing holding an annual village event.

The event will follow the format of the King's Coronation but will also include an area for local community groups and artisan to have tabletop stalls .

It is proposed that the events take place in June and where possible on the same day as Trooping the Colour to increase the likelihood of securing a RAF flyby. This would mean that the 2024 event takes place on Saturday 8<sup>th</sup> June.

Suggested names for the event are:

**Astonfest**

**Aston Clinton Park Life**

**Aston Clinton Family Fun Festival**

**Aston Clinton Family Fun Day**

## FINANCIAL & GOVERNANCE CONSIDERATIONS

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The current events budget (4310) includes provision for the King's Coronations so it is expected that the same budget requirements for future years and staff hours will be as with the King's Coronation event.

The need to obtain a Premise Licence as the event is large costs £70 per annum.

Grant Funding will also be sought where possible.

## LEGAL & OTHER IMPLICATIONS

---

The Council has the powers to provide fetes and other events.

The need to obtain a Premises Licence from Bucks Council. All other risk assessments are already in place

## RECOMMENDATION

---

- a. To agree to hold an annual village event
- b. To agree a name for the annual event
- c. To agree to hold the 2024 event on Saturday 8<sup>th</sup> June.

## Agenda item – 23.60iii

### To consider and agree the cost of a bugler at the Remembrance Sunday event on 12 November 2023.

REPORT AUTHOR: CLLR. MARION MASON

#### SUMMARY

---

The bugler is an essential part of the AC Remembrance Sunday event, and our current bugler, as a professional musician, should be paid a reasonable amount for his services.

#### BACKGROUND

---

Bugler Luke Tompkins has attended several years' Remembrance Sunday events at AC memorial and at church afterwards. He is a reliable professional musician and his experience in playing the Last Post & Reveille forms an essential part not only in the accurate timings of the service(s), but also adds greatly to the solemn atmosphere of the occasion.

The alternative to a live performance would be to play recorded music tracks which would require manual starting & stopping, with the pressure of getting the timings right. Or, alternatively, try to source another player who would charge less, on a date when available buglers may be in short supply and perhaps less experienced.

ACPC strives to run events in a professional manner, for the benefit of our community, and the Remembrance service at the memorial is an important event which must run to strict timings with a fixed schedule.

#### FINANCIAL & GOVERNANCE CONSIDERATIONS

---

The cost of the bugler was £80 in 2022, which was shared between the Parish Council and the RBL. The cost in 2023 is being held at £80. As the RBL is a charity reliant upon charitable donations clearly focused around Remembrance events, the Events Working Group would like to suggest that the cost of £80 is funded in its entirety from the ACPC Events budget allocation, thereby not taking valuable funds away from the RBL.

Research from an independent professional musician reported that the charge of £80 is very reasonable for the services provided, and that a charge well in excess of £100 would be usual.

No external funding is being applied for, but as we have been successful in receiving funding for other events earlier in the year, we have a substantial underspend in the 2023-24 allocation, which would easily accommodate this expenditure.

It is not anticipated that any staff hours will be required for this, and any risk assessments required will be completed as in previous years.

#### LEGAL & OTHER IMPLICATIONS

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None

#### RECOMMENDATION

---

- a. ACPC funds the cost of £80 for professional bugler, Luke Tompkins, to attend the Remembrance Service at the memorial and at church afterwards.



## Buckinghamshire Highways

### Directorate for Communities

Head of Highways: Dave Roberts  
Buckinghamshire Highways  
Buckinghamshire Council  
The Gateway, Gatehouse Lane  
Aylesbury, Buckinghamshire HP19 8FF  
01296 382416  
[www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk)

**REF:** Aston Clinton Parking Restrictions

Dear Resident,

### **Aston Clinton Parking Restrictions - Statutory Consultation**

Concerns were raised relating to parked vehicles affecting visibility/vision splays in the vicinity of the Shell Garage on Aylesbury Road, Aston Clinton. As a result of these concerns, an informal consultation was undertaken, and proposals have been drawn up to introduce double yellow lines on Aylesbury Road, Hyde Street, Parsley Close, Weston Road and London Road, Aston Clinton, to prevent unsafe parking, in line with the Highway Code (Rule 243).

**You can find a copy of the proposals overleaf.**

#### **What can you do?**

If you would like to comment on the proposals, please visit the *Your Voice Bucks* website at <https://yourvoicebucks.citizenspace.com/> and look for "Aston Clinton Waiting Restrictions - Statutory Consultation" where you will find a link to an online survey.

Alternatively, you can email us at: [parkingtro@buckinghamshire.gov.uk](mailto:parkingtro@buckinghamshire.gov.uk) or write to us at the address **Atkins Design Team, 10<sup>th</sup> Floor, Buckinghamshire Council, Walton Street Offices, Walton St, Aylesbury, HP20 1UA** with your comments.

The consultation will close on **Friday 29<sup>th</sup> September 2023**.

We are required to leave any comments open to public inspection, however we will remove personal information such as your name or address.

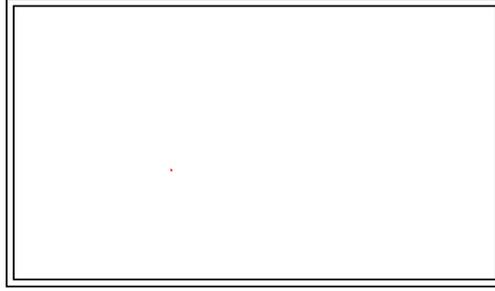
#### **What happens next?**

We will develop the parking proposals based on what residents and businesses within the area tell us. If feedback shows people want to change the existing parking controls, we will begin the legal process of changing the parking controls and we will write to you again to seek your views.

This webpage <https://yourvoicebucks.citizenspace.com/roads-parking/aston-clinton-waiting-restrictions> will keep you updated about the outcome of the first consultation.

Yours faithfully,

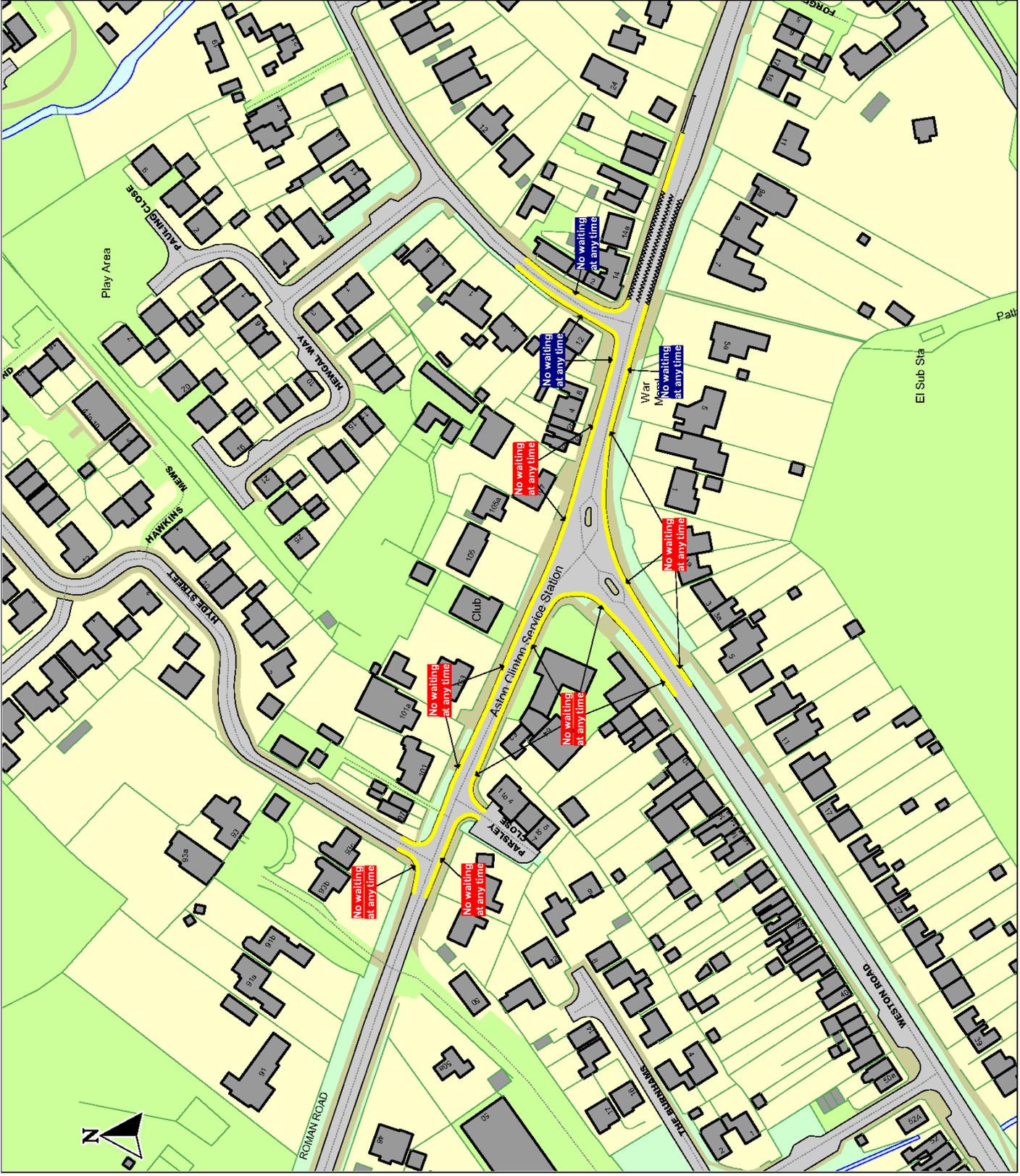
Tara Rutland  
**Construction Assistant Project Manager**



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DRAWING TITLE	
Aston Clinton Scheme 2021	
SCALE	1 : 1250
DATE	06/09/2023
DRAWING NO.	010421v1
DRAWN BY	IWT





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DRAWING TITLE	
Aston Clinton Scheme 2021	
SCALE	1 : 1250
DATE	01/04/2021
DRAWING No.	010421v1
DRAWN BY	IWT

## Agenda item – 23.61iii

### To consider a request for bulb planting from the Aston Clinton Society.

REPORT AUTHOR: CLLR. MARION MASON

#### SUMMARY

---

The Aston Clinton Society (ACS) have requested permission to plant a selection of Spring bulbs on an area of grass verge on London Road. (map attached)

#### BACKGROUND

---

As a continuation of their efforts to make the village more attractive and both a pleasant place to live or drive through, the ACS has identified an area of wide grass verge between Spring Brook and Dennis Close on London Road which they would like to plant with bulbs in November 2023, to flower in the Spring of 2024. The bulb types have not been finalised, and they would welcome input from ACPC with any ideas - daffodils have been put forward so far by the Society.

The Society has successfully managed the 'rewilding' and subsequent maintenance of a strip of land at the Stablebridge Road junction and combining this with their litter picking, gardening and general tidying of the village, has already demonstrated high standards in making the village look better.

#### FINANCIAL & GOVERNANCE CONSIDERATIONS

---

ACS is funding the cost of the bulbs directly from their Quiz Night event in October 2023, there is no cost implication to ACPC. Bulbs will be sourced from the AC Horticultural Society.

No external funding is needed. Some staff hours will be required to update the Council's Devolved Services map.

#### LEGAL & OTHER IMPLICATIONS

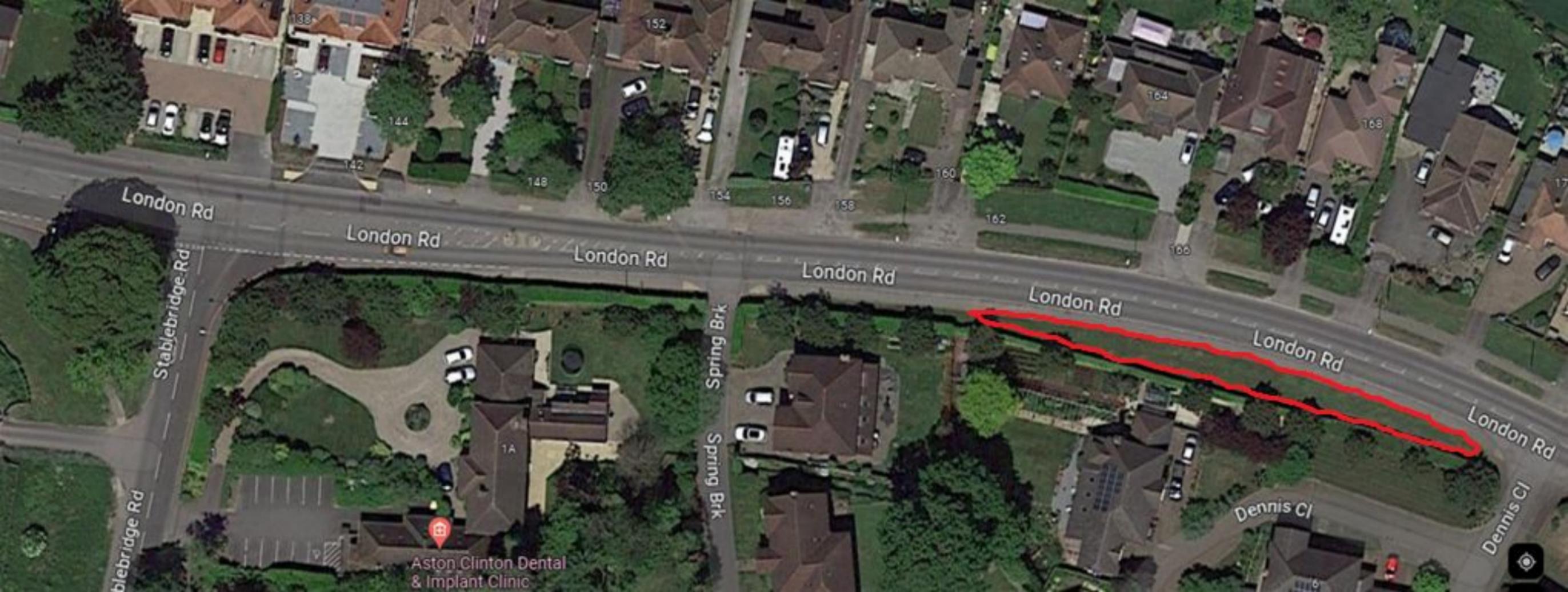
---

The land for planting is owned by Bucks Council and the Society will seek permission via the Local Area Technician prior to planting. ACS will take responsibility for maintaining the area of verge, by mowing a border around the bulbs whilst growing/flowering and mowing the whole when the bulbs have died back.

#### RECOMMENDATION

---

- a. That ACPC supports this project as it improves the village street scene.



London Rd

Stablebridge Rd

Stablebridge Rd

Spring Brk

Spring Brk

Dennis Ct

Dennis Ct

Aston Clinton Dental  
& Implant Clinic

1A

138

144

142

146

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