

Minutes of the Meeting of Aston Clinton Parish Council - held on Wednesday
6th June 2018 at 7.30pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb - Chairman

C Read

M Mason

S Howard

J Eggesfield

L Ronson

C Judge

Clerks: G Merry (Recording), E Barry

7 Members of the public

18.056 Apologies:

Apologies were received and accepted from Cllrs Wyatt and Stewart

18.057 Declarations of Interest:

Cllr Howard declared an interest in item 18.064 iii.

18.058 To Approve the Minutes of the Parish Council Meeting held on 2nd May 2018.

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

18.059 Public Participation.

- It was enquired whether the expected 2-day closure of the park driveway would affect the Tuesday lunch club. The project/planning clerk offered to try arranging the closures not on a Tuesday and to give as much notice of the closure as possible.
- It was enquired whether Park View could be opened during the park closure and Cllr Tubb stated the council would investigate this option.
- It was reported that a hedge on a private property on Brook Street was encroaching out onto the pavement. The clerk stated that private residents were responsible for cutting back any overgrowth from their own properties and would write to the householder.

18.060 Council

- i **Vacancy:** Cllr Tubb reported there is still a vacancy on the council and the clerk added that some committees are now using co-opted non-councillors to ensure being quorate.
- ii **Cllr Email Addresses:** Cllr Tubb advised that following GDPR changes, councillors would need separate email addresses for council business. Emails would need to display the council's footer (disclaimer) notice and addresses would be prefixed 'cllr'. The clerks advised that the simplest option would be Gmail as these are easy for Cllrs to set up themselves, from their own devices. To set up addresses through the council domain would entail each councillor's devices being set up to comply with the council's Office 365. This would also cost £462 a year. Cllr Mason suggested looking at providing addresses through the website provider and the clerks agreed to investigate this, once the new website is progressed. It was agreed not to take any action until meeting with the new website provider.
- iii **Co-Opted Committee members:** Cllr Tubb reiterated the need to co-opt non-councillors onto committees to make sure they could be quorate and still function. At present, council's Standing Orders do not allow for non-councillors to vote. It was agreed this was essential to progress the business of those committees and that co-opted members could also make up the quorum. Both were agreed, and the clerk agreed to amend Standing Orders accordingly.

MOTION: to agree to amend Standing Orders to reflect that i) Co-opted Committees members make up the quorum and ii) that co-opted committee members have voting rights, in line with Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476). PROPOSED by Cllr Ronson, SECONDED by Cllr Eggesfield and AGREED.

iv Reports from External Bodies:

Bowls Club Open Day: Councillor Read had attended and reported he had enjoyed the day. The club was sort of members and would be increasing their marketing.

Community Iftar: Cllr Judge reported that she and Cllr Stewart had attended the Iftar (breaking of fast) at the Aylesbury Mosque. The event had also been attended by David Lidington, County and District Councillors. The imams had presented speeches as well as explaining Ramadan and delivering prayers. Guests then ate with the mosque community.

Burial Course: Cllr Ronson and the clerk had attended a burials course run by BALC. Council processes would be tightened up as a result.

Mayor-Making Ceremony: Cllr Read had been to this well-attended ceremony. The mayor and deputy mayor for Aylesbury had been sworn-in and there had been speeches and a buffet.

RAF Halton Reception: Cllrs Tubb and Read had attended and enjoyed this event again, although this year there had been no fly-past.

Inauguration of Rev Sally Bottomer: Cllr Tubb had attended this event and it had been a real village occasion.

18.061 Clerk's Report

Today the Neighbourhood Plan has been approved to go to referendum, confirmed as Thursday 19th July. Council is now in the period known as Purdah, or period of pre-election sensitivity. This means being extra careful in dealings with the public, as obvious bias cannot be shown towards a desired outcome. Verbally or in publicity. AVDC control the process and will provide notices for boards, send out polling cards and make the necessary announcements. Cllrs are asked to be particularly careful on social media and if in doubt, refer back to the office.

Cllrs are reminded as follows: This month we have between us, 10 separate meetings to organise. Please respond to date requests and Doodle polls quickly, as it helps keep the workload under control, as well as sending apologies well in advance and reading pre-meeting documents to be as well-informed as possible before the meeting.

Other than that, things are extremely busy now that summer is here. Weekly mowing the cricket field has been added to our grounds maintenance contract. This is seen as an important contribution to life in the village. The driveway re-modelling begins on 11/6/18, and a degree of disruption for the next 2-3 weeks is expected. A new door for the Churchill Hall has been installed and an internal door in the Bowls club is going in, to facilitate the tennis club using their toilets. The biggest job now is preparing the revised New Homes Bonus Application, currently necessitating weekly meetings of the working group. The internal audit takes place on the 20/6/18 and the accounts will be available for public inspection from the 1st of July

18.062: Finance and Staff Committee: Cllr Tubb reported from the Finance & Staff Committee:

- i **Month-End Accounts:** The Clerk had circulated the accounts for May. These showed a total income for the year to-date as £99,700 (45.7% of budget). Total expenditure was £8,370 (3.8% of budget). The clerk stated that revised budget figures had been put into the accounts. There were no queries.
- ii **Annual Return.** The clerk advised that RBS software had attended to assist with the year-end close and prepare the figures for the Annual Return. The annual return figures were circulated, along with the balance sheet and there were no questions on these. The clerk explained that the internal audit would take place on 20/6/18 but the Return must be

submitted to the external auditor by June 30th. There would be an Extraordinary meeting for the full council to sign off the Return and this had been scheduled for 26/6/18 at 7pm.

- iii **Payments to be agreed:** the clerk circulated the list of payments to be agreed (below). The clerk explained that Npower had sent conflicting invoices for the street lighting and it was not clear what was owed. She was investigating this but, in the meantime,, presented the figures below as potentially owing. It was agreed the clerk could pay up to this amount, plus her approved limit of £250 once an accurate balance was known.

Outstanding Invoices to May 31st 2018						
Date	Company	For	Amount £	Vat £	Total £	
02/05/2018	Your Café in the Park	Cleaning 2nd April to 29th April	£ 140.00	£ -	£ 140.00	
08/05/2018	R.B. Tree Care	Remove and replant tree	£ 160.00	£ -	£ 160.00	
14/05/2018	Your Café in the Park	Catering 14/5/18	30	£ -	£ 30.00	
15/01/1900	Steve Jowers & Associates	NHP drawing maps etc	£ 150.00	£ -	£ 150.00	
16/05/2018	NPOWER -	K997226L - May - ?	?	?	£ 43.60	potential amount owing -
16/05/2018	NPOWER -	K997226M - May - ?	?	?	£ 645.50	potential amount owing -
16/05/2018	RBS	Year-end close down support	£ 548.30	£ 109.66	£ 657.96	
18/05/2018	E Sharp Electrical	AWP electrics	£ 558.00	£ 111.60	£ 669.60	
26/05/2018	RBS	Alpha Software Support - annual subs	£ 119.00	£ 23.80	£ 142.80	
31/05/2018	E McGoldrick	bins and toilets	£ 258.00	£ -	£ 258.00	
31/05/2018	G Cook	bis and toilets - Eamonn's absence	£ 90.00	£ -	£ 90.00	
31/05/2018	G McEnery	office cleaning - May	£ 50.00		£ 50.00	
31/05/2018	Frank Cooper Ltd	Site Maintenance - payment 2	£ 952.08	£ 190.42	£ 1,142.50	
					£ -	
					£ -	
DDs - For Info						£ -
15/05/2018	Tanswell technology	IT support and 360 subs	£ 24.00	£ 4.80	£ 28.80	

MOTION: to agree to pay all payments, PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

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

i. Small-Scale Applications: -

18/01228/AOP 105 Aylesbury Road - **Objected**

18/01226/APP 105 Aylesbury Road - **as above.**

18/01288/APP 59 Green End Street - **Objected**

18/00708/APP 13 Weston Road - **In support**

18/01248/APP Aylesbury Rugby Football Club Weston Road - **No objection**

18/01303/APP Masons Meadow Aylesbury Road - Awaiting confirmation as to whether retrospective

18/01415/APP 30 Brook Street - **No objection**

18/01419/AOP Longhorn Farm Weston Road - **No objection**

17/03534/AOP Appeal Ref: 18/00016/REF - Longhorn Farm Weston Road APPEAL: - **No further action required**

17/04327/APP Appeal Ref: 18/00018/REF - 4 The Close Upper Icknield Way - Householder APPEAL: - Parish Council to withdraw original comments in light of further information regarding the green belt.

18/01510/APP 28 London Road - **In support**

17/04440/APP Appeal Ref: 18/00020/FTHA Riviera 11 Upper Icknield Way - Householder APPEAL: No further action required

18/01159/APP 98 London Road - **No further comments added.** Original comments still stand.

18/01608/APP 31 Weston Road - **Objected**

Large Scale:

18/01277/ADP Land North of Aston Clinton Road (Former Aston Clinton MDA Site) Weston Turville - Approval of reserved matters - **deferred to the next meeting.**

18/01316/ADP Land Rear of Aylesbury Road - Approval of reserved matters - **deferred**

17/03538/ADP Land South of Aylesbury Road - Approval of reserved matters
- item **deferred**.

18/01344/APP Kee Process Ltd College Road Business Park College Road North Aston Clinton
Buckinghamshire HP22 5EZ - No objection

18/01612/AOP China Water 132 London Road **Item deferred**.

- ii. **Proposal to designate the Chilterns as a National Park:** Cllr Read felt that Aylesbury Vale is taking the brunt of housing in Bucks because the more southern Bucks districts can cite the 'Area of Outstanding Natural Beauty' as a reason not to build there. He suggested that with Aylesbury Vale not strictly in the Chilterns, if it was made a National Park, this could mean more houses in the Vale and therefore in Aston Clinton. It was agreed to discuss the matter further at the Planning Committee meeting on 14/6/18.
- iii. **Neighbourhood Plan**
AVDC have announced the decision to accept the examiner's report and the Neighbourhood Plan will now proceed to referendum. The referendum will take place on 19 July 2018. Details of how, when and where to vote are on the AVDC website under '[General Information on Neighbourhood Planning](#)'

18.064 Facilities Committee: report and recommendations from the committee

- i **Events: Play in the Park and Astonbury.** Cllr Tubb reported that the Astonbury committee not met since the last council meeting. However, 2 local businesses had donated sums in sponsorship – Kindell Motors and NR Green Builders, and these would be credited in publicity. The Clerk reported that all activities for 'Play in the Park' (30/7/18) were now arranged and asked for volunteers to marshal the gates, as there would need to be extra parking on the Meadow. Cllr Ronson requested that it be published that the gate to the Meadow would be closed at 6.30pm and cars parked in that area must leave by then.
Arla: Arla had applied for a family fun day for up to 200 people, on a Sunday in July. Cllr Tubb was currently working out the logistics of traffic management and parking, following a meeting between the Arla representative and members of the Facilities Committee. Cllr Ronson asked that they be notified that any drinks brought into the Park must be cleared up by Arla personnel.
- ii **Park View Surfacing:** The Projects&Planning clerk had circulated 4 quotes for Park View surfacing, following which the maintenance agreement could be implemented. It had originally been felt that the driveway contractor might carry out this work concurrently with the driveway project. This no longer seemed workable and it was also better practice to wait and see if the work on the driveway was satisfactory. One of the contractors had suggested waiting until traffic would be driving over the surface, as this would help with compacting e.g. at Astonbury. However, the clerk's workload was exceptionally high at the moment and they requested this work wait until the August/September. A budget had also not yet been identified for the work. The matter was discussed and contractor 3 on the list was preferred, providing their current work was satisfactory. Cllr Eggesfield suggested withholding 10% of the invoice pending any snagging issues and the Projects&Planning clerk agreed to amend the standard contract.

MOTION: to agree to contractor C for the Park View surfacing PROPOSED by Cllr Eggesfield
SECONDED by Cllr Ronson and AGREED.

- iii **Bar in Churchill Hall for July Friendlies:** The football club had applied for an extended bar to 11pm for football friendlies on 7th, 14th and 21st of July. This was agreed.

MOTION: to agree to the later bar in the Churchill Hall, PROPOSED by Cllr Read SECONDED by Cllr Ronson and AGREED.

iv **S106 Monies – Stratford Close £122,611:** It had previously been agreed to swap this £122,611 (Stratford Close - 14/13662/APP) for the larger £304,729 (15/03786/AOP). AVDC had indicated it may be possible to do this to maximise funding for the community centre. The clerk circulated a list of previously-agreed S106 projects and it was discussed which to prioritise for this sum. The Project&Planning clerk advised that the costings for Stablebridge footpaths project may have to increase with the addition of TfB traffic management costs. It was agreed to prioritise as follows for this sum:

- Stablebridge footpaths project
- Surfacing of Park View
- Phase 2 of the Park driveway

MOTION: to agree the projects as above for the Stratford Close S106 money, PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

18.065 Community Centre Committee

Cllr Tubb reported that Mr Loxley had been co-opted to the committee and regular meetings were being held to re-work the business case for the NHB application. The outline spec. had been submitted to the architect, as agreed at the last PC meeting and the architect was working on the new design. The quantity surveyor had been appointed. The new NHB application would be circulated for approval after the next working party meeting on 7/6/18. There will need to be an Extraordinary Meeting in July to approve the designs and the application. The clerk explained that phasing of payments would be proposed to both the NHB panel and to the S106 officer, as follows: -

- By Dec '18 – Planning permission applied for – money from earmarked reserves
- Spring '19 – Demolition – funding needed
- Spring '19 – relocation of café, soft play and football club – money from earmarked reserves
- Summer '19 – Groundworks in – funding needed
- Summer to Autumn – Build and Fit – funding needed.

It was still hoped to avoid the need for borrowing. Mr Loxley was working on plans for relocation of the tenants.

Cllr Tubb allowed for further public participation:

- The condition of the Wellonhead was brought to the council's attention. Cllr Ronson reported it had been surveyed by Bucks County Council but here had been no report from them yet.
- It was confirmed the Park driveway project would start on 11/6/18

18.066 Date of next meeting: 4th July at 7.30pm

Signed Date