



# ASTON CLINTON PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council

held at 6.30pm on 17<sup>th</sup> May 2023 at the  
Parish Council Office, Aston Clinton Park, London Road HP22 5HL

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

**IN ATTENDANCE:** Mrs S Payne (Clerk)

**23.01 To Elect a Chair. It was resolved that Cllr Read be elected Chair.**

**23.02 To Elect a Vice-Chair. It was resolved that Cllr Wyatt be elected Vice-Chair.**

**23.03 To Receive the Signed Acceptance of Office from the Chairman and Vice-Chairman.**  
Cllr Read and Cllr Wyatt signed the Declaration of Acceptance of Office.

**23.04 Questions and Comments from the Public.** None received.

**23.05 To Receive Apologies for Non-Attendance.** Received from Cllr P Birchley & Cllr M Collins.

**23.06 To Receive Declarations of Interest or Requests for Dispensation.** None declared.

**23.07 To Approve the Minutes of the Council Meeting held on 19<sup>th</sup> April 2023.**  
The minutes of the meeting held on 19<sup>th</sup> April 2023 were approved as a true and accurate record and were signed by the Chair.

**23.08 To Agree the Membership, Terms of Reference and Appoint a Chair for the Following Committees.**

**It was resolved that membership of the committee were as follows:**

- a. Facilities Committee: Cllr McCall (Chair), Cllr C Judge, Cllr Mason, Cllr Read, Cllr Ronson & Cllr Wyatt.
- b. Finance & Staffing Committee: Cllr Read (Chair), Cllr Mason, Cllr McCall, Cllr Ronson & Cllr Wyatt.
- c. Planning Committee: Cllr Mason (Chair), Cllr Hughes, Cllr McCall, Cllr Read, Cllr Ronson & Cllr Wyatt.

**It was resolved that vice -chairs would be elected at the first meeting of each committee.**

**It was resolved to approve the Terms of Reference for each committee with an amendment to 1a of the Facilities Committee Terms of Reference which would reduce the minimum number of members from 7 to 6 and 2bii to include working groups.**

**ACTION:** Clerk

**23.09 To Appoint Council's Representatives on Outside Bodies.**

**It was resolved that the members of the following outside bodies were as follows:**

- a. Wendover & Villages Community Board: Cllr Mason, Cllr McCall, Cllr Ronson & Cllr Wyatt.
- b. Bucks Parish Liaison Group: Cllr Ronson & Cllr Wyatt.
- c. Bucks & Milton Keynes Association of Local Councils: Cllr Ronson & Cllr Wyatt.
- d. Arla & Olleco Liaison Group: Cllr Hughes & Cllr Wyatt.
- e. Aston Clinton Youth Club: Cllr Judge & Cllr Ronson.
- f. Bucks Highways Liaison: Cllr Hughes & Cllr Wyatt.

**23.10 To Review Members' Register of Interests.** Members reviewed their Register of Interests and confirmed that all were correct and up to date.

**23.11 To Appoint the Clerk as Council's Responsible Financial Officer.**  
**It was resolved to appoint the Clerk as the Responsible Financial Officer.**

**23.12 Council**

- i. **Councillor vacancies:** The Clerk reported that as Bucks Council had not received a request for an election following the resignation of Cllr A Judge the Council's co-option procedure would be followed. Council agreed that the closing date for applications following Cllr Goode's resignation be extended so both vacancies could be filled at the same time. An advert would be placed in Village Life, which was due to be circulated shortly. **ACTION: Clerk**
- ii. **Code of Conduct:** Council reviewed the Code of Conduct and agreed that it did not require updating.
- iii. **Reports from external bodies:** Nothing to report.
- iv. **Scout Hall proposal:** It was noted that for more than three years Aston Clinton Scouts had attempted to receive a right of way over a strip of land owned by Bucks Council which would allow access to land that has planning permission for four houses and a Scout Hall. The developer had agreed to provide the land and its freehold for a large Scout Hall and would pay Bucks Council for the right of way.

It was agreed that Council would write to Peter Strachan the Bucks Council Cabinet member for Planning & Regeneration requesting information on the Cabinet or Committee meeting at which the request for the rights of way were discussed and the course of action agreed.

**ACTION: Cllr Read**

**23.13 Finance & Staffing**

- i. **It was resolved to approve the annual accounts for the year ending 31<sup>st</sup> March 2023.**
- ii. The internal auditor's yearend report and observations were considered and noted.
- iii. The AGAR Annual Governance Statement 2022/23 was considered by Council. **It was resolved to approve the AGAR Annual Governance Statement 2022/23 which would be signed by the Chair and Clerk at the earliest opportunity.**
- iv. The AGAR Annual Accounting Statement 2022/23 was considered by Council. **It was resolved to approve the AGAR Annual Accounting Statement 2022/23 which would be signed by the Chair at the earliest opportunity.**
- v. Council noted the period during which interested electors may inspect the unaudited accounts would run from Monday 3<sup>rd</sup> July until Friday 11<sup>th</sup> August 2023.
- vi. Council noted the current direct debits & standing orders from the Council's bank accounts.
- vii. Payments totaling £21,771.21 were approved and income of £165,287.88 was noted.

**Payments over £500**

Date	Company	For	Amount £	Vat £	Total £
28/04/2023	Aylesbury fire systems limited	Installation of fire stops to RKP	£1,124.67	£224.93	£1,349.60
03/05/2023	Armadillo Lighting	50% payment AWP Floodlight maintenance	£750.00	£150.00	£900.00
23/03/2023	Buckinghamshire Council	Streetlight Electricity: Nov & Dec 2022	£4,761.56	£952.31	£5,713.87
20/04/2023	Buckland & Aston Clinton Cricket Club	Grant towards cutting grounds perimeter	£1,500.00	£0.00	£1,500.00
24/04/2023	Goldleaf Groundcare	Ground Maintenance Park April 23	£866.67	£173.33	£1,040.00
01/05/2023	Goldleaf Groundcare	Ground Maintenance Park May 23	£866.67	£173.33	£1,040.00
09/05/2023	Next Level productions	Coronation sound systems	£901.20	£180.24	£1,081.44
05/05/2023	Thomas Smith	Coronation Twist/Teacups ride	£2,200.00	£0.00	£2,200.00
20/04/2023	Wendover & Ukrainian Support Project	Grant towards WAVUS	£500.00	£-	£500.00
01/05/2023	Your Café in the Park	RKP cleaning April 2023	£600.00	£0.00	£600.00
10/05/2023	Ken Workman	Park keeper duties April 2023	£561.07	£0.00	£561.07

**23.14 Facilities**

- i. Grounds maintenance grass cutting: The current standard of the grass cutting, especially on the football pitches was not up to standard, this may be due to rotary mowers rather than cylinder mowers being used by the new contractor. The contractor would be informed in writing of the Council’s concerns and the Grounds Maintenance WG would monitor future cuts. It was noted that the current contract required 3 months’ notice to terminate.

**23.15 Events**

- i. RKP official opening: Following some cleaning and painting the building was ready for the official opening which was a great success. It was noted that Bucks Council would be providing a new plaque as the original one was damaged. **ACTION: Clerk**
- ii. The King’s Coronation: An estimated 2,500 people attended the event. The relocation of the fun fair rides to the AWP car park worked well. There was little interest in the fancy dress and cake competitions so the inclusion in future events would be reviewed. With the income from grant funding and food concessions offsetting expenses the total expenditure from the events budget would be just under £3,000.
- iii. Annual Parish Meeting: The Clerk reported that the RKP was unavailable for hire on Wednesday 24<sup>th</sup> May and therefore the Annual Parish Meeting would take place in the Youth Club.

**23.16 Highways & Streetlights**

- i. Streetlights: It was agreed that Cllr Hughes would be the lead councillor for streetlight issues. **ACTION: Clerk/Cllr Hughes**

**23.17 Planning Committee**

The draft minutes of the Planning Committee meeting held on 27<sup>th</sup> April 2023 were noted.

**23.18 Consultations**

Bucks Council’s Charitable Collections Policy consultation was considered. It was agreed that the Clerk would respond regarding the proposal to restrict house to house collections to between 9am and 7pm. A request for an exception during the weeks leading up to Christmas to allow for Santa’s float collections would be made. **ACTION: Clerk**

**23.19 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.**

**23.20 To Receive an Update on the RKP Lease & Consider a Quote from a Retail Consultant to Provide Advice on the Lease & Act on Behalf of Council in Negotiations with the Tenant**  
Council considered the Beacon Retail Consulting quote to provide advice on the RKP lease and act on behalf of the Council in future negotiations with the tenant. **It was resolved to accept the quote of £1,950 from Beacon Retail Consulting.**

The meeting closed at 8.00pm

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