

Minutes of the Meeting of Aston Clinton Parish Council - held on Wednesday
3rd October 2018 at 7.30pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb - Chairman

A Duffield

M Mason

S Howard

C Read

J Eggesfield

L Ronson

R Stewart

P Wyatt

Cllr C Paternoster (AVDC)

Clerks: G Merry (Recording), E Barry

5 Members of the public

18.100 Apologies:

Apologies were received and accepted from Cllr Judge and Cllr Collins of AVDC.

18.101 Declarations of Interest:

There were no declarations

18.102 To Approve the Minutes of the Parish Council Meeting held on 5th September 2018

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

18.103 Public Participation.

There were no items

18.104 Council

- i **Vacancy:** There had been one applicant who had progressed to the second meeting stage.
- ii **Arrangements for Meetings:** It was agreed that the January 2019 meeting would take place on 9/1/19 and that with immediate effect, parish council meetings would now start at 7pm.
- iii **Cllr Emails and Privacy Statement:** The majority of councillors had now set up separate Gmail accounts for council business and were using the disclaimer. Cllr Mason offered to help Cllr Eggesfield set this up.
- iv **Reports from External Bodies: -**
 - BALC Parish Liaison:** Cllr Wyatt reported from the BALC parish liaison meeting where there had been reports on unitary authority status, children's services, adult social care, Luton and Heathrow airport plans, the Oxford-Cambridge rail link and local waste management. There was no indication yet of which waste depots might close and this was expected in December.
 - Arla:** Cllr Eggesfield reported from the Arla Liaison meeting that the odour from the anaerobic digester was now under control. He suggested the Astonbury committee ask Arla for sponsorship, however Cllr Tubb responded that they had been approached and had declined. Cllr Read queried why the trees on the south side of the by-pass had not been planted as promised. It was agreed that the clerk would write officially to Arla to enquire.
 - RAF Halton Plans:** Cllr Read and the Projects/Planning clerk had met with RAF Halton re. plans for developing the site after closure. Plans had been developed for an integrated settlement that would encompass a sports village with capacity for tennis, hockey, cricket and basketball, as well as housing an open green space. The package was well thought-out, and Halton had asked for the parish council's support.

18.105 Clerk's Report:

The parish council has been busy implementing a number of projects e.g. installing the new bus shelter, completing the tree assessment in the park and replacing the Churchill Hall door. Repairs are being addressed e.g. fixing play equipment and trim trail and fixing the war memorial. Work has started towards becoming VAT registered. Members of the public will have noticed that due to the unprecedented heatwave this summer and subsequent ground contraction, the path has dropped outwards, causing some of the blocks to shift. For this reason, the decision has been taken to close it until this has been addressed.

Committees are all reminded to discuss their needs, as soon as possible for inputting into the budget. Next year will mainly be taken up with the new community centre and there is reason to believe there will be good news after 16th October, when AVDC's process has run its course.

Due to clerk's leave in the second half of October, agenda items for the November meeting should be emailed ASAP. The office will be covered but on reduced hours. Both councillors and public please be aware that there will not be the usual capacity to respond to calls, emails and to visit.

Cllr Eggesfield reported that National Tree Week is end of November/early December and thought there may be funding available. Cllr Read agreed to follow this up.

18.106: Finance and Staff Committee:

- i **Month-End Accounts:** Cllr Stewart talked through the accounts for September which had been circulated by the clerk. These showed a total income for the year to-date as £267,092 (122% of budget). Total expenditure was £138,013 (63% of budget). The clerk advised that the budget for Premises/Repairs would be exceeded due to the large amount of repair work that had been needed. A budget virement was recommended by the Finance and Staffing committee of £8000 from the Lamppost Replacement budget, as the LED programme was already well ahead.

MOTION: to approve a virement of £8000 to the Premises/Repairs budget from the Lamppost Replacement budget PROPOSED by Cllr Stewart SECONDED by Cllr Ronson and AGREED.

- ii **VAT Situation.** The VAT advisor had prepared the forms to apply for VAT registration and to Opt to Tax. These needed to be finalised and submitted, requiring a further meeting with the advisor. In due course, the council would need to decide whether to charge the VAT as extra to permit holders etc, or to absorb this as a cost. The advisor had so far billed for 5 hours of time and the Finance & Staffing committee advised a further 2-3 hours may be necessary, to complete the process, up to a likely cost of around £2000. This was agreed.

MOTION: To approve submission of VAT registration forms and further meetings with the VAT advisor as above, PROPOSED by Cllr Wyatt SECONDED by Cllr Ronson and AGREED

- iii **Caretaker Vacancy:** Cllr Stewart reported that applications would close on 15/10/18, after which Cllrs Tubb and Ronson would shortlist and schedule interviews. These would be held on 31/10/18 with the appointee ratified at the November PC meeting and start in November.
- iv **Budget 2019-2020:** The clerk reminded committees to set their priorities for the next financial year so that costings could be put into the budget. She would be starting a draft budget w/c 8/10/18, prior to going on leave. However, she advised that it was better to take time and get this right, rather than rush. An E.M could always be held in December/January to agree the budget and precept demand.

- v **Payments to be Agreed:** The clerk had circulated the list of invoices for September including the invoice for repairs to the War Memorial. She advised that the insurance money had been received for this in June, but the excess had been deducted and as there was no liability for the council, the excess was being pursued for with the insurers. The clerk advised that this claim had not affected the council's premium.

Date	Company	For	Amount £	Vat £	Total £
30/06/2018	M&J Welding	Welding barrier at park entrance	£ 175.00	£ 35.00	£ 210.00
17/07/2018	IAC Audit and Consultancy Ltd	Internal Audit	350	£ 70.00	£ 420.00
31/07/2018	M&J Welding	Supply Hand Rail and install	£ 375.00	£ 75.00	£ 450.00
31/07/2018	M&J Welding	Supply fixing plates and install	£ 129.00	£ 25.80	£ 154.80
31/08/2018	M&J Welding	Repair gate to play park	£ 180.00	£ 36.00	£ 216.00
03/09/2018	Hags-Smp	Harness - swing	£ 70.00	£ 14.00	£ 84.00
05/09/2018	Came and Co	Annual insurance	£ 3,375.47	£ -	£ 3,375.47
05/09/2018	Buckland Landscapes	Tree work at bus shelter	£ 695.00	£ 139.00	£ 834.00
05/09/2018	Buckland Landscapes	Repairs to war memorial	£ 1,196.57	£ 239.31	£ 1,435.88
06/09/2018	Fire FM	Annual Risk assessment Café	£ 250.00	£ 50.00	£ 300.00
06/09/2018	Fire FM	Annual Risk assessment PC and YC	£ 250.00	£ 50.00	£ 300.00
13/09/2018	UK Security Group	Supply new camera bracket & 3 cables& install	£ 297.00	£ 59.40	£ 356.40
13/09/2018	UK Security Group	Supply new camera	£ 900.00	£ 180.00	£ 1,080.00
18/09/2018	Your Café in the Park	Toilet rolls	£ 53.13	£ -	£ 53.13
18/09/2018	Your Café in the Park	Cleaning July and August	£ 315.00	£ -	£ 315.00
19/09/2018	E Sharp Electrical	Putnams, Dean, Long Plough, Archive & GES	£ 343.54	£ 68.71	£ 412.25
20/09/2018	Buckland Landscapes	Cricket ground mowing	£ 1,200.00	£ 240.00	£ 1,440.00
28/09/2018	Frank Cooper LTD	Cutting - Sept	£ 952.08	£ 190.42	£ 1,142.50
28/09/2018	John Cromar Arboricultural Co.	Tree Assessment and Report	£ 1,250.00	£ 250.00	£ 1,500.00
Other for Approval					
Sept	AVALC	Donation/subs	£ 25.00	£ -	£ 25.00
Sept	E McGoldrick	Bins and cleaning	£ 300.00		£ 300.00
Sept	G McEnery	Office and bowls club cleaning			£ -

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

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

a. Small-Scale Applications – All ‘No Objection’:-

- 6 Flora Avenue: New openings and installation of three windows into side elevation
- 49 Weston Road: Erection of detached garage (Retrospective)
- 40 Aylesbury Road: Single storey side and rear extensions, demolition of existing detached garage and single storey extensions
- 2 Ballard’s Row College Road South: Retention of garden fences and central heating flue
- 58 Brook Street: Single storey rear & side extension
- 6 Lower Icknield Way: Demolition of existing dwelling and erection of two new dwellings with access and parking
- 4 The Close Upper Icknield Way: Demolition of existing conservatory and erection of single storey side extension
- 33 New Road: Demolition of existing flat roof extension to the rear, two storey rear extension, raising height of existing ridge to create two storey dwelling & detached double garage
- 64 Green End Street: Creation of new detached timber garage
- 6C New Road: Single storey front extension with new side dormer and garage conversion with new window

b. Large Scale applications were discussed and resolved as follows:

- 17/03538/ADP - Land South of Aylesbury Road - AMENDED PLANS: Reserved Matters: RESOLVED: **Objected**
- 18/02793/AOP - Land at Harebridge Lane And Upper Icknield Erection of 8no. detached houses along with associated services, roads and external works: RESOLVED: **Objected** 18/03124/ADP
- 140-142 London Road - Application for reserved for landscaping only: RESOLVED: **No objection** to the landscape plans with the exception of a request to plant a tree at the front boundary between 138 and 140 London Road to soften the street appearance and provide a net biodiversity gain as per the neighbourhood plan.

ii **RAF Halton Plans:** These had already been discussed in detail and the Clerk – Projects/Planning, suggested a letter of support to be sent. This was agreed.

iii **Designation of the Rothschild Arms as a Community Asset:** Cllr Howard declared an interest in this item.

The Planning Committee were recommending designating this pub as a Community Asset as this would help to protect it from development, and there was no cost to apply. It was discussed whether to also apply for the other pubs in the village, as well as China Water restaurant. Cllr Tubb suggested that as The Bell was owned by a chain, they would always object and any application would be unlikely to succeed. It was agreed to look at applying for the other pubs in due course but to apply only for the Rothschilds at the moment due to workload and the fact that it was currently subject to a planning application.

MOTION to agree to nominating the Rothschild Arms as a Community Asset PROPOSED by Cllr Wyatt SECONDED by Cllr Read and AGREED.

18.108 Facilities Committee: report and recommendations from the committee.

- i **Report:** Cllr Read reported on the following matters from the Facilities Committee: Trim Trail and Play Park repairs, moling for the driveway, replacement bollard, tree assessment report, CCTV, youth club needs, van parking, burial plot policy, Astonbury and Santa float. There had also been applications from the scouts, for land in the park to build a scout hall and from the football club to install a permanent or semi-permanent railing/fence. These had not been supported by the committee and Cllr Stewart asked for clarification on this. As neither proposal had received support from the committee they would not then go to full council.
- ii **S106 Allocation – Harebridge Lane application (£38,496)** Cllr Read reported that the committee had looked at the previously-agreed Masterplan for S106 allocations and had were recommending this sum be allocated to Phase 2 of the driveway project.

MOTION: to agree the proposal to allocate the the driveway phase 2 PROPOSED by Cllr Wyatt SECONDED by Cllr Mason and AGREED.

- iii **Events: Remembrance Day:** The clerk reported that the marshals for the road closures were now arranged, and the Specified Person of Contact on the day would be Mr Judge. The British Legion had requested the order of parading to the church be more organised this year and councillors asked the clerk to find out what the arrangements were.

Santa Float: This was confirmed as Sunday 16th December from 2.30pm, finishing at The Oak. Lifting the float onto the lorry and decorating it would take place on Saturday 15th and all councillors were asked to help with this.

18.109 Community Centre Committee:

- i **Report:** Cllr Tubb reported that project was back on-track and the committee would be meeting regularly, as well as having working group meetings every other Monday morning. The budget and cost-plan, as submitted by the architect and included in the New Homes Bonus application, had been discussed, as had the availability of both council funds and S106 monies to progress the project. It had been agreed to have a pre-application meeting within the next few weeks. A meeting with the architect would be on 9/10/18.
- ii **Cost of Legal Fees for Deed of Variation:** It had previously been agreed to apply to swap S106 money for the Stratford Close (Kier) development, with a larger sum for the Aylesbury Road development. AVDC officers had advised that this would require a Deed of Variation to allocate the Stratford Close money elsewhere and had asked the council to meet the legal costs of this.

MOTION: to agree to meet the legal costs of the Deed of Variation as above, PROPOSED by Cllr Stewart, SECONDED by Cllr Howard and AGREED.

- iii **Cost Agreements Towards Planning Application:** Development costs had already been advised by the architect and in the immediate timeframe included as follows: -
 - o Structural Engineer – assessed and recommended by the Community Centre Committee - £15,750
 - o Traffic Assessments - assessed and recommended by the Community Centre Committee - £15000-3000
 - o Subscription to Smartsheets for project management – up to £20/month

MOTION: to agree the above expenditure as recommended by the committee PROPOSED by Cllr Eggesfield SECONDED by Cllr Stewart and AGREED.

Cllr Tubb allowed for further public participation:

- Cllr Read was thanked for dealing with snagging issues re. the Churchill Hall door, with the contractor.

18.110 Date of next meeting: Wednesday 7th November at 7.00pm.

Signed Date

DRAFT