

**Minutes of the Meeting of Aston Clinton Parish Council - held on Wednesday
7th November 2018 at 7.00pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

L Tubb - Chairman

A Duffield

R Stewart

P Wyatt

J Eggesfield

M Mason

S Howard

C Read

Cllr C Paternoster (AVDC)

Clerk: G Merry

6 Members of the public

18.111 Apologies:

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

18.112 Declarations of Interest:

There were no declarations

18.113 To Approve the Minutes of the Parish Council Meeting held on 3rd October 2018

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

18.114 Public Participation.

- i Mr Chris Sargent of the Wendover Arm Trust had been invited to speak and reported that W.A.T. are restoring the dried-out section of the Wendover Arm, closer to Tring. Prior to this, the Canal and River Trust had used a HIAB to remove weeds at the roots. WAT had received a lottery grant for the restoration work. He was asked about the state of the bridges and responded that these are the responsibility of either the Canal and River Trust or Highways.
- ii The Parish Council was thanked for all that they do for Aston Clinton and asked if more mowing could be done on Stablebridge Road and if there was anything that could be done to make the bridge safer for pedestrians. Cllr Tubb responded that the mowing should be done by Bucks County Council. Cllr Read detailed a project the PC has put forward on its Masterplan for leisure projects, where public footpaths would be opened along Stablebridge Road to integrate it with the canal, the Upper Icknield Way and Wendover Woods. However, there was no funding yet. Cllr Tubb stated that the PC had reported the unstable nature of the Stablebridge itself on numerous occasions to TfB over the past 2 years, with no progress.
- iii A faulty street light on Brook Street by the 4 new houses was brought to the council's attention. The clerk agreed to follow this up.
- iv A resident of Green End Street asked if there was any truth to the rumour that Green End Street would be made one-way. Cllr Read stated there was not and discussed the PC's traffic mitigation scheme as detailed in the Neighbourhood Plan.

18.115 Council

- i **Vacancy:** There had been a successful applicant who would be co-opted at the December meeting and further interest from one more potential applicant, although now there was no vacancy.
- ii **Historical Archive Project:** The clerk explained that a group from Village Life were interested in starting a village archive project, to document and retain items of local interest. It was discussed and agreed that the PC would not have capacity to get involved in this but would be

interested in the project's progress. Cllr Howard offered to contact the group with a view to helping. The clerk confirmed that much of the PC's older documents had been scanned and then sent to the Archives at County Hall to create more storage space.

iii Reports from External Bodies: -

Sentinel Training: Cllr Mason reported that herself, Cllr Ronson and Wyatt and a member of the public had attended the Sentinel training (Speedwatch) and the training can be cascaded down to other members of the council/public. The device will record video of all oncoming cars but must be undertaken in daylight, so winter was not the best time. The evidence is then sent to the police who can write to the driver if caught speeding 3 times. The data is also stored on the police database, irrespective of the area in which the drivers are caught. Cllr Stewart requested having the training. Speedwatch Area signs would be installed at all points into the village.

LAF Transport Sub-Committee: Cllr Wyatt reported that the LAF is looking to retain a parking enforcement officer for the villages in the group. Cllr Stewart suggested school pick-up and drop-off times would be the best time for the officer to attend. Cllrs Mason, Wyatt and Ronson will continue to represent the PC on the LAF and will be responsible for helping co-ordinate this.

18.116 Clerk's Report:

The PC has been awaiting the outcome of an application to AVDC's New Homes Bonus, for funding for a new Community Centre. We can now announce that our application was successful and at the end of October, we were informed that we have been awarded a grant of up to £650,000. This is £100,000 short of what was applied for, but the fund was heavily oversubscribed, and this award is the largest in the history of the scheme. In addition, S106 money is allocated to this project, and some of council's reserves.

Work has already begun on project-planning, led by the committee along with the Projects/Planning clerk and some members of the public with expertise in certain areas. It is planned that construction work will start towards the latter part of 2019. In the meantime, programme and budget planning for the year ahead is underway. Building the new centre will take up much of council's time in the coming year but the Park and churchyard will continue to be maintained, in addition to planning events, extending the footpath restoration project and working with Bucks County Council towards implementation of the traffic calming scheme commissioned by the PC last year.

18.117: Finance and Staff Committee:

- i **Month-End Accounts:** Cllr Tubb talked through the accounts for October which had been circulated by the clerk. These showed a total income for the year to-date as £269,080 (123% of budget). Total expenditure was £155,795 (71% of budget). Cllr Read suggested the phone bills were rather high and the clerk agreed to contact BT to negotiate a better rate.
- ii **Budget and Precept Timeframe:** The clerk explained that she had presented a first draft of the budget to the Finance and Staffing Committee, but information was still needed from the Facilities committee who had not yet met. The draft budget would be ready by the December meeting, for the precept to be set by the January deadline. The clerk circulated the figure for the tax base, which this year is 1896 tax-paying homes in the parish, an increase of 4.3%. This was in addition to an increase of 6.6% last year making approx. 11% increase over 2 years.
- iii **Payments to be Agreed:** The clerk had circulated the list of invoices for October, as below. The Finance and Staffing Committee had recommended all for payment, except the invoice for the servicing of the café door. It had not been clear what this was for and it was agreed to await the return of the Project/Planning clerk from holiday to explain, before it would be paid.

Date	Company	For	Amount £	Vat £	Total £
27/09/2018	PKF Littlejohn	External Audit	£ 800.00	£ 160.00	£ 960.00
01/10/2018	Sports Equip/Boyd leisure	Fitness Trail repairs	£ 1,250.00	£ 250.00	£ 1,500.00
02/10/2018	Sandys Plumbing	Excavate & lay electrical ducting	£ 850.00	£ 170.00	£ 1,020.00
05/10/2018	Aston Clinton School	Ad in flyer	£ 7.00	£ -	£ 7.00
08/10/2018	E Sharp Electrical	Connection driveway lights	£ 210.00	£ 42.00	£ 252.00
08/10/2018	GT Automation	Service Café door	£ 60.00	£ 12.00	£ 72.00
10/10/2018	AC Colts	Installation of container - refund	£ 75.00	£ 15.00	£ 90.00
12/10/2018	Npower	Aug - K997226M	£ 644.87	£ 128.97	£ 773.84
12/10/2018	Npower	Aug - K997226L	£ 28.52	£ 5.70	£ 34.22
12/10/2018	Npower	Sept - K997226M	£ 624.06	£ 124.81	£ 748.87
12/10/2018	Npower	Sept - K997226L	£ 27.59	£ 5.52	£ 33.11
18/10/2018	M Tubb	Astonbury marshalling	£ 41.30	£ -	£ 41.30
25/10/2018	Ross Stevens	Fit new handle to toilet	£ 32.50	£ -	£ 32.50
26/10/2018	Broxap	5 new park bins	£ 1,225.00	£ 245.00	£ 1,470.00
26/10/2018	Bucks CC	Pre-app advice - Highways	£ 1,000.00	£ 200.00	£ 1,200.00
29/10/2018	Ross Stevens	Unblock guttering and supply brackets	£ 30.00	£ -	£ 30.00
29/10/2018	E Sharp Electrical	Long plough, Beechwood, Longcroft	£ 202.80	£ 40.56	£ 243.36
29/10/2018	Community Heartbeat	Gold membership x 2 defibs	£ 850.00	£ 170.00	£ 1,020.00
30/10/2018	TJM Contractors	Repairs to skate ramp	£ 480.00	£ 96.00	£ 576.00
30/10/2018	Marrons Planning	Planning consultancy	£ 642.00	£ 128.40	£ 770.40
31/10/2018	Frank Cooper and Sons	Oct annual contracted	£ 952.08	£ 190.42	£ 1,142.50
31/10/2018	E McGoldrick	Bins and cleaning	£ 294.00	£ -	£ 294.00
31/10/2018	G McEnery	Office Cleaning	£ 100.00	£ -	£ 100.00
01/11/2018	AVDC	Garden waste collection 2018 (churchyard)	£ 45.00	£ -	£ 45.00
ADDITIONAL					
19/10/2018	Chase Ecology Ltd	Bat Survey - Comm Centre	£ 390.00	£ -	£ 390.00
31/10/2018	C Read	reimburse bin bags	£ 18.72	£ -	£ 18.72
01/11/2018	Sign Wizzard	Car Park Signs	£ 69.22	£ 13.84	£ 83.06
DDs					
01/11/2018	AVDC	Euro Bins	£ 657.45	£ -	£ 657.45
06/11/2018	BT	Phone and Broadband	£ 273.01	£ 54.60	£ 327.61

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

- iv **Caretaker Vacancy:** Cllr Tubb reported that 3 candidates had been interviewed and the Finance and Staffing Committee were recommending one for the post. This candidate was experienced in all aspects of maintenance but was also established as self-employed, meaning less cost for the council. It was agreed he would be put on a contract for initially a 1-month trial period, with an option to terminate on both sides.

MOTION: to approve the recommended candidate to be appointed PROPOSED by Cllr Read SECONDED by Cllr Stewart and AGREED.

18.118 Planning Committee: Cllr Read reported the outcomes from the last 2 planning meetings: -

Small-Scale Applications: -

18/03138/APP - 50 Aylesbury Road – Objected

18/03265/APP – 3a Upper Icknield Way - No objection

18/03339/APP – 17 Stratford Close - No objection

18/03461/APP – 101 Aylesbury Road - In support

Large-Scale Applications: -

18/03189/APP – 93B Weston Road, extension to agricultural building – No objection

18/03225/APP – Park Farm, Church Lane – Erection of 3 agricultural buildings – Objected unless sufficient screening could be introduced, whereby the objection may be reconsidered.

18.119 Facilities Committee: The committee had not met during October, but the following matters needed decision:

- i **Park Rules and Cycling:** It had previously been agreed that a ‘Park Rules’ sign would be installed at various points in the Park. However, there had not agreement on the matter of cycling which technically was not allowed, as detailed in the bye-laws, but had never been enforced. As it is in the bye-laws the clerk explained this allowed for enforcement when needed, so suggested it may not be necessary to have the rule detailed on a sign. The park was very popular with cyclists, especially parents teaching young ones to ride for the first time. This was discussed, and it was agreed by a show of hands that cycling should be detailed on the sign as not allowed. A further show of hands agreed that the ban would be for ages 12 and over only.

- ii **Events:**

Remembrance Day: The clerk explained the arrangements re. where to stand, where and when to parade etc and who was attending from the USAF.

Santa Float: Cllrs Tubb and Ronson had devised a new route which aimed to incorporate some of the new housing areas. Cllrs were asked to help with lifting and decorating the float on 15/12/18 as well as on the evening of 16/12/18.

Astonbury: The committee had met on 6/11/18 and agreed to remain as a working party, due to issues of being quorate. However, they would be meeting every other month and would report back to the Facilities committee regularly. The proposed budget for Astonbury would be presented to the committee for approval on 12/11/18.

18.120 Community Centre Committee

- i **Report:** Cllr Tubb reported that the working group was meeting every other Monday morning and the committee had worked through the items in the Development Cost budget, with a view to reducing costs where possible. Herself and Cllr Read, along with the architect had attended a pre-app meeting with a case officer at AVDC. He had requested 2 further reports:

a landscape report and a project construction plan. Both were being investigated and would need to be paid for out of the contingency.

- ii **Development Costs:** Cllr Tubb circulated this budget which without the planned revisions, came to just under £200,000. Cllr Wyatt asked whether £200k was available and the clerk confirmed it would come out of allocated S106. Cllr Tubb was drawing-up a cash-flow plan to facilitate phased release of S106 payments. Some work was already underway e.g. a bat survey, and Cllr Read suggested these are paid out of the Planning budget. Cllr Wyatt enquired as to the timeframe for the temporary accommodation and it was confirmed this would be late summer/autumn of 2019. Mr Loxley was working on temporary accommodation quotes.

MOTION: to approve the development cost budget, PROPOSED by Cllr Read, SECONDED by Cllr Mason and AGREED.

- iii **Mechanical Engineer Quotes:** 3 quotes had been obtained from companies recommended by the architect, which Cllr Read presented. He had scrutinised these in detail and had also spoken to each one. The highest priced one had been eliminated and the second highest also did not appear to include everything that would be needed. His recommendation was for the company that Westbury community centre had used at £26,500. Cllr Eggesfield queried who would project manage the build and Cllr Read confirmed this would be the architect, in conjunction with the committee, project-managed from the PC's side by the Projects & Planning clerk. It was hoped to receive planning permission within 8 weeks of submission. Cllr Stewart expressed concern that council's insurance may need to be increased in case contactors etc, made mistakes or went bust. Cllr Tubb felt that a rigorous tendering process would reduce the risk of this, as well as Council's policy of holding back payments until each phase was formally signed-off. Cllr Duffield enquired who would be the site manager. Cllr Read confirmed this would be the architect with each phase signed off by the committee, with building control involved at each stage.

MOTION: to agree the mechanical and electrical engineer, as recommended above PROPOSED by Cllr Stewart SECONDED by Cllr Howard and AGREED.

Cllr Tubb allowed for further public participation:

- A member of the public advised that whichever contractor is chosen they must be a member of an accredited body and must have their own insurance.
- Cllr Paternoster reported re. Unitary Authority. The Secretary of State's announcement that there would one single authority for Bucks, had been quite sudden. AVDC were due to hold discussions with the relevant government dept on 8/11/18 but it seemed likely the local (including parish) council elections scheduled for May 2019, would be deferred for one year to 2020. Then 3 years after that. This would put the elections back on the correct 4-year cycle. Implementation of the VALP will continue for now but will be looked at again in the context of the whole county once the unitary authority is established.
- Mr Disbrey was thanked for all his work in keeping the war memorial so pristine. The clerk agreed to phone him and pass this on.
- It was suggested that the Bucks Local Study Centre has excellent archives already and any new project could consider working with them.

18.121 Date of next meeting: Wednesday 5th December at 7.00pm.

Signed Date