

8<sup>th</sup> February 2018

Dear Councillors and Residents of Padbury,

I hereby give you notice that a meeting of Padbury Parish Council will be held at the Sports Pavilion, Padbury on **Tuesday 13<sup>th</sup> February 2018** at 7.30 p.m.

All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out below.

The public are also invited and are welcome to attend and before the Parish Council Meeting there will be a period of public questions.

Deborah O'Brien  
Locum Clerk

The Parish Council wishes to observe a moment's silence to reflect on the passing of Mr Henry Paxton who has been a great contributor to the community.

Agenda

**1. Apologies**

Members are asked to receive apologies.

**2. Declarations of Interest**

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

**3. Minutes**

Members are asked to receive the minutes and confirm the recommendations or resolutions therein of the meeting of the Parish Council held on:

Tuesday 9<sup>th</sup> January 2018 - Copy attached PPC/07/1718

**4. Appointment of Parish Clerk**

Following interviews held, consultation between members and receipt of satisfactory references, the Parish Council is asked to confirm the appointment of Rachel Taylor as Parish Clerk/RFO commencing 19<sup>th</sup> February 2018. Training and handover to commence on that date with Mrs O'Brien to remain as Locum until 28<sup>th</sup> February and it is suggested that thereafter she is available to consult on an hourly basis, up to and including the 2017/18 year-end audit. Ms Taylor to attend GDPR training on 14<sup>th</sup> March and CiLCA has been booked commencing 28<sup>th</sup> June. Ms Taylor will also Clerk for Steeple Claydon and they have agreed to share costs for training.

**5. Sports Field, Play Area & Woodland**

- Discussion towards options regarding mowing the sportsfield. Clerk to update
- Legionella testing – test results: Clerk to update

- A complaint has been received from the Tennis Club regarding dog waste on the sportsfield. Additional signage is to be displayed regarding fines and a notice placed in the Pump regarding the use of CCTV to determine perpetrators.
- Pavilion Storage heaters – Members are asked to confirm the decision taken between meetings to replace the fuse box (£185) and replace one heater (£461.60 + £95 installation) Mr Picketts will then assess the remaining heaters once the fuse box has been replaced.
- Members are advised that the missing space heater has been located
- RoSPA inspection from May 2017 – Cllr Dickens to update on repairs

## 6. Planning

### 6.1 New Applications

- 18/00117/APP | (Retrospective) Erection of a single storey flat roof rear extension | 4 Monument Cottages Main Street
- 18/00064/ADP | Application for reserved matters pursuant to outline permission 16/00482/AOP for layout, scale, external appearance, the access, and the landscaping of the site | Land Adjoining West Bourn Main Street

### 6.2 Decisions made by AVDC

- 17/03977/APP - Birch Barn, Church Lane - Storm porch at rear of dwelling – APPROVED
- 17/03945/ALB - Relocation of male toilets and alteration to existing toilets | The Village Hall Lower Way – APPROVED

### 6.3 Other Planning issues:

- 17/00084/REF (Was 17/02986/APP) Telephone Repeater Station, Winslow Rd. - Change of Use – Telephone Repeater Station into one dwelling –REFUSED by AVDC – On Appeal to Planning Inspectorate
- 10 Old Springfields – freestanding yoga studio constructed in garden – members are advised Planning dept are investigating whether planning consent or change of use consent are required
- 17/03324/APP - Construction of new dwelling (retrospective) and outbuilding - Old Oak House 23B Old End - REFUSED by AVDC
- A Community Led Plan (CLP) for Padbury. Update on contacts with Community Impact Bucks (CIB) for advice/support on appropriate public engagement to progress a CLP.
- Land on Winslow Rd (Formerly Bloor development) – Clerk to update re S106

## 7. Finance

### 7.1 Account Balances:

The balances for the Bank accounts are as follows: (Appendix A)

Barclays Community Current a/c xxx959 £11,111.59 (as at 30<sup>th</sup> Jan 2018)

Barclays Reserve savings a/c xxx909 £0.00 (as at 30<sup>th</sup> Jan 2018) \*to be closed

Barclays COU IAS a/c xxx970 £18,347.36 (as at 30<sup>th</sup> Jan 2018)

Barclays Millennium Wood a/c xxx198 £5,225.00 (as at 30<sup>th</sup> Jan 2018)\*\*

\* Members are advised that the Clerk transferred £8,014 from xx4909 to xx4970 as agreed at the 09/01/18 meeting. Paperwork to formally close account to be signed

\*\* Members are advised that the Clerk will transfer £1,097 from xx198 Millennium Wood account to xx959 current account in respect of maintenance expenses YTD.

### 7.2 Payments - Presented at meeting:

D. O'Brien – Chq 101905 – £244.60 (£217.88 Jan salary net PAYE; £26.72 - SD cards & reader for speedwatch)

HMRC – Chq 101906 - £54.60 – Jan PAYE

Phillips Print – Chq 101907 - £237.60 – December Pump printing

Bob Gough – Chq 101908 - £37.50 - Pavilion Maintenance Jan  
E-on – Chq 101909 - £165.30 (£137.75 + £27.55 VAT) – quarterly streetlighting maintenance  
BMKALC – Chq 101910 - £105.97 – Arnold-Baker & 2 x Local Councils Explained (1 x Local Councils Explained for Cllr Long who will reimburse the Parish)  
Npower – Chq 101911 - £xxxx (£xxxx + £xxxx VAT) Unmetered Street Lighting MPAN1 Jan '18  
Npower – Chq 101912 - £xxx (£xxxx + £xxxx VAT) Unmetered Street Lighting MPAN2 Jan '18  
E-on – Chq 101913 - £1210.80 (£1009 + £210.80 VAT) replacement light column adj 16 Springfields  
Npower – D/Debit (8/2/18) £494.03 (£411.69 + £82.34 VAT) Pavilion electricity – meter reading to be submitted

- 7.3 Income: £100.00 – Millennium Wood funding (January)
- 7.4 Income and Expenditure reports - Members are asked to review as submitted up to 30<sup>th</sup> January 2018, together with YTD vs Budget in the attached documents.
- 7.5 Precept – members are advised that the Precept request of £21,500.00 has been submitted to AVDC and receipt acknowledged
- 7.6 Members are asked to sign a further Barclays confirmation letter re standing order form for playground rent to Savills (All Souls)
- 7.7 Members are asked to confirm the removal of Mrs Bonney from the administrative bank mandate. Members are further asked to confirm the addition of Cllr Long as full signatory and the addition of the new Clerk Mrs Taylor as administrator. Mandate Change paperwork available for signature.
- 7.8 Internal Audit – members are asked to re-appoint Mrs Melanie Rose as Internal Auditor (£13/hr + mileage)
- 7.9 Annual Governance Document review – members are asked to review and confirm the adoption of the following documents:
- Code of Conduct (S27 Localism Act 2011)
  - Standing Orders
  - Financial Regulations
  - Parish Risk Assessment
  - Equality Policy
  - Complaints Procedure
  - Publication Scheme (will require further review once GDPR enacted)
  - Legal Protocol for Developers

#### **8.0 Other Parish Council Business**

- GDPR – further updates are awaited from BMKALC. New Clerk to attend training 14/3/18
- Complaints received about water discharge from house on Main Street – Clerk has written to owners due to concerns about freezing and safety. They have explained that the recent rains have caused cellar flooding. They are currently having engineered drainage installed to alleviate the problem.
- Best Kept Village 2018 – entry forms have been received

#### **9.0 Aylesbury Vale District Council (AVDC):**

- AVDC Parish Newsletter - 1 February 2018

#### **10.0 Buckinghamshire County Council: no update**

#### **11.0 Correspondence circulated in between meetings via e-mail:**

- Notes from NBPPC meeting on Wednesday 10th January 2018
- Planning Liaison Conference at The Gateway 20<sup>th</sup> February – Cllr Long to attend
- BMKALC weekly updates
- Walk to School scheme (BCC)
- GDPR – Important Information

- Town and Parish Council Conference Change of Date – postponed from 1/2/18
- BT box at Mount Pleasant – to be removed by September
- Announcement of the First Round of Funding - HS2 Community & Environment Fund and Business & Local Economy Fund
- BCC - Could you be a good neighbour?
- Agenda for Buckingham Local Area Forum, Thursday 8th February 2018, 6.30 pm
- East West Rail Western Section - phase 2 – Consultation submission made 06/02/18
- The General Data Protection Regulations (GDPR) - 28 February 2018 - The Oculus, The Gateway

## **12.0 Highways**

- Members are advised that the Devolved Services contract renewal has been sent to Lynch Garden services for signing.
- Speedwatch programme. Training is to take place on 28<sup>th</sup> Feb by a TVP trainer. Five volunteers are available. SD cards for downloading data have been purchased.
- Following a request at the January meeting members are asked to consider the viability of purchasing a speed gun rather than using Buckingham Town Council's equipment.

## **13.0 Dates of next meetings – Padbury Parish Council – Members are asked to note and confirm:**

13<sup>th</sup> March 2018

10<sup>th</sup> April 2018

8<sup>th</sup> May 2018 (New Municipal Year)

12<sup>th</sup> June 2018

10<sup>th</sup> July 2018

No meeting in August

11<sup>th</sup> September 2018

9<sup>th</sup> October 2018

13<sup>th</sup> November 2018

No meeting in December