

PADBURY PARISH COUNCIL
Minutes of a meeting of Padbury Parish Council held at Springfields Pavilion
on Tuesday 13th February 2018 at 7.30 p.m.

Present: Cllr M. Long, Chairman; Cllr. S. Dickens, Vice- Chairman ; Cllr. K. Roberts; Cllr. M. Williamson,

Also present: Mrs D. O'Brien, Locum Clerk; District Cllr S. Renshell; 3 Members of the public

There were no comments from the floor before the meeting

Councillors held a moment's reflection upon the life and community service of Mr Henry Paxton who sadly passed away on 11th January. He will be greatly missed by his family, friends and neighbours.

Meeting opened at 7.30pm

90.0 Apologies received from Cllrs Murray, Morris and Burton as well as District Cllr Monger.

91.0 Declarations of Interest - There were none

92.0 Minutes - **RESOLVED** to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on:
 Tuesday 9th January 2018 - PPC/07/1718

93.0 Appointment of replacement Clerk/RFO

Following interviews held, consultation between members and receipt of satisfactory references, the Parish Council **RESOLVED** confirm the appointment of Rachel Taylor as Parish Clerk/RFO commencing 19th February 2018. Training and handover to commence on that date with Mrs O'Brien to remain as Locum until 28th February. **FURTHER RESOLVED** 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 14th March and CiLCA has been booked commencing 28th June. Ms Taylor will also Clerk for Steeple Claydon and they have agreed to share costs for training.

94.0 Sports field, Play Area and Woodland

94.1 Mowing of the sportsfield was discussed and an option that is available is for a 16 year old resident of the parish who is attending college to conduct the work. Clerk to investigate insurance restrictions (if any) and HSE requirements. **RESOLVED** that Robert Dickens is to service the tractor.

94.2 Legionella test kit has been received results are awaited. Clerk to follow up with Mr Gough.

94.3 Several complaints have been received regarding the increased amount of dog waste in the sportsfield area which is a health and safety issue. **RESOLVED** to install 3 signs at the sportsfield and one at the playground on Main Street prohibiting dog access. In addition signage relating to the potential £1,000 fine is to be installed. A notice will be included in the next Pump to this effect and advising of the use of CCTV to monitor the problem. Clerk to order signs.

94.4 Pavilion Storage heaters – Members **RESOLVED** to confirm the decision taken between meetings to replace the fuse box (£185) and replace one heater (£461.60 + £95 installation). Npower have been asked to attend to re-configure the phased meter as the storage heaters are currently running on the daytime instead of the night time tariff. Cllr Morris will meet the technician to supervise.

94.5 Members noted that the missing space heater has been located.

94.6 Members noted Cllr Dickens has conducted an inspection of the items noted by RoSPA and it is felt that all are in an adequate condition.

95.0 Planning - New Applications:

- 18/00117/APP | (Retrospective) Erection of a single storey flat roof rear extension | 4 Monument Cottages Main Street **RESOLVED** – no objections
- 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 – agreed to confirm landscaping requirements with case officer as not available at meeting (no further documents requested by case officer) – **RESOLVED 14/2/18** - no objections

95.1 Decisions made by AVDC – Members noted:

- 17/03945/ALB - Relocation of male toilets and alteration to existing toilets | The Village Hall Lower Way – APPROVED
- 17/03324/APP - Construction of new dwelling (retrospective) and outbuilding - Old Oak House 23B Old End - REFUSED
- 17/03977/APP - Birch Barn, Church Lane - Storm porch at rear of dwelling – APPROVED 10/1

95.2 Other Planning issues – members noted:

- 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 that a planning application is to be made. Applicant has requested permission to use Springfields for parking. **RESOLVED that** no consideration or decision relating to parking would be made as the PC is a statutory consultee for planning and this would constitute pre-determination. Clerk to notify applicant.
- A Community Led Plan (CLP) for Padbury. Cllr Roberts is liaising with Community Impact Bucks (CIB) for advice/support on appropriate public engagement to progress a CLP.
- 15/03744/AOP Formerly Bloor Homes Development, Winslow Rd – members noted that the site has been sold subject to contract – further information awaited.

96.0 Finance**96.1 Account Balances:**

RESOLVED to note that the balances for the Bank accounts are as follows:

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

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

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

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

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

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

96.2 RESOLVED to make the following payments:

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 - £200.75 (£167.29 + £23.46 VAT) Unmetered Street Lighting MPAN1 Jan '18

Npower – Chq 101912 - £12.71 (£10.59 + £2.12 VAT) Unmetered Street Lighting MPAN2 Jan '18

E-on – Chq 101913 - £1210.80 (£1009 + £210.80 VAT) replacement light column adj 16 Springfields

D. O'Brien – Chq 101914 - £24.52 – expenses – stamps & mobile phone top-up

Npower – D/Debit (8/2/18) £494.03 (£411.69 + £82.34 VAT) Pavilion electricity
 WAVE (Anglian Water) – D/Debit £10.87 1/3/18

96.3 Resolved to note the following income:

£600.00 Tennis Club Dues 2017/18; £264.87 Tennis electricity usage 8/3/16-9/1/18
 £100.00 – Millennium Wood funding (January)

96.4 Income and Expenditure reports:

RESOLVED to accept the income and expenditure reports of 30/01/18 and bank reconciliations as submitted together with all worksheets in the accounting workbook.

96.5 Members noted that the Precept request in the amount of £21,500.00 has been made to AVDC.

96.6 RESOLVED to sign a further confirmation letter to Barclays for a direct debit mandate for Savills (All Souls) in respect of playground rent. Clerk to submit to bank. **FURTHER RESOLVED** to sign a direct debit mandate to Npower in respect of MPAN1 & MPAN2 unmetered streetlighting electricity.

96.7 RESOLVED to remove Mrs J Bonney from the administrative bank mandate. **FURTHER RESOLVED** to add Cllr Long as full signatory and to add the new Clerk Mrs Taylor as administrator. Mandate Change paperwork to be prepared for signature.

96.8 RESOLVED to re-appoint Mrs Melanie Rose as Internal Auditor. (£13/hr + mileage)

96.9 Annual Governance Document review: **RESOLVED to** confirm the adoption of:

- 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

Updated copies will be placed on the website.

97.0 Other Parish Council Business:

- GDPR – members noted further updates are awaited from BMKALC. New Clerk to attend training 18/3/18
- Complaints regarding 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.
- Clerk is also to contact Tfb regarding water discharge on A413 (Anglian Water also investigating)
- Best Kept Village 2018 – **RESOLVED to** enter (£25) – cheque/entry to be prepared for next meeting.

98.0 Aylesbury Vale District Council (AVDC) – members noted:

AVDC Parish newsletter – 1st February 2018

99.0 Buckinghamshire County Council (BCC) – no update

100.0 Correspondence circulated in between meetings via e-mail

- Notes from NBPPC meeting on Wednesday 10th January 2018
- Planning Liaison Conference at The Gateway 20th 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
- The General Data Protection Regulations (GDPR) - 28 February 2018 - The Oculus, The Gateway (Cllr Long to attend)
- East West Rail Western Section - phase 2 – Consultation submission made 06/02/18 – Cllr Long suspended Standing Orders to allow 2 residents to make statements of concern regarding proposed volume of traffic and potential flooding. Cllr Roberts advised that all concerned should also add consultation comments reflecting those concerns. He will also advise residents who had e-mailed separately. The consultation has been extended to 5th March <https://consultations.networkrail.co.uk/communications/east-west-rail-phase-2-round-three-consultation/>

101.0 Highways

- Members noted that the Devolved Services contract renewal has been sent to Lynch Garden services for signing.
- Speedwatch programme. Training is to take place on 28th Feb by a TVP trainer. Five volunteers are available. SD cards for downloading data have been purchased – Cllr Roberts to distribute
- Following a request at the January meeting members considered the viability of purchasing a speed gun rather than using Buckingham Town Council’s equipment. This was not considered financially viable and it was agreed to use Buckingham’s equipment.

102.0 Dates of next meetings – RESOLVED to confirm:

- 13th March 2018
- 10th April 2018
- 8th May 2018 (New Municipal Year)
- 12th June 2018
- 10th July 2018
- No meeting in August
- 11th September 2018
- 9th October 2018
- 13th November 2018
- No meeting in December

Meeting closed at 9.15pm

Signed.....Chairman , Date.....