

3<sup>rd</sup> October 2019

Dear Councillors and Residents of Padbury,

I hereby give you notice that a Parish Council meeting will be held at the Sports Pavilion, Padbury on **Tuesday 8<sup>th</sup> October 2019** 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*  
Deborah O'Brien  
Locum Parish Clerk

### **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 10<sup>th</sup> September 2019 - **Copy attached PPC/04/1920**

#### **4. Sports Field, Play Area & Woodland**

- Pavilion sub-committee to report back on progress regarding the new pavilion and decide date of open day
- The Youth Club have requested to use the pavilion on Thursday nights for a Coffee Club as well as Fridays – email has been circulated. Members to consider any potential extra costs involved.
- Contract with the football club – contract has been signed by FC and first payment of £350 received – two councillors to countersign and Clerk to witness. Copy to be returned to Football Club.
- An invoice has been received from Farrer & Co LLP (Solicitors) in respect of the legal fees and disbursements relating to the renewal of the Play Area lease, in the amount of £1,819.00 (includes £300 VAT).
- Clerk is to issue 2019/20 invoices to the Youth & Tennis Clubs respectively.
- Cllr Morris has replaced the lock on the changing room door.

## 5.0 Planning

### 5.1 New Applications since last meeting:

- 19/03476/ALB | Increase the height of the chimney by 6-7 brick courses to 1.8 m above the thatch ridges and the installation of a roll top chimney post | Old Tithe Barn Main Street
- 19/03554/ACL | Application for a Lawful Development Certificate for an existing development of use of a detached dwelling (C3) | Old Oak House 23B Old End

### 5.2 Decisions made by AVDC

- 19/01800/AHR | Removal of a 805m section of hedgerow | Folly Farm Winslow Road Padbury Buckinghamshire MK18 2HS - APPROVED
- 19/03016/APP | Erection of a small rectangular summer house | 10 Main Street Padbury Buckinghamshire MK18 2BQ - APPROVED

### 5.3 Awaiting determination by AVDC

- 18/04100/APP | Create 5 No. parking bays on Vale of Aylesbury Housing Trust land adjacent to No. 70 Springfields to ease parking congestion for local residents. | Land Adjacent To 70 Springfields Padbury Buckinghamshire
- 19/01233/APP | Erection of agricultural building | Land Rear/adj To Fairhaven Main Street Padbury Buckinghamshire MK18 2BJ – objection raised. Letter sent to AVDC regarding S215.
- 19/01978/APP | Change of use of telephone repeater station into one dwelling. | Former Telephone Repeater Station Winslow Road Padbury Buckinghamshire – objection raised
- 19/03089/APP | Demolition of existing storm porch and erection of single storey rear extension | Birch Barn Church Lane Padbury Buckinghamshire MK18 2AJ

### 5.4 Other Planning issues:

- 19/00053/REF | Construction of detached dwelling (Amendment to 15/01216/APP) | Old Oak House 23B Old End Padbury Buckinghamshire MK18 2BE – Appeal in Progress
- 19/00061/NONDET - Nash Park – e-mail from Nash PC requesting support.

## 6.0 Finance

### 6.1 Account Balances:

The balances for the Bank accounts are as follows:

- Barclays Community Current a/c xxx959 £16,693.70 (as at 29<sup>th</sup> August 2019) – as per latest statement
- Barclays COU IAS a/c xxx970 £18,402.32 (as at 16<sup>th</sup> August 2019) – as per latest statement
- Barclays Millennium Wood a/c xxx198 £5,812.00 (as at 9<sup>th</sup> August 2019) – as per latest statement

### 6.2 Payments :

Paid between meetings:

- Npower - £13.55 (£11.29 + £2.26 VAT) Unmetered street lighting MPAN2 August 2019 – Direct Debit
- Npower - £232.20 (£193.50 + £38.70 VAT) – Unmetered street lighting MPAN1 August 2019 – Direct Debit

To be paid at meeting:

- Lynch Garden Services - £350 (Grass Cutting 15/08, 05/19) – Cheque 067
- Phillips Print & Stationers - £162.40 – Pump Printing Aug/Sept issue – Cheque 068
- R Geddes - £163.38 (Part-September salary) – Cheque 069

- D. O'Brien - £315.93 (Part-September salary; website renewal charges; printer ink; VAT) – Cheque 070
- PKF Littlejohn - £240.00 (£200 + £40 VAT) Annual External Audit – Cheque 071
- Farrer & Co. LLP - £1,819 (£1,519 + £300 VAT) Play Area Lease – Cheque 072

6.3 Income:

- Millennium Wood funding (September) - £100.00
- AVDC 2<sup>nd</sup> ½ year Precept - £10,775.00
- Football Club - £350.00 (1<sup>st</sup> half year lease payment)

6.4 Income and Expenditure reports - Members are advised that the financial documents have not been updated pending sight of the month end bank statements.

6.5 Members are asked to review a revised Budget YTD report (attached) with additional information provided including a comparison with last year's income & expenditure. This should be used as a basis for developing the 2020/21 budget with a view to setting the Precept. Please advise the Clerk of any budget recommendations by 28<sup>th</sup> October to enable a preliminary 2020/21 budget to be drafted.

6.6 Limited Assurance Review – External Audit

Members are advised that this has now completed and the Notice of Conclusion of Audit has been published on the website (25/9/19) and on the notice board. Members are further advised that there were calculation errors on Section 2 of the AGAR and that the Locum Clerk was able to correct and amend these as well as submitting new Explanations of Variances. Corrected versions are available for review on the website.

The findings of the Limited Assurance review are:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

6.7 Governance Documents – Standing Orders & Financial Regulations

Members are asked to review and consider revised versions of the Standing Orders and Financial Regulations. These have been updated and amended in accordance with NALC's revisions. The Reserves Policy and other documents will also be reviewed by the Locum Clerk and submitted at a future meeting.

6.8 The National Audit Office has issued the second part of its [consultation on the new Code of Audit Practice](#) which is due to come into force by 1 April 2020. Members are asked to consider any response. (e-mail sent 23/9/19)

**7.0 Other Parish Council Business**

- Bench outside the school Cllr Dickens has made necessary repairs
- Members are advised that end of employment matters relating to the previous Clerk have been enacted. A P45 has been issued. Members are also advised that the CiLCA training which the former Clerk had commenced has been cancelled (no refund due).
- Play Around the Parishes 2020 – an offer has been made to maintain 2019 pricing (£360/2 hours) if booked by 29/11/19. Of the 111 parishes in the Vale, only 20 provided this service.
- Mass tree planting initiative (Woodland Trust) – a resident has offered to promote this idea and a description is going in the Pump. However, should Highways/Bucks County Council land be considered, it is necessary to apply for a cultivation licence and conduct a utility survey (both of which incur costs). Members to advise.
- Public Safety Plan Consultation <https://bucksfire.gov.uk/psp> - response by 18/11/19

## 8.0 Aylesbury Vale District Council (AVDC):

## 9.0 Buckinghamshire County Council:

## 10.0 Correspondence circulated in between meetings via e-mail:

- Agenda for Buckingham Local Area Forum, Wednesday 25th September 2019, 6.30 pm
- [RoRE] Minutes of meeting of Friday 6th Sept
- East West Rail Highway surveys
- Allowances for Parish and Town Councillors [OFFICIAL]
- Bucks Home Choice – Revised Allocations Policy from 1 October 2019
- Heathrow Expansion Consultation Response
- Last chance to have your say - delivering the new Buckinghamshire Council consultations
- MyBucks September 2019
- BMKALC UPDATED TRAINING SCHEDULE \*Clerking Essentials 10/12 and Accounts & Finance Training 24/02/20 should be considered for new Clerk.
- Agenda for Buckingham Local Area Forum, Wednesday 25th September 2019, 6.30 pm
- Supplement: Infrastructure Updates Supplementary Pack to the agenda for Buckingham LAF
- Policy E-Briefing PC11-19 – NAO Audit Code of Practice Part Two.
- BMKALC 2019 – CONFERENCE 29/11/19
- 2020-25 Public Safety Plan consultation (e-mailed 25/9/19) <https://bucksfire.gov.uk/psp>
- 28th October - Buckinghamshire Playing Fields Association (BPFA) AGM
- Applications for LAF Transport Schemes for 2020/21
- Rights of Way Improvement Plan consultation [www.bucksc.gov.uk/rowip](http://www.bucksc.gov.uk/rowip) (due 24/12/19)
- Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas (NALC request)

## 11.0 Highways

- Devolved Services – Bucks CC has advised that the Parish will be required to undertake additional verge mowing of part of the verges around Springfields. An additional £51.40 per year has been allocated for this. Members are asked to ratify acceptance of this amount. A quote has been requested from the current service provider.
- The replacement of the removed road name sign on Lodge Close has now been ordered and will be installed by 14/10/2019 at the latest.
- Clerk has chased and updated report about broken grate on Lower Way – this has now been ongoing for 10 months
- Replacement of streetlight on Lower Way, Outside Lower Way cottage. Works approved at previous meeting, Clerk has requested for works to be completed as soon as possible.
- Removal of the brambles and weeds on the grass Verge on Main Street between The Robin Hood and Box Cottage
- Complaint about overhanging hedging on corner of Old End and Arnold's Way. Members area sked to consider issuing Bucks CC's template hedging letter.

## 12.0 Dates of next meetings – Padbury Parish Council – Members are asked to note:

12<sup>th</sup> November 2019; 10<sup>th</sup> December 2019

**13.0 Exclusion of Public and Press** In accordance with Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters. It is therefore RECOMMENDED, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.

- Staffing matters: Members are asked to consider the results of interviews for a replacement Parish Clerk and to determine the way forward.
- Members are asked to consider terms and conditions of employment to be included in the contract. (Based upon NALC/SLCC template)