

PADBURY PARISH COUNCIL
Minutes of a meeting of Padbury Parish Council held at Springfields Pavilion
on Tuesday 8th October 2019 at 7.30 p.m.

Present: Cllr. M. Long, Chairman; Cllr. S. Dickens, Vice-Chairman; Cllr. F Morris; Cllr. V. Murray; Cllr. M. Williamson; Cllr. P. Burton; Cllr. K. Roberts

Also present: Deborah O'Brien, Locum Parish Clerk; District Cllrs S. Renshell & L. Monger; County Cllr. J. Chilver and 3 residents

Period of Public Questions:

The leader of the Youth Club made a representation to the PC to allow the usage of the Pavilion on a Thursday evening for older Youth Club members to have a 'coffee shop' from 7pm for approx. 1 hour. There would be full adult supervision and the Youth Club insurers have already confirmed coverage under the existing policy. This matter will be considered under agenda item 4.2. The 2 youth club representatives left the meeting.

Another resident addressed the PC regarding planning application 19/01233/APP. The resident has had an indication that the Planning Officer is minded to recommend the application for approval and wanted to advise the PC that it needs to register to speak should the matter go to Committee. The Locum Clerk advised that the PC has already notified AVDC of its intention to register to speak at Committee. The resident left the meeting.

The meeting commenced at 7:40 pm.

55.0 Apologies – there were none

56.0 Declarations of Interest – There were none

57.0 Minutes - RESOLVED to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on: Tuesday 10th September 2019 - PPC/04/1920

58.0 Sportsfield, Play Area and Woodland.

- There has been no further progress on the re-development of the Pavilion. The Locum Clerk advised Councillors that the existing door to the meeting area must be attended to as it is a fire exit and is sticking. Cllr Dickens to repair.
- Members considered the Youth Club request. **RESOLVED to** agree a six month trial of a coffee shop on Thursday evenings, subject to submission of a Risk Assessment and proof of Youth Club Insurance coverage.
- New Football Club Contract – **RESOLVED to** countersign the contract (2 councillors). Copy to be returned. Members noted receipt of the first half-year payment in the amount of £350.
- Playground lease - Members noted that the signed lease had been returned together with an Invoice for £1,819.00. There are several typography errors in the lease plus an incorrect address. **RESOLVED that** Cllr Long will revert to Savills requesting corrections and a clarification of which party is liable for the fees. Invoice to be held pending clarification. The lease will be registered by Savills with Land Registry as it is over 7 years in length.
- Members noted that the Locum Clerk has issued invoices to the Youth & Tennis Clubs for 2019/20 usage.
- Members noted that Cllr Morris has replaced the lock on the Changing Room door. (Emergency Repair) Invoice to be submitted.

59.0 Planning

59.1 New Applications **Members noted:**

- 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. **RESOLVED that** there were no objections to application as submitted
- 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. **RESOLVED that** Cllr Roberts is to draft a statement to AVDC/Planning re-iterating previous objections.

59.2 Decisions made by AVDC **Members noted:**

- 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

59.3 Awaiting determination by AVDC **Members noted:**

- 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 – Cllr Renshell is to follow-up with AVDC
- 19/03089/APP | Demolition of existing storm porch and erection of single storey rear extension | Birch Barn Church Lane Padbury Buckinghamshire MK18 2AJ
- 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. Cllr Roberts to reply to a resident who had raised some further issues. A Councillor will need to attend should the application go to Committee.
- 19/01978/APP | Change of use of telephone repeater station into one dwelling. | Former Telephone Repeater Station Winslow Road Padbury Buckinghamshire – objection raised

59.4 Other Planning issues: **Members noted:**

- 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. **RESOLVED that** the PC declines to comment as it was not an original consultee.

60.0 Finance

60.1 Account Balances:

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

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

60.2 RESOLVED to make the following payments:**Paid between meetings:**

- Npower - £13.55 (£11.29 + £2.26 VAT) Unmetered street lighting MPAN2 August 2019 – Direct Debit 12/10/19
- Npower - £232.20 (£193.50 + £38.70 VAT) – Unmetered street lighting MPAN1 August 2019 – Direct Debit 12/10/19

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 *Cheque held pending confirmation of fee liability
- B. Gough - £42.50 – September caretaker costs – Cheque 073
- F. R. Morris - £58.77 (£48.98 + £9.79 VAT) – fixtures for MUGA repairs – Cheque 074
- M. Long - £6.64 – postage and statutory declaration fee – playground lease – Cheque 075
- E-on - £165.30 (£137.75 + £27.55 VAT) – Quarterly Streetlighting maintenance – Cheque 076
- B. Gough - £168.00 Mowing sportsfield July – Oct – Cheque 077
- R. S. Dickens - £480.00 – removal of dangerous tree from playground – Cheque 078 (to be billed to Savills as agreed July 2019)

60.3 RESOLVED to note the following income:

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

60.4 RESOLVED to note that the financial documents have not been updated pending sight of the month end bank statements. (Income & Expenditure; Summary YTD)**60.5 Members RESOLVED to adopt a revised Budget YTD report 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. Members to advise the Clerk of any budget recommendations by 28th October to enable a preliminary 2020/21 budget to be drafted.****60.6 Limited Assurance Review – External Audit**

Members noted 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 further noted 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.

RESOLVED to note the findings of the Limited Assurance review by PKF Littlejohn LLP:

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.

60.7 Governance Documents – Standing Orders & Financial Regulations

RESOLVED to adopt revised versions of the Standing Orders and Financial Regulations. These have been updated and amended in accordance with NALC's 2018 (Standing Orders) and 2019 (Financial Regulations) revisions. **FURTHER RESOLVED** that the updated versions are to be published on the Parish Council website. The Reserves Policy and other documents will also be reviewed by the Locum Clerk and submitted at a future meeting.

60.8 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 declined to comment.

61.0 Other Parish Council Business

- Bench outside the school – members noted that Cllr Dickens has made repairs.
- Members noted 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 – booking forms have been received. Clerk to ask the number of attendees for Summer 2019 and a decision to be taken at the November meeting.
- Mass Tree Planting Initiative – members noted the interest and also noted that any planting on 'public' (Highways) land would require a cultivation licence and utility survey.
- Public Safety Plan Consultation <https://bucksfire.gov.uk/psp-response-by-18/11/19> - Cllr Roberts to review.

62.0 Aylesbury Vale District Council (AVDC): Cllr Monger submitted a report which covered AVDC's opposition to the Oxford-Cambridge Expressway; AVDC's agreement on a Climate Change motion; little progress on the VALP consultation; shortage of staff in the Planning department resulting in more appeals due to non-determination; a BCC proposal for the Winslow Centre site; working towards Unitary Council. Full details available from the Clerk. Cllr Renshell to follow up re planning application 18/04100 – parking bays

63.0 Bucks County Council: Cllr Chilver updated regarding re-surfacing of footway on Main Street – due to start late November. He will confirm exact location. He will also investigate the installation of the pelican crossing by the Lagan Homes development.

64.0 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.buckscc.gov.uk/rowip (due 24/12/19)
- Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas (NALC request)

65.0 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. **RESOLVED to** accept this amount. A quote has been requested from the current service provider.
- Members noted 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.
- Members noted that the Clerk has chased and updated report about broken grate on Lower Way – this has now been ongoing for 10 months.
- Members noted that instructions for the replacement of streetlight on Lower Way, Outside Lower Way cottage have been given to E-On.
- Removal of the brambles and weeds on the grass Verge on Main Street between The Robin Hood and Box Cottage – members noted that the resident is to take care of this.
- Complaint about overhanging hedging on corner of Old End and Arnold’s Way. **RESOLVED that** a formal Bucks CC drafted notice is to be sent requesting work to be performed.

66.0 Dates of next meetings – Padbury Parish Council – Members are asked to note:
12th November 2019; 10th December 2019

67.0 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 RESOLVED, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.

- Staffing matters: Members reviewed the candidates that had been interviewed for the role of Clerk & RFO. Following a recommendation made by the interview panel, it was **RESOLVED to** offer the position subject to references and agreement of terms to a candidate.
- **RESOLVED that** the terms of employment are for 28 hours per month and salary to commence at SCP13 according to the NJC 2019/20 pay scales. Locum Clerk to prepare draft contract of employment based upon NALC/SLCC template.

Meeting closed at 9:25 pm

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