

7<sup>th</sup> November 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 12<sup>th</sup> November 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. To confirm the appointment of Pamela Molloy as Parish Clerk, Responsible Financial Officer (RFO) and Proper Officer to Padbury Parish Council.**
- 2. Apologies:** Members are asked to receive apologies.
- 3. 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

### **4. 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 8<sup>th</sup> October 2019 - **Copy attached PPC/05/1920**

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

- Pavilion sub-committee to report back on progress regarding the new pavilion and decide date of open day.
- Update on pavilion door repair.
- Members are asked to ratify the emergency repairs required in relation to various plumbing issues and non-functioning showers. Funds for these repairs were budgeted previously and the Locum Clerk arranged for repairs. (£97.60 toilets and taps; £557.40 shower pump and valves)
- Members are advised that Npower has registered the meter readings for the pavilion and adjusted the previous billing (which was based on estimates). The bill up to 4<sup>th</sup> October 2019 is £887.26 (£741.84 + £145.42 VAT). Members are asked to consider the

installation of timers on the storage heaters to restrict usage to the night time storage rates.

- Members are advised that the Youth Club has updated its Risk Assessments and supplied evidence of its insurance which covers both Thursday Coffee Shop and Friday Youth Club meetings. Copies are on file.
- Members are advised that Cllr Long has reverted to Savills/All Souls in regard to the Play Area lease errors and Farrer's invoice. Cllr Long to update.
- Members are advised that the new Play Area lease will need to be registered with Land Registry at the PC's expense. (Lease over 7 years in length) This was undertaken by Chandler Ray on the PC's behalf in 2010 and the Clerk recommends that a conveyancer is used again.

## 6.0 Planning

### 6.1 New Applications since last meeting:

- 19/03647/APP | Single storey rear extension, two storey side and rear extension | Orchard House Winslow Road

### 6.2 Decisions made by AVDC

- 19/03089/APP | Demolition of existing storm porch and erection of single storey rear extension | Birch Barn Church Lane – REFUSED by AVDC.
- 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 – CONSENT GRANTED by AVDC

### 6.3 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 – Cllr Renshell has advised that AVDC is awaiting Tree Officer comments.
- 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
- 19/03554/ACL | Application for a Lawful Development Certificate for an existing development of use of a detached dwelling (C3) | Old Oak House 23B Old End

### 6.4 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 DENIED** by the Planning Inspectorate.
- 19/00566/CON3 | Retaining wall & fence at Lower Way – Councillors are advised that a complaint has been registered with Planning Enforcement regarding this work and an additional complaint made to the Parish Council by another resident. Resident has been advised to discuss with planning enforcement.
- VALP Main Modifications consultation – response due by 17 Dec 2019.

## 7.0 Finance

### 7.1 Account Balances:

The balances for the Bank accounts are as follows:

- Barclays Community Current a/c xxx959 £25,879.91 (as at 30<sup>th</sup> September 2019) – as per latest statement
- Barclays COU IAS a/c xxx970 £18,411.50 (as at 18<sup>th</sup> October 2019) – as per latest statement
- Barclays Millennium Wood a/c xxx198 £6,012.00 (as at 10<sup>th</sup> October 2019) – as per latest statement

### 7.2 Payments:

Paid between meetings:

- Npower - £224.69 (£187.24 + £37.45 VAT) – Unmetered street lighting MPAN1 September 2019 – Direct Debit (awaiting copy invoice)

- Npower - £13.10 (£10.92 + £2.18 VAT) Unmetered street lighting MPAN2 September 2019 – Direct Debit (awaiting copy invoice)
- Npower - £887.26 (£741.84 + £145.42 VAT) – Adjusted invoice 17/11/18-4/10/19 Pavilion electricity – Direct Debit 05/11/2019

To be paid at meeting:

- D. O'Brien - £404.54 - October salary; mobile top-up; envelopes – Cheque 079
- JDB Plumbing - £97.60 - Emergency plumbing repairs – pavilion – Cheque 080
- JDB Plumbing - £557.40 - Emergency shower repairs – pavilion – Cheque 081
- Bob Gough - £42.50 – October Caretaking costs – pavilion – Cheque 082
- F. R. Morris – £216.00 (£180 + £36 VAT) – Millennium Wood Hedging (to be reclaimed from Millennium Wood Fund) – Cheque 083
- F. R. Morris – £226.40 (£190.30 + £36.10 VAT) – fixtures for repairs, supplies for pavilion – Cheque 084
- Farrer & Co. LLP - £t.b.c. lease renewal replacement invoice xx5549 – Cheque 085

7.3 Income:

- Millennium Wood funding (October) - £100.00
- Savings Account Interest - £9.18
- Pump Advertising - £77.50
- Youth Club 2019-20 dues - £150.00

7.4 Income and Expenditure reports - Members are asked to review and agree the Income, Expenditure, Summary and Budget YTD statements as of 31<sup>st</sup> October 2019.

7.5 Members are asked to agree a change of Bank Mandate to reflect the appointment of the new Parish Clerk/RFO. Barclays have changed this process which now requires a telephone call from an existing signatory to commence the process.

7.6 Members are asked to consider the first draft budget (v1) for 2020/21 as distributed. The Tax Base allocation from AVDC has increased to £374.02 which if applied to last year's Band D equivalent results in a Precept of £23,480. Members are asked to consider building reserves towards the pavilion replacement fund in addition to the already accruing reserves for Devolved Services post 2022.

7.7 Governance Documents – Information Available and Complaints Procedure

Members are asked to review and consider revised versions of these documents which have been updated and reflect the new Clerk's contact details. In addition a clean copy of the Risk Assessment document which was approved at the May meeting has been uploaded to the website. (tracking changed were still visible).

## 8.0 Other Parish Council Business

- Members are requested to approve BMKALC training courses for the Clerk:  
Clerking Essentials for Town & Parish Councils 10/12/2019 (£41.55)  
Accounts & Finance Training 24/02/2020 (£70.66)  
Annual Audit 02/04/2020 ((£41.55)
- 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. The Clerk has contacted AVDC and has been advised that 25 children attended in 2019.
- ICO/Data Protection – renewal of the PC's registration is due and members are asked to sign a Direct Debit which will reduce costs from £40 to £35. In addition, the new Clerk should be registered as the Administrator/Data Controller.
- Members e-mail addresses – the Clerk strongly advises that all Councillors use a Parish Council specific e-mail address to comply with the Data Protection Act 2018 and GDPR. The ICO has produced a [fact sheet](#).
- Mass tree planting initiative (Woodland Trust) – further correspondence requesting PC allocating land – possibly at the Millennium Wood.
- Public Safety Plan Consultation <https://bucksfire.gov.uk/psp - response by 18/11/19> - Cllr Roberts to update.

- VE Day 2020 – members to consider if an amount should be included in the 2020/21 budget. Correspondence received 8/10 from Rev. Roberts – Cllr Roberts to update.
- Charndon PC has proposed an Elections Hustings. Members are referred to [https://www.electoralcommission.org.uk/sites/default/files/pdf\\_file/Elections-May-2016-Hustings.pdf](https://www.electoralcommission.org.uk/sites/default/files/pdf_file/Elections-May-2016-Hustings.pdf) and reminded that the PC is non-political.
- Dog Waste Collection – AVDC is bringing service back in house in preparation for Unitary. The existing agreement expires Jan 20 2020 and AVDC wishes to extend this to end March 2020. Members are asked to confirm acceptance of this.

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

### **10.0 Buckinghamshire County Council: Consultation on budget priorities for council services**

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

- 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)
- Policy conference: next steps for the Cambridge – Milton Keynes - Oxford Arc 27/2/2020
- VALP modifications (NBPPC)
- TfB Road Safety Updates
- NBPPC Agendas & Minutes, Updates
- AVALC AGM papers 2/11/19
- NALC - Neighbourhood Planning and Health and Well Being Article - legal update
- BMKALC – Upcoming Courses
- UPDATE FOR LOCAL COUNCILS & VE DAY 75 - 8TH MAY 2020
- Unitary – Latest News – delivering the new Unitary Council
- Query from potential buyer of the Telephone Repeater Station re Planning Applications – replied
- Community Impact Bucks – Community Engagement on Ox-Cam Expressway
- ICO – Data Protection & Brexit
- BPFA AGM 28 October
- TfB – Road Closures for Remembrance Sunday – not required
- Luton Airport – public consultation notice
- Came & Co – Council Matters Autumn 2019
- Consultation on budget priorities for Bucks CC (individual completion – see item 10.0)
- Heart of Bucks Foundation – Winter Warmth program – Cllr Burton to obtain further information for the Pump
- LAF Minutes 25/9/19
- Parish Liaison Meeting Agenda 6/11/19 (Also notes from 24/7/19 meeting)
- Community Roundtable – Amersham 28/11/19 – Prevent Strategy
- Press Release re Aylesbury Garden Town
- NALC – new Good Councillor’s Guide to transport planning
- AVDC 2020/21 Tax base & request for Precept – response due by 17/1/2020

### **12.0 Highways**

- Npower/LASER street lighting tariffs have been confirmed for Oct 2019-Sept 2020. The increase is £102/year or 4.45%. This has been budgeted.
- Previous Clerk has chased and updated report about broken grate on Lower Way – this has now been ongoing for 10 months
- Removal of the brambles and weeds on the grass Verge on Main Street between The Robin Hood and Box Cottage – resident has advised that they are unable to undertake this. Councillors to consider other options.
- Complaint about overhanging hedging on corner of Old End and Arnold’s Way. Members are advised that the resident was written to as agreed. Resident has requested more information from councillors regarding work to be completed.

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

10<sup>th</sup> December 2019 • 14<sup>th</sup> January 2020 • 11<sup>th</sup> February 2020 • 10<sup>th</sup> March 2020  
14<sup>th</sup> April 2020 • 12<sup>th</sup> May 2020 (to be confirmed subject to local elections)