

Padbury Parish Council
Parish Clerk: Pam Molloy
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16th April 2020

Dear Councillors and Residents of Padbury,

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came in to force on 4th April 2020. This allows Padbury Parish Council to hold remote meetings. I hereby give you notice that a Parish Council meeting will be held remotely on Tuesday 21st April 2020 at 4pm.

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 the remote meeting. Before the Parish Council Meeting there will be a period of public questions. If a member of the public wishes to attend, please contact the Parish Clerk via email at padburyparishcouncil@gmail.com

Pam Molloy
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 section 32 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 10th March 2020 - Copy attached PPC/10/1920

4. Emergency Delegation Powers, Members are asked to consider:

In response to the COVID-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Parish Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Parish Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline (such as planning consultations or insurance renewal). This will be carried out where possible by consultation with members by email or telephone. The Clerk will further consult

with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority will cease upon the first meeting of the Parish Council after the council meeting at which the delegation was put in place.

5. Sports Field, Play Area & Woodland

- Re-development of the Pavilion – Open day held on Saturday 7th March 2020. Cllr Long is collating peoples comments and suggestions. Information on costings to be circulated. VAT needs to be investigated.
- Pavilion storage heaters – Smart meters to be fitted if possible - Clerk has registered request online and is chasing. Update - Smart meter installations are now on hold.
- Tennis club – invoice issued for electricity usage.
- Path lights leading to tennis courts – electric box housing switches is to be locked. This will be actioned when safe to do so.
- Play Area lease – Chandler Ray have all the information they needed and should have sent papers to the Land Registry. Cllr Long to update.
- Tennis club – Members to note invoice for 1st half of rent is being postponed until 1st July.
- Youth club – Members to note invoice for rent is being postponed until 1st July.
- Pavilion Hire Agreement – Cllr Burton has updated and circulated via email for comment.
- Members to note that the Multi Use Games Area light has now been replaced.
- Members to note that the spare set of keys for the pavilion are now with the caretaker. No one to access the pavilion unless agreed.
- Multi Use Games Area, tennis courts and playground are all locked until further notice.
- Playground and sportfields – annual inspection due in May. Weekly inspections should be carried out and recorded.
- Members to note that letter was sent to the caretaker confirming new hourly rate from 1st April.

6. Planning

6.1 New Applications since last meeting:

- 20/00877/COUAF – Determination under Class R of Part 3 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (Amended) as to whether prior approval is required in respect of transport and highways impacts, noise impacts, contamination risks and flood risks for the change of use of the existing agricultural building to a flexible use falling with business use general storage (class B8) - Manor Farm, Thornborough Road. Parish Council comments added on 13th April.
- 20/01222/APP - Demolition of existing pole barn and replacement with agricultural barn for dry storage of feed and hay for grazing sheep, pens for lambing and sheering plus isolation and quarantine pens and a dry

area section for the keeping of site ground maintenance equipment - Land at White Bridge, Steeple Claydon.

6.2 Decisions made by Aylesbury Vale District Council

- 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. Response sent by Parish Council. Certificate refused. Appeal has been lodged, start date for this appeal is the 16th March 2020.

6.3 Awaiting determination by Aylesbury Vale District Council

Members are asked to note the following applications that are pending consideration by Aylesbury Vale District Council.

- 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 – Tree Officer comments received.
- 19/01233/APP - Erection of agricultural building - Land Rear/adjacent to Fairhaven, Main Street – objection raised. Letter sent to Aylesbury Vale District Council regarding Section 215.
- 19/04276/ALB - Change of use from public house class A4 and restaurant A3 to veterinary surgery class D1a non-residential institution with the adjacent residential accommodation use class C3a dwelling house - formerly The Blackbird Public House and Four and 20 Main Street, Padbury. Parish council commented. New plan added to application. Aylesbury Vale District Council advised Parish Council comments remain the same.
- 19/04275/APP - Change of use from public house class A4 and restaurant A3 to veterinary surgery class D1a non-residential institution with the adjacent residential accommodation use class C3a dwelling house - Formerly the Blackbird Public House and Four and 20 Main Street, Padbury. Parish council commented. New plan added to application. Aylesbury Vale District Council advised Parish Council comments remain the same.
- 20/00050/APP – Application for a rear single storey extension – 12 Boundary Road, Padbury. Parish council comments have been made.

6.4 Other Planning issues:

- 19/03089/APP – Demolition of existing storm porch and erection of single storey rear extension – Birch Barn, Church Lane – Residents have appealed.

7. Finance

7.1 Account Balances:

The balances for the Bank accounts are as follows:

- Barclays Community Current account ending 959, £14,675.71 (as at 31st March 2020)
- Barclays savings account ending 970, £18,427.14 (as at 31st March 2020)
- Barclays Millennium Wood account ending 198, £6,512.00 (as at 31st March 2020)
- Cheques still to clear current account £819.02

7.2 Payments:

Paid between meetings:

- Savills - £120.00 – Annual Rent for playground – Direct Debit 25/3/20
- Savills - £5.00 - Wayleave and Right of Way– Direct Debit 25/3/20
- P Molloy - £395.86 – March salary and expenses – Cheque 102118
- D O'Brien - £41.04 – March 3 hours salary – Cheque 102119
- R Gough - £42.50 – March Caretaking costs – pavilion – Cheque 102120
- A Picketts - £193.40 – Multi Use Games Area floodlight replaced – Cheque 102121
- NPower - £225.85 (£188.21 + £37.64 VAT) – unmetered street lighting February 2020 – Direct debit 13/4/20
- NPower - £12.74 (£10.62 + £2.12 VAT) – unmetered street lighting February 2020 – Direct debit 13/4/20

Payments to be agreed at meeting:

- P Molloy- £382.30 – April salary and expenses – Cheque 102122
- D O'Brien - £136.80 – Responsible Financial Officer salary for April – Cheque 102123
- R Gough - £45.00 – Pavilion maintenance for April – Cheque 102124
- North Bucks Parishes Planning Consortium - £20.00 – Membership fee to year ending 31/3/21 – Cheque 102125
- Buckinghamshire and Milton Keynes Association of Local Councils - £148.71 – BALC, National Association of Local Councils and LCR Subs – Cheque 102126
- Lynch Garden Services - £330 – Grass cutting of village & park – Cheque 102127
- R Gough – £72.00 - Mowing playing field Jan, Feb & April 2020 – Cheque 102128
- EON - £165.30 (£137.75 + £27.55 VAT) – Street lighting maintenance for quarter ending 31/3/20 - Cheque 102129
- Wave - £60.31 – Pavilion water from 15th Jan to 15th Mar 2020 – Direct debit 29/4/20
- NPower - £13.91 (£11.59 + £2.32 VAT) – unmetered street lighting March 2020 – Direct debit 7/5/20
- NPower - £241.70 (£201.42 + £40.28 VAT) – unmetered street lighting March 2020 – Direct debit 7/5/20

7.3 Income:

- Millennium Wood funding (March) - £100.00
- Savings account Interest - £6.46

7.4 Income and Expenditure reports - Members are asked to review and agree the Income, Expenditure, Summary and Budget year to date statements as of 31st March 2020. These form the financial basis for the Annual Governance and Accountability Return.

7.5 Annual Governance and Accountability Return: Members are asked to review page 5, section 2, accounting statements for accuracy. Members are advised that the Internal Auditor will review all documentation electronically before your review and signing of the entire return prior to submission to the External Auditors. Dates for the 2019/20 return have been extended as follows:

- The publication date for final, audited, accounts for local councils will move from 30th September to 30th November 2020.
 - To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020.
 - This means that draft accounts must be approved by 31st August 2020 at the latest or maybe approved earlier where possible.
- 7.6 Members are further asked to review the Bank Reconciliation, Explanation of Variances and Asset Register 2019-20.
- 7.7 Members are advised that the Clerk will transfer £225.00 from the Millennium Wood account to the Community Current account in respect of hedge cutting and mowing for 2019/20.
- 7.8 Members are advised that the Responsible Financial Officer has submitted a VAT 126 refund request to HMRC in the amount of £1,757.48 reflecting payments made in 2019/20.

8. Other Parish Council Business

- Lynch Garden Services – Members are advised that the first cut was carried out on 2nd April.
- VE/VJ Day 2020 – Now postponed until August.
- Resident re-raised query re tree down right of way path to fields via West Furlong – Email sent to Buckinghamshire County Council and letter sent to resident. Resident has replied, letter has been circulated.
- Local Council Devolution Agreement Variation – Members to note, received signed copy via email from Buckinghamshire County Council. Payment of £1,748.96 due in April.
- No Expressway Group – Cllr Roberts advised that it may be cancelled, however await confirmation.
- North Bucks rRIPPLE – Footpaths/right of way access. Improvement plan received and circulated. Clerk has contacted the landowners to see if they will approve the works.
- Town & Parish Council elections now postponed.
- Annual Parish Council Meeting – postponed. Note, doesn't need to be held due to Covid 19.
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- Website Accessibility – Cllr Burton to provide update. Attending training course, now on 19th August.
- National Village & Community Halls Survey – Due 31st March.
- Dog waste bin collection – Members to note, service level agreement extended from 1st April 2020 to 31st March 2021 (agreed via email).
- Parish Council Insurance renewal due 1st June 2020 – Clerk has advised new contact details.
- Received complaint from resident about rights of way path from the woods through Bennetts Close – reported to Buckinghamshire Council.

9. Aylesbury Vale District Council:

To receive a report from the Aylesbury Vale District Council representative.

10. Buckinghamshire County Council:

The re-surfacing of the footway on Main Street is now complete – Clerk has raised concerns re grass verges with Buckinghamshire County Council, await response.

Bus stops (two by new development) – Improvements to be undertaken, but consultation has yet to be carried out.

Crossing on the A413 – Under Section 38 developer to install an informal crossing, however no deadline date set. Under Section 106 a pelican or toucan crossing to be installed. The next Section 106 development programme meeting is being held in April. This crossing will be pushed forward as priority but is subject to feasibility study and safety audits.

Transport for Bucks will contact the Parish Council so as location and type of crossing can be discussed. Please note: the informal crossing and the pelican/toucan crossing maybe in the same location.

11. Correspondence circulated in between meetings via e-mail:

Please note: Emails circulated since last meeting and up to 31st March – see general update document emailed on 3rd April.

- Covid-19 Briefing 7: Community buildings & sport organisations grants
- Closure of Cemeteries etc
- Buckinghamshire Council News: Local lifelines support work for residents at highest risk
- RSN Rural Funding Digest - April 2020 Edition
- Notice of Adoption Canopy Cover Supplementary Planning Document
- Covid-19 Briefing 8: fund alert for Farming/ Rural and Art/ Culture organisations
- Coronavirus — information for parish and town councils
- An important update from Buckinghamshire Council.
- Buckinghamshire Council News: Weekly road works update.
- Covid-19 Briefing 9: DBS checks for volunteers during Covid-19 crisis – FAQs
- Update from Buckinghamshire Council.
- Innovative social care centre opens its doors.
- National Association of Local Councils Legal Briefing Note and paper on holding effective remote meetings.
- National Association of Local Councils Briefing Note L01-20 remote meetings etc.
- Covid-19 Briefing 10: Furlough scheme Q&A and Business Support checklist
- The Rural Bulletin - 7 April 2020.
- Covid-19 Briefing 11: Eventbrite changes and new COVID-19 funds.
- An important update from Martin Tett, Leader of Buckinghamshire Council.
- Care for adults focus in the daily council video update.
- Discover the Risborough Basket in the daily council video update.
- Covid-19 Briefing 12: Volunteering Matching Service and Local Support Hubs

- Zoom.
- Letter from Government.
- Meeting Guidance Document - LLG and ADSO.
- East West Rail Phase 2 Update Newsletter.
- The Lady in the van. Aylesbury Old Town volunteers take care of vulnerable locals Proud of Bucks.
- COVID-19 Briefing 13: Government's £750 package for charities.
- Buckinghamshire Council offers ideas to residents on how to have an enjoyable but safe Easter weekend.
- Neighbourhood Plan – Referendums
- Chesham community initiative in focus in the daily council video update.
- An update from Martin Tett, Leader of Buckinghamshire Council.
- Update from Buckinghamshire Council.
- Retirement as a Parish Councillor.
- More online adult learning courses launching to support skills development.
- Tribute to health staff in the daily council video update.
- COVID-19 Briefing 14: Recruiting expert volunteers and Fund Alerts.
- An update from Martin Tett, Leader of Buckinghamshire Council.
- The Rural Bulletin - 15 April 2020.
- COVID-19 Briefing 15: Governance and HR guidance.
- Buckinghamshire Council - Winslow Ward.
- Buckinghamshire schools in focus in the daily council video update.
- Retirement as a Parish Councillor.
- Buckinghamshire Council Support for small Businesses.
- Virtual Meetings using Microsoft based solutions.

12. Highways

- Broken grate on Lower Way – resident has reported via Fix my Street, latest comment - We have assessed your report and the repair of this defect has been added to our programme of works. Note: No further update as at 15th April.

13. Dates of next meetings – Padbury Parish Council – Members are asked to note:

19th May 2020 (to be confirmed) – 9th June 2020 – 14th July 2020 – 8th September 2020 – 13th October 2020 (to be confirmed) – 10th November 2020 – 8th December 2020