

## **Padbury Parish Council**

Minutes of a virtual meeting of Padbury Parish Council held on Tuesday 21<sup>st</sup> April 2020 at 4pm

Present: Councillors: M Long, Chairman; F Morris; V Murray; M Williamson; P Burton; K Roberts

Also present: Pam Molloy, Parish Clerk; Debbie O'Brien, Responsible Financial Officer; Councillors: J Chilver; L Monger; S Renshell; Sir B Stanier

**Period of Public Questions:** None

The meeting commenced at 4pm.

**130. Apologies** - Councillor S Dickens

**131. Declarations of Interest** – Councillor Morris, planning application 20/00877.

**132. Minutes**

Resolved to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on: Tuesday 10<sup>th</sup> March 2020 - PPC/10/1920.

**133.** Councillor Roberts confirmed his resignation. The Chairman thanked Councillor Roberts for all his hard work and his contribution over the last ten years.

**134. Emergency Delegation Powers**

Members resolved, that 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 physical meeting of the Parish Council after the council meeting at which the delegation was put in place.

**135. Sports Field, Play Area and Woodland**

- Re-development of the Pavilion – Open day held on 7th March 2020. Councillor Long has collated peoples comments and suggestions which has been circulated. Information on costings has been circulated. VAT needs to be investigated – Responsible Financial Officer provided an update and

advised that claims can be made for certain parts. Society of Local Council Clerks can advise. It was suggested that an analysis be carried out before any works are instructed.

- Pavilion storage heaters – NPower contract ends 2021 (three year contract). Clerk has requested for smart meters to be fitted via online and email. Smart meter installations are currently on hold.
- Tennis Club – Members advised invoice issued for electricity usage.
- Path lights leading to tennis courts – Members advised that the lock for the electric box housing switches will be fitted by Councillor Morris when safe to do so. Lock has been purchased.
- Play Area Lease – Chandler Ray dealing with the Land Registry. Councillor Long has chased, awaiting a response.
- Tennis Club - Members resolved to note that the invoice for the 1<sup>st</sup> half of the rent is being postponed until 1<sup>st</sup> July.
- Youth Club – Members resolved to note that the invoice for the rent is being postponed until 1<sup>st</sup> July.
- Pavilion hire agreement - Councillor Burton has updated and circulated via email. (1<sup>st</sup> aid kit is in the kitchen).
- Members resolved to note that the Multi Use Games Area light has now been replaced.
- Members resolved to note that the spare set of keys for the pavilion are now with the caretaker. No one is to access the pavilion unless agreed.
- Members resolved to note that the Multi Use Games Area, tennis courts and playground are all locked until further notice.
- Playground and Sportfields – Members resolved to note that the annual inspection is being carried out in May. Councillor Burton advised that insurance policy requires monthly inspections to be carried out by parish council. Clerk to arrange.
- Members resolved to note that the letter was sent to the caretaker confirming new hourly rate from 1<sup>st</sup> April.
- Members resolved to note that Councillor Dickens has cut the playground hedges.
- Members resolved to note that Councillor Morris had arranged diesel supply for caretaker, invoice to follow.

## **136. Planning**

136.1 New Applications: Members noted the following applications made since the last meeting:

(Councillor Morris was not involved in discussions for application 20/00877)

- 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 were added on 13<sup>th</sup> 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 – Parish Council comments were added on 17<sup>th</sup> April.

136.2 Members noted the following 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 to Aylesbury Vale District Council. Certificate refused. Appeal has been lodged, start date for this appeal is the 16<sup>th</sup> March 2020. Cllr Monger advised that he would try and get further information.

136.3 Members noted the following applications awaiting determination 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's 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. New plan added to application. Aylesbury Vale District Council advised that 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. New plan added to application. Aylesbury Vale District Council advised that 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.

136.4 Other Planning issues: Members noted:

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

## **137. Finance**

137.1 Members resolved to note that the balances for the bank accounts as at 31<sup>st</sup> March 2020 are as follows:

- Barclays Community Current account ending 959 £14,675.71.
- Barclays savings account ending 970 £18,427.14.
- Barclays Millennium Wood account ending 198 £6,512.00.

- Cheques still to clear current account total £819.02

137.2 Members resolved to make the following 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 three hours salary – Cheque 102119
- R Gough - £42.50 – March caretaking costs – 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 agreed at meeting:

- P Molloy- £382.30 – April salary & expenses – Cheque 102122 (dated 30/4)
- D O'Brien - £136.80 – Responsible Financial Officer salary for April – Cheque 102123 (dated 30/4)
- R Gough - £45.00 – April caretaking costs – Cheque 102124 (dated 30/4)
- North Bucks Parishes Planning Consortium - £20.00 – Membership fee to year ending 31<sup>st</sup> March 2021 – Cheque 102125
- Buckinghamshire and Milton Keynes Association of Local Councils - £148.71 – Buckinghamshire Association of Local Councils, National Association of Local Councils and Local Council Reviews subscriptions – Cheque 102126
- Lynch Garden Services - £330 – Grass cutting of village and 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 15<sup>th</sup> January to 15<sup>th</sup> March 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
- F Morris - £24.89 (£20.74 + £4.15 VAT) – Lock for tennis club electric box – Cheque 102130
- Savills - £120.00 (£100 + £20 VAT) – Outstanding balance of rent for playground from March 2019 to March 2021 – Cheque 102131

137.3 Resolved to note the following income:

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

Members resolved to note that the Millennium Wood funding was likely to stop.

137.4 Members resolved to note and agreed the Income, Expenditure, Summary and Budget year to date statements as of 31<sup>st</sup> March 2020. These form the financial basis for the Annual Governance and Accountability Return.

Councillor Long thanked Debbie for her work on these.

137.5 Annual Governance and Accountability Return: Members resolved to agree page 5 – ‘section 2’ Accounting Statements for accuracy. Members resolved to note that the internal auditor will review all documentation electronically prior to members review and signing of the entire Annual Governance and Accountability 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 30<sup>th</sup> September to 30<sup>th</sup> 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 31<sup>st</sup> August 2020 at the latest or may be approved earlier where possible.

137.6 Members resolved to note the Bank Reconciliation, Explanation of Variances and Asset Register for 2019-20.

The asset register was discussed. It was noted that items are shown costed at their purchase prices and that they did not depreciate in value over time. The gang mower was to be deleted from the register.

137.7 Members resolved 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.

137.8 Members resolved to note 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. This will be paid directly into bank account.

### **138. Other Parish Council Business**

- Lynch Garden Services – Members advised first cut was carried out on 2<sup>nd</sup> April. Members resolved next cut on 24<sup>th</sup> April.
- VE/VJ Day 2020 – Now postponed until August.
- Resident raised concern re trees down right of way on West Furlong – Letter sent to resident and reply received. Clerk still in contact with Buckinghamshire Council. This was discussed during the meeting as still unable to identify the landowner and answer was needed as to who is responsible for maintenance. Councillor Monger suggested getting works done and invoicing Buckinghamshire Council. Agreed that emails between Clerk and

Buckinghamshire Council to be forwarded to Councillor Chilver and he will look into.

- Local Council Devolution Agreement Variation – Members resolved to note received signed copy via email from Buckinghamshire Council. Payment of £1,748.96 due in April.
- No Expressway Group – Advised that it may be cancelled, await confirmation.
- North Bucks rRIPPLE in Padbury – Footpaths and right of way access. Clerk has contacted the landowners. One landowner, Maylands, has approved works. Awaiting response from All Souls.
- Town and Parish council elections now postponed to May 2021.
- Annual Parish meeting – Members resolved not to hold this due to COVID-19.
- Annual Parish Council meeting – Members resolved not to hold this due to COVID-19.
- Website Accessibility by September 2020 – Councillor Burton provided an update and has circulated his report. He will review what is currently on the website and what needs to go on. TEEC was discussed, they have three different packages and carry out ongoing testing (packages £10/£20/£30 a month – check if includes testing). Councillor Burton will do some comparisons on prices and will circulate information. Wordpress only host and provides the means to display. Councillor Burton is attending training course, now to be held on 19<sup>th</sup> August.
- National Village & Community Halls survey – due by 31<sup>st</sup> March. Deadline missed.
- Dog waste bin collection – Members resolved to note that the service level agreement was extended from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.
- Insurance renewal – due by 1<sup>st</sup> June. Clerk has updated information, await response.
- Received complaint from resident re rights of way path from the woods through Bennetts Close – reported to Buckinghamshire Council.
- Advertising in Padbury Pump – the Parish Council has been contacted and it has been suggested that the renewal payments for advertising be deferred until the Pump can be delivered again. Members resolved to agree.

**139. Aylesbury Vale District Council:**

There was no report from the Aylesbury Vale District Council.

**140. Buckinghamshire Council:**

- The re-surfacing of the footway on Main Street is now complete. Clerk raised concerns about how the grass verges were left, awaiting a response. Clerk to chase.
- 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 is 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 that location and type of crossing can be discussed. Please note: the informal crossing and the

pelican/toucan crossing may be in the same location. Clerk to email for an update.

- Official complaint has been lodged regarding the rattling drain cover on Main Street by Highway House. This has now been fixed.

**141. Correspondence circulated in between meetings via email:**

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

- COVID-19 Briefing 7: Community buildings & sport organisations grants
- Closure of Cemeteries.
- Buckinghamshire Council News: Local lifelines support work for residents at highest risk
- 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 and 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 – frequently asked questions.
- 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 on remote meetings
- COVID-19 Briefing 10: Furlough scheme questions and answers and business support checklist
- The Rural Bulletin - 07 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 #ProudofBucks
- 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 #FundAlerts
- 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
- Buckinghamshire Council Support for small Businesses
- Virtual Meetings using Microsoft based solutions

The above list was discussed and members resolved that in future only emails that require a response are to be listed.

**142. 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’. Clerk also reported and got the same response. No further update.

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

9<sup>th</sup> June 2020; 14<sup>th</sup> July 2020; 8<sup>th</sup> September 2020; 13<sup>th</sup> October 2020 (to be confirmed); 10<sup>th</sup> November 2020; 8<sup>th</sup> December 2020

Meeting closed at 5.30pm

Signed.....Chairman

Date.....