



ASTON CLINTON PARISH COUNCIL

Minutes of the Council Meeting

held at 6.30pm on **18th October 2023** at the
Parish Council Office, Aston Clinton Park, London Road HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr M Collins, Cllr K Hickson, Cllr J Hughes, Cllr C Judge, Cllr M Mason, Cllr D McCall, Cllr L Ronson & Cllr P Wyatt

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

23.65 Questions and Comments from the Public. None present.

23.66 To Receive Apologies for Non-Attendance. Received from Cllr P Birchley.

23.67 To Receive Declarations of Interest or Requests for Dispensation. None received.

23.68 To Approve the Minutes of the Council Meeting held on 20th September 2023

The minutes of the meeting held on 20th September 2023 were approved as a true and accurate record and were signed by the Chair.

23.69 Council

- i. Reports from external bodies: *Arla Olleco Liaison Meeting:* Cllr Wyatt reported that he had attended a recent meeting where issues regarding smells had been raised as had the recent planning application.

Canal & River Trust: Cllr Reid reported that the trust had recently removed all the dog bins along the canal towpath, two of which were within the Aston Clinton parish boundary, as they were expensive to empty. It was agreed that Council investigate the feasibility of reinstalling two dog bins along the towpath and arrange for their emptying to be added to Council's existing Bucks Council contract. **ACTION: Clerk**

- ii. Safeguarding Officer: **It was resolved to appoint Cllr Marion Mason as the Safeguarding Officer.**

- iii. Volunteer Policy: Council's Volunteer Policy was reviewed. **It was resolved that the Volunteer Policy did not require updating.** **ACTION: Clerk**

- iv. Outstanding Actions: Council reviewed the outstanding actions list and the following actions were agreed:

Scout hall proposal (minute 23.12iv): as there had not been a response from Bucks Council for information on how the decision not to grant access to the hall had been determined it was agreed that a Freedom of Information request be made. **ACTION: Clerk**

Footbridge over canal at Stablebridge Road (minute 22.26ii): Cllr Read will contact Bucks Council regarding this issue. **ACTION: Cllr Reid**

Canal Bridge 8 (minute 22.26iii): Cllr Reid will check that the work has been carried out if not he will contact the Canal Trust. **ACTION: Cllr Reid**

Park View resurfacing (minute 22.131ii): all six property owners had been invited to attend a meeting but two had not responded. The Clerk will follow up. **ACTION: Clerk**

23.70 Finance & Staffing

- i. The draft minutes of the 4th October 2023 Finance & Staffing Committee meeting were noted. Council considered the following recommendations from that meeting:

- a. Website domain name: **It was resolved to move the Council's website over to a .gov.uk website domain name and email addresses.** **ACTION: Clerk**

- b. AWP additional security fencing: **It was resolved to add £14,000 to the 2024/25 budget for the installation of additional security fencing around the AWP.**

ACTION: Clerk

- c. Equality & Diversity Policy. It was resolved to adopt the Equality & Diversity Policy.
- ii. Aston Clinton Society grant application: An application for £437.18 towards the purchasing of litter pickers for the society's village tidy up events was considered. It was resolved that a grant of £437.18 be provided to Aston Clinton Society towards the purchase of 30 litter pickers. **ACTION: Clerk**
- iii. Financial reports: The balance sheet and income and expenditure reports at 30th September 2023 were noted. Income was £337,006 and expenditure £124,890. The earmarked reserves were noted.
- The debtors at 30th September 2023 were noted. The Clerk had sent reminder letters to all debtors and would be following up with a telephone call. **ACTION: Clerk**
- iv. Payments totaling £14,709.76 were approved and income of £161,391.99 was noted.

Payments over £500

Date	Company	For	Amount £	Vat £	Total £
27/09/2023	Aylesbury Plant & Tool Hire	Hire cherry picker for CCTV maintenance	£149.00	£26.00	£175.00
13/10/2023	Aston Clinton Village Life	Council grant for Village Life	£2,000.00	£0.00	£2,000.00
14/10/2023	Matthew Garrett	RKP half term event final payment	£775.00	£0.00	£775.00
01/10/2023	Goldleaf Groundcare	Park grounds maintenance Sept 23	£866.67	£173.33	£1,040.00
04/10/2023	Goldleaf Groundcare	Extra cuts/ACL6/tractor damage	£2,150.00	£430.00	£2,580.00
03/09/2023	Your Café in the Park	Cleaning Aug 23	£620.00	£0.00	£620.00
03/10/2023	Your Café in the Park	Cleaning Sept 23	£600.00	£0.00	£600.00
13/10/2023	Drax	Streetlight Elec Sept 23	£2,662.96	£532.59	£3,195.55
28/09/2023	Kingfisher Direct	Dual littler recycling bin	£695.79	£139.16	£834.95
			£10,519.42	£1,301.08	£11,820.50

23.71 Facilities & Events

- i. The draft minutes of the 27th September 2023 Facilities Committee meeting were noted.
- ii. Grounds Maintenance: Cllr McCall reported that the Grounds Maintenance Working Group were monitoring the work of the current park grounds maintenance contractors as there had been a number of issues of concern regarding the standard of work and working practices. These concerns are to be discussed at the next meeting of the committee.

23.72 Highways & Streetlights

- i. London Road traffic calming update: Cllr Hughes reported that he and Cllr Wyatt had met with Simon Glover and Lee Stevens from the Bucks Council regarding the delivery of the scheme. The scheme had been retendered to ensure that value for money was being obtained. This process was expected to be completed by the end of the year with a contractor in place and an agreed start date known in the new year.

Cllr Hughes would contact Bucks Council for an update on the double yellow lines due for Church Lane/Twitchell Lane.

ACTION: Cllr Hughes

- ii. MVAS data: The data collected for the period 15th July to 7th September 2023 from the London Road location, outside Car2Go, showed of the 90,774 vehicles there was a compliance of 87%.
- iii. To consider purchasing a 2nd MVAS: Council considered quotes for a 2nd MVAS to complement the existing one. It was noted that Buckinghamshire Highways allowed a maximum of two MVAS per parish where there was at least eight sites agreed. Council currently have 5 approved sites. Further sites on Lower Icknield Way, and the eastern end of London Road would be requested. Community Board funding would be sought. It was resolved to accept quote 2 for a EVOLIS solar-mobile MVAS at a cost of £2250 from ElanCity. **ACTION: Clerk**

23.73 Planning Committee

Cllr Mason and Cllr Read had attended an informative Bucks Council Planning Surgery online meeting on 3rd October 2023. The meeting focused on enforcement cases and inconsistencies in planning determinations. Further meetings are being scheduled.

23.74 It was resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

23.75 To Receive an Update on the RKP Lease

Beacon Retail Consulting requested permission to provide the latest copy of the lease to the RKP tenant prior to their meeting. It was resolved to agree to the request to provide the RKP tenant with the current version of the lease. ACTION: Clerk

The meeting closed at 8.12pm

Signed.....Date

Aston Clinton Parish Council

Grant Awarding Policy and Application Form

Adopted: April 2022 Next Review: April 2024

Policy Statement

Aston Clinton Parish Council (hereby referred to as ACPC) has the power to make a grant or gift to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by ACPC.

Grants will be considered to organisations who can demonstrate that the funds will be spent in the interests of or direct benefit of the area or its inhabitants, or of part of it, or some of it and the direct benefit should be commensurate with expenditure.

Nothing contained herein shall prevent ACPC from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Guidelines for Grant Applications

1. Grant applications will only be considered from groups and organisations whose activity or service benefits residents of the Parish.
2. ACPC awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish.
3. Grant applications cannot be made retrospectively.
4. ACPC will NOT award grants to: -
 - Individuals;
 - Commercial organisations;
 - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide;
 - "Upward funders" i.e. local groups where fund-raising is sent to a central HQ for redistribution.
 - Political parties;

This list is not exclusive and may be added to at ACPC's discretion.

5. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
6. Schools will only be grant aided for environmental purposes or if, in the opinion of ACPC, their application is for the benefit of the wider community.
7. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

9. The size of any grant awarded is at the sole discretion of ACPC.
10. ACPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
11. ACPC reserves the right to refuse any grant application which is considered to be inappropriate or does not fall within the objectives of ACPC.
12. Funding will be considered for up to three years, and any subsequent funding will be at the discretion of the Council. Applicants should show that they have sought funding from other sources and the outcomes/feedback received.
13. Normally organizations can apply no more than once each financial year, however exceptional circumstances will be considered.
14. ACPC will consider applications at least two times in each financial year.
15. Retrospective grants will not be considered.
16. This policy may be amended at any meeting of ACPC following a motion having been published on the agenda for that meeting beforehand.

Application Procedure

17. All applicants must complete a Grant Application form and provide supporting information. Grant application forms are available from the Clerk or from ACPC's website
18. Applicants are expected to provide full financial information including the latest annual accounts which have been checked and signed by a person independent of the group, the current balance sheet, bank statements and details of any loans or funding from other sources.
19. For projects costing over £3,000 ACPC will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. ACPC reserves the right to request proof of the tender process.

Successful Applications

20. Grants must only be used for the purpose for which it was awarded and any unspent portion of the grant must be returned to ACPC by the end of the financial year in which it was awarded unless a firm financial commitment has been entered into which will be met within the following year.
21. If the grant is to purchase a capital item ACPC must be provided with a copy of the invoice before the grant payment is made.
22. Applicants must acknowledge ACPC in any publicity relating to the grant and agree to ACPC publicising details of any grants it makes. Where appropriate ACPC may require a notice to be affixed.
23. ACPC will not increase the grant if applicants spend more than the agreed budget.
24. Within one month of the completion of the project completion the applicant will provide ACPC with a report on the project and its impact on the community within Aston Clinton.

GRANT APPLICATION FORM

This form will be submitted to Aston Clinton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

Organisation/Group Details
Name of organisation/group Aston Clinton Pre-school
Type of organisation/group – If applicable give charity/company registration number. Charity registration number: 1040219
Contact's name Hannah Hughes
Position within the organisation/group Secretary of Preschool Committee
Contact's address 101 Weston Road, Aston Clinton, Buckinghamshire, HP22 5EP
Contact's telephone number 07789 225945
Contact's e-mail address Hannah.green8@yahoo.co.uk
What services, facilities and activities does your organisation/group provide? Early Years Foundation Stage daycare to children aged 2 to 4 years.
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton. Families of Aston Clinton and the surrounding areas
Number of members in the organisation/group 9 staff members, 5 committee members, 25 children/families
Number of members resident in Aston Clinton 8 staff members, 5 committee members, 24 children/families
Total spent by the organisation/group in the last twelve months 2022 expenditure was £114,277
Total received by the organisation/group in the last twelve months 2022 income was £100,222
Main income sources – please itemise 25 children on role. 22 children are in receipt of government funded hours and pre-school are remunerated at a rate of £5.30/hour, significantly below minimum amount needed/hour.

3 children pay our fees which are currently £6.00 an hour, which needs to be reviewed as these have not been increased in line with the minimum living wage.

High Needs Block funding for 3 children requiring full time 1:1 support.

Special educational needs including funding of £2,500 to support 9 children with complex needs classed as vulnerable.

Previous sustainability grant from Buckinghamshire Council of £15,000 post Covid-19.

Current bank balance (please state date)
£21,743 (7th Nov 2023)

Project Details

Name of Project

New outdoor provision for Aston Clinton Preschool at the Anthony Hall

When will the project start and end or take place?

The project began in late Summer 2023 with the clearing of the overgrown area at the back of the Anthony Hall. We hope to hold an official launch event in early Spring 2024.

Description of the Project –

Describe your project in detail. Who will do what, when and why? You may attach other documents to aid your explanation.

The project is to create a new outdoor provision and low-level forest school for the use of Aston Clinton Preschool in the previously unused area behind the Anthony Hall. This is to add outdoor learning to our environment and assist in the development and wellbeing of the children who attend the setting.

The area was used daily by the children in the first half term of the 2023-2024 academic year. Works are now ongoing to level and improve the base of the provision by adding a woodland bark play surface. Additionally, pre-school would like to buy a small storage shed and water table. Eventually we will be fundraising for a static sand pit.

Who will benefit from the Project? How many people will benefit and how many of them are residents of Aston Clinton. Describe what category of people will benefit

The current and future families in attendance at the preschool will benefit in terms of their outdoor education and their physical, mental and emotional development.

The neighbouring properties will benefit from the project as a previously disused and overgrown area is to be turned into an aesthetically pleasing and well used provision for the community.

We will be holding a launch event in the spring, opening it up to all families of Early Years aged children to showcase the educational provision we have built for the future generations of the village.

All the above beneficiaries are residents of Aston Clinton and the surrounding areas.

How will you know if your project has been successful? What will you be measuring and how will you measure it?

We are inspected by Ofsted as a regulatory authority. We are due an imminent Ofsted inspection that will include assessment of the outdoor provision and how this fits in with the Early Years Curriculum we provide. We have a small existing outside area that has to be packed away each day, the addition of a new outdoor provision that is solely used by the children at pre-school, allows for scaffolded learning and development opportunities. It provides differentiated learning for a variety of needs and abilities and provides progressive learning opportunities in preparation for full time education.

We will have an outdoor provision being used and enjoyed by the children furthering their education and development in an environment they wouldn't otherwise have access to.

Will the project continue after this grant is spent? If so, how will it be funded?

Once the grant is spent the project will continue in that the outdoor provision will continue to be used and enjoyed. This grant however would be for the initial set up of the provision and so ongoing the costs will be significantly less and will be funded by the Preschool.

Financial Details

What is the total cost of this project? – Provide details of how this figure is built up. You may wish to use a separate sheet.

It's difficult to put a total cost on the project as it will be a continuing improvement, updating and providing new opportunities wherever possible. Initial purchases that need to be made will be around the £3,000 but pre-school as a not for profit entity will continue to fundraise and invest and monies earned back into the educational provision.

How much money is this grant application for?

£3000

Where will the difference between the project cost and the grant application come from?

Preschool fundraising team

Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who?

No

If you do not receive funding from ACPC will the project, still go ahead?

Yes, but to a lesser and more basic extent and possibly not this financial year.

Bank details for the organisation/group

Aston Clinton Preschool

Sort Code: 09-01-52

Account Number: 86392909

Declaration

We confirm that all the information contained within this Application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant received from Aston Clinton Parish Council (ACPC) resulting from this Grant Application will be spent in accordance with the Application and any grant conditions made to it.

We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.

We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

We undertake to report the ACPC at the end of the project on its success.

We have provided copies of the following documents to support the application.
Please tick as appropriate

Accounts ☐

Balance Sheet ☐

Bank Statement ☒

Constitution ☐

Project Budget ☒

Signature 1:

Contact person



Signature 2:

Chair or senior representative of organisation/group

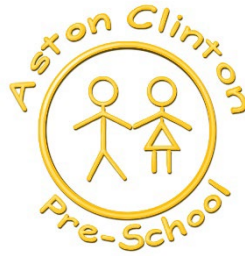


Date: 6.11.23

Please return your completed application form and supporting documents to:

The Clerk
Aston Clinton Parish Council
Council Office, Aston Clinton Park
London Road, Aston Clinton
HP22 5HL

Email: clerk@astonclinton.org



Proposed budget for new pre-school outdoor play area. To be completed in phases depending on available funding.

Item	Estimated cost
Flooring – to make the floor surface fit for purpose for the children to play on.	Approx £2000. We have someone that is obtaining the materials for us at cost without paying VAT and is also covering labour charges themselves.
Small low level storage shed.	Depending on size and material less than £200.
Outdoor water tray	Approx £1000
Sand pit	Approx £800
Additional general resources such as wall mounted chalk board, pictures, signage etc.	Upto £1000
Total	£5000

Transactions

Transaction date: 07/10/2023 to 07/11/2023

Account number: xxxx xxxx xxxx 2909

Date	Description	Money In	Money Out	Balance
07/11/2023	BANK GIRO CREDIT REF BC PAYMENTS, LA01 3401770643 K	£ 2,500.00		£ 21,743.19
03/11/2023	[REDACTED]	£ 126.00		£ 19,243.19
03/11/2023	[REDACTED]	£ 28.00		£ 19,117.19
03/11/2023	CARD PAYMENT TO GRANT & STONE ON 02-11-2023		£ 1,404.00	£ 19,089.19
02/11/2023	BILL PAYMENT VIA FASTER PAYMENT TO THE ANTHONY HALL REFERENCE INV 23/195 , MANDATE NO 944		£ 1,109.08	£ 20,493.19
02/11/2023	BILL PAYMENT VIA FASTER PAYMENT TO THE ANTHONY HALL REFERENCE INV 23/199 , MANDATE NO 943		£ 12.80	£ 21,602.27
01/11/2023	BILL PAYMENT TO JO JINGLES REFERENCE INV 0451		£ 80.00	£ 21,615.07
30/10/2023	[REDACTED]	£ 13.00		£ 21,695.07
27/10/2023	[REDACTED]	£ 198.00		£ 21,682.07
27/10/2023	[REDACTED]		£ 310.86	£ 21,484.07
27/10/2023	[REDACTED]		£ 1,152.44	£ 21,794.93

Transactions

Transaction date: 07/10/2023 to 07/11/2023

Account number: xxxx xxxx xxxx 2909

Date	Description	Money In	Money Out	Balance
27/10/2023			£ 947.06	£ 22,947.37
27/10/2023			£ 1,185.72	£ 23,894.43
27/10/2023			£ 808.50	£ 25,080.15
27/10/2023			£ 694.58	£ 25,888.65
27/10/2023			£ 803.69	£ 26,583.23
27/10/2023			£ 1,706.24	£ 27,386.92
27/10/2023			£ 623.36	£ 29,093.16
27/10/2023			£ 855.48	£ 29,716.52

Transactions

Transaction date: 07/10/2023 to 07/11/2023

Account number: xxxx xxxx xxxx 2909

Date	Description	Money In	Money Out	Balance
27/10/2023	[REDACTED]		£ 111.27	£ 30,572.00
27/10/2023	BANK GIRO CREDIT REF BC PAYMENTS, LA01 3401766077 K	£ 17,404.38		£ 30,683.27
26/10/2023	[REDACTED]	£ 20.00		£ 13,278.89
23/10/2023	[REDACTED]	£ 30.00		£ 13,258.89
23/10/2023	[REDACTED]	£ 19.00		£ 13,228.89
19/10/2023	[REDACTED]	£ 28.00		£ 13,209.89
18/10/2023	[REDACTED]	£ 30.00		£ 13,181.89
16/10/2023	BILL PAYMENT VIA FASTER PAYMENT TO C TRUSTRAM REFERENCE PETTY CASH , MANDATE NO 817		£ 776.83	£ 13,151.89
16/10/2023	TRANSFER FROM ASTON CLINTON PRE-SCHOOL	£ 10,000.00		£ 13,928.72
16/10/2023	FASTER PAYMENTS RECEIPT REF.FBUS24100 FROM NATIONAL SAVINGS AND INVESTMENTS	£ 468.00		£ 3,928.72
13/10/2023	CARD PAYMENT TO WWW.EYFS.INFO ON 12-10-2023		£ 150.00	£ 3,460.72

Transactions

Transaction date: 07/10/2023 to 07/11/2023

Account number: xxxx xxxx xxxx 2909

Date	Description	Money In	Money Out	Balance
12/10/2023	BILL PAYMENT VIA FASTER PAYMENT TO HMRC REFERENCE 362PL00151995 , MANDATE NO 0008		£ 769.43	£ 3,610.72
11/10/2023	[REDACTED]	£ 21.00		£ 4,380.15
09/10/2023	[REDACTED] [REDACTED] [REDACTED]	£ 333.00		£ 4,359.15
07/10/2023	CARD PAYMENT TO VISTAPRINT ON 06-10-2023		£ 180.00	£ 4,026.15

Transactions

Transaction date: 09/05/2023 to 09/11/2023

Account number: xxxx xxxx xxxx 2288

Date	Description	Money In	Money Out	Balance
01/11/2023	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£ 8.15		£ 4,027.19
16/10/2023			£ 10,000.00	£ 4,019.04
01/10/2023	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£ 15.89		£ 14,019.04
27/09/2023			£ 5,000.00	£ 14,003.15
01/09/2023	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£ 19.70		£ 19,003.15
23/08/2023			£ 5,000.00	£ 18,983.45
01/08/2023	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£ 18.68		£ 23,983.45
01/07/2023	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£ 14.99		£ 23,964.77
07/06/2023		£ 5,000.00		£ 23,949.78
07/06/2023		£ 5,000.00		£ 18,949.78
01/06/2023	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£ 10.77		£ 13,949.78
26/05/2023			£ 5,000.00	£ 13,939.01
19/05/2023		£ 33.47		£ 18,939.01



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	March	2022

Section A Reference and administration details

Charity name

Aston Clinton Preschool

Other names charity is known by

Registered charity number (if any)

1040219

Charity's principal address

The Anthony Hall, London Road, Aston Clinton

Postcode

HP22 5HG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Joanne Bowles	Chair Person		
2	Elizabeth Smith	Secretary		
3	Joanne Petit	Treasurer		
4	Catherine Weisner			
5	Kate Telford			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by Parents

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

We provide Sessional early years foundation stage day-care to children aged 2-4 Years old.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Charity Run preschool. Early years Education.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

342 sessions open a year with 34 Families on role.

Supporting Disadvantaged children and families.

Supporting children with medical and educational needs.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold a separate account for any future disasters

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:


- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Joanne Bowles	
Position (eg Secretary, Chair, etc)	Chair	
Date	27/02/2023	

Aston Clinton Pre School
Registered Charity No. 1040219

Income & Expenditure Account for the year ending 31 March	To Date										
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Income											
Fees & Registrations	84,254.00	68080	91010	97654	67167	64404	77,947.00	75,363	59,712	56,005	71,015
Grant Income	15000	0	2500	0	0	0	4000	3,740	2,000	2,500	1,200
HMRC JRS Grant	0	7810	0	0	0	0	0	0	0	0	0
BCC Covid Cleaning Grants	0	2000	0	0	0	0	0	0	0	0	0
BCC Inclusion Grants	0	4000	0	0	0	0	0	0	0	0	0
Miscellaneous Sales	36	39	131	135	0	147	273	419	360	108	331
Fundraising	880	444	3875	944	4866	5049	1858	3,582	1,872	3,240	2,493
Bank Interest	4	80	151	117	41	157	182	144	109	419	316
Sundry/ Parent Contributions	48	60	656	340	42	824	84				
Total Income	100222	82513	98323	99190	72116	70,581	84,344	83,248	64,053	62,272	75,355
Expenditure											
Staff Wages, Tax & NI & Pension Nest	93625	80086	77780	65146	52820	56000	61296	57,641	50,839	42,192	50,098
Staff training/other staff costs	1443	487	3579	840	507	2237	4735	4,136	1,674	1,441	1,394
Rent	10122	5889	9514	9320	8156	9621	9576	8,022	5,580	5,059	6,805
Insurance	848	0	1683	826	812	796	774			760	760
Telephone	98	75	83	45	240	340	213	154	797	250	250
Fundraising expenditure	51	210	1596	372	1675	2480	386	815	81	1,637	895
Cost of Sales	0	0	0	104	0	0	322	280	227		
Stationery & Printing	34	24	63	10	146	661	1277	1,373	975	665	722
Sundries & Consumables	1451	700	1266	1314	940	1410	2621	3,946	3,905		2,873
Payroll fees	0	89	86	82	78	72	72	13		67	66
Fee refunds	0	137	902	765	0	114	663			154	72
Equipment	761	951	3338	456	448	2291	2404	3,296	3,572	829	11,198
External Visitors	0	40	987	480	1215	1670	1470				
Other	5844	1810	1607	807	1504	558	776	325	118		
Total expenditure	114277	90498	102484	80567	68541	78250	86585	80001	54864	75133	62021
Net surplus/(deficit)	-14055	-7985	-4161	18623	3575	-7669	-2241	3247	7408	222	12461

5-3-17-20

Income	Fees	Sales	Staff wages	HMRC	Other staff cost	Rent	Phone	External Visitors	Petty cash	Stationery	Equipment	Fuel	Jing Consumables	Other	Total
£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
April	7281.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.48	7,285.21
May	920.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.48	959.56
June	13324.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.48	13,324.60
July	1230.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.44	1,437.60
August	5488.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.45	5,495.21
September	1037.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.37	1,037.72
October	13151.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.55	13,152.35
November	1568.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,568.45
December	12723.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	12,988.54
January	904.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.21	940.46
February	11329.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.21	11,357.83
March	30314.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.17	30,371.96

Total Income

99,254.48	0.00	0.00	0.00	0.00	48.29	0.00	0.00	0.00	0.00	0.00	0.00	880.00	0.00	40.01	100,222.78
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Less: P Diddow not on BS

Less: Transfers, not income

Adjusted total income

99,254.48	0.00	0.00	0.00	0.00	48.29	0.00	0.00	0.00	0.00	0.00	0.00	880.00	0.00	40.01	100,222.78
															100,222.78

Expenditure

April	0.00	0.00	4,931.24	519.59	109.89	1102.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	224.84	887.54	7,790.10
May	0.00	0.00	8,031.47	0.00	338.78	580.00	7.50	0.00	0.00	0.00	0.00	0.00	0.00	246.01	0.00	9,203.74
June	0.00	0.00	9,134.83	0.00	68.67	0.00	7.50	0.00	0.00	0.00	179.40	0.00	0.00	74.78	199.60	9,964.88
July	0.00	0.00	7,128.16	0.00	68.67	1,914.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,639.00	10,744.83
August	0.00	0.00	9,318.74	0.00	376.87	748.44	15.00	0.00	0.00	0.00	224.50	0.00	0.00	18.98	895.29	11,558.82
September	0.00	0.00	7,308.76	0.00	182.98	174.30	7.50	0.00	0.00	0.00	39.98	0.00	0.00	120.98	818.00	8,649.91
October	0.00	0.00	8,483.13	0.00	390.60	1,038.75	7.50	0.00	0.00	0.00	50.87	0.00	0.00	74.80	583.02	10,636.57
November	0.00	0.00	7,988.23	0.00	229.78	841.00	7.50	0.00	0.00	0.00	26.90	0.00	0.00	218.35	424.00	9,782.43
December	0.00	0.00	7,679.60	0.00	66.19	1,223.95	7.50	0.00	0.00	0.00	148.98	0.00	0.00	103.87	317.46	9,481.17
January	0.00	0.00	6,983.91	0.00	67.56	0.00	7.50	0.00	0.00	0.00	46.02	0.00	0.00	237.31	409.00	7,703.91
February	0.00	0.00	7,073.99	0.00	360.72	1,716.50	7.50	0.00	0.00	0.00	44.84	0.00	0.00	40.45	482.00	9,480.28
March	0.00	0.00	8,231.83	0.00	783.00	7.50	7.50	0.00	0.00	0.00	0.00	0.00	0.00	92.17	59.89	9,879.85

Total Expenditure

Add Back: T Strong W/O PY

Increase Other by £30 for TT

0.00	0.00	92,287.95	519.59	2,281.28	77,021.95	87.50	0.00	0.00	0.00	33.95	761.00	60.67	1,451.03	6,891.90	114,276.65
															0.00

Adjusted total Expenses

0.00	0.00	92,287.98	519.59	2,281.08	101,21.95	87.50	0.00	0.00	0.00	33.95	761.00	50.67	1,451.03	6,891.90	114,276.65
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Net (surplus)/deficit

99,254.48	0.00	-92,287.98	-519.59	-2,212.79	-10,121.95	-97.50	0.00	0.00	0.00	-33.95	-761.00	829.33	-1,451.03	-6,661.89	-14,053.87
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Balance Sheet as at 31st March

2022

2021

General fund B/F
(Deficit)/Surplus for year
Sundry creditors

62,816.32	70,900.31
-14,053.87	-7,994.98
48,661.45	62,816.32

Represented By:

Scottish Widows Deposit Account
Santander Deposit Account
Current Account
Petty Cash
Sundry Debtors
Prepayment

23776.06	56266.64
24706.26	6272.56
381.32	381.32
0	0
48666.66	62920.62

4.21

5.20



Section A

Independent Examiner's Report

Report to the trustees/
members of

Aston Clinton Preschool

On accounts for the year
ended

31/03/2022

Charity no
(if any)

1040219

Set out on pages

1 and 2 attached

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (**other than that disclosed below ***) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

[Redacted Signature]

Date:

30/01/2023

Name:

C J Graham

Relevant professional
qualification(s) or body

ACA (ICAEW)

(if any):

--

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

- There have been some control issues this year with respect to payroll. Errors have been made concerning amounts paid to staff (both over and under payments). These errors have only recently been identified and are in the process of being rectified. They are not material to the accounts overall but are of concern as they relate to payroll. In future, payroll should be reviewed independently to ensure BACs agrees to payroll data.
- In addition, some payments have been made during the year to staff with no supporting paperwork. Payments should only be this authorised for payment if there is appropriate supporting documentation.
- SMP paid during the year had not been recovered during the year and therefore wages are overstated. I understand that a claim to recover these amounts has been made in the current financial year.

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	(11,773)	
105	VAT Control	7,535	
110	Prepayments	125	
200	Barclays Current A/c	99,478	
205	Barclays Tracker A/C	136,584	
215	Unity Trust Current A/C	182,372	
220	Nationwide BS	85,000	
Total Current Assets			499,320
<u>Current Liabilities</u>			
500	Creditors	10,938	
520	Allotment Key Deposits	100	
525	Allotment Deposits	66	
530	COVID Support Grant Fund	1,247	
547	Pension Fund	0	
Total Current Liabilities			12,351
Net Current Assets			486,969
Total Assets less Current Liabilities			486,969
<u>Represented by :-</u>			
300	Current Year Fund	88,667	
310	General Reserves	182,302	
320	EMR Streetlights	40,000	
321	EMR Playpark Equipment	30,000	
322	EMR Street Furniture	15,000	
323	EMR Churchyard	30,000	
324	EMR Major Asset Repair	10,000	
326	EMR Allotments	3,000	
327	EMR Defibrillators	2,000	
328	EMR Woodland Management	5,000	
329	EMR Pond Renovation	10,000	
331	EMR Park ANPR	60,000	
332	EMR Park View Resurfacing	11,000	
Total Equity			486,969

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
4000 Salaries	42,528	65,860	23,332		23,332	64.6%	
4001 Pension Ers	10,302	18,155	7,853		7,853	56.7%	
4002 Employers NI	3,802	9,000	5,198		5,198	42.2%	
4010 Contract Staff	5,588	13,000	7,412		7,412	43.0%	
4070 Member's Expenses	0	100	100		100	0.0%	
4090 Insurance	5,508	5,300	(208)		(208)	103.9%	
4100 Mortgage Payments	1,991	3,981	1,990		1,990	50.0%	
4110 Stationery&Office Supplies	1,149	1,500	351		351	76.6%	
4120 Postage	43	50	7		7	85.8%	
4130 IT Support and Software Subs	1,564	2,200	636		636	71.1%	
4131 Computers and Office Equip	194	200	6		6	96.9%	
4140 Phone/Broadband	608	1,100	492		492	55.3%	
4145 Office Electricity	1,017	4,800	3,783		3,783	21.2%	
4146 Office Water	93	500	407		407	18.6%	
4148 Office Maintenance/H&S	352	2,500	2,148		2,148	14.1%	
4150 Payroll and Audit Services	2,092	2,600	508		508	80.5%	
4155 Professional Fees/Bank Charges	7,205	20,000	12,795		12,795	36.0%	
4170 Training	1,072	2,000	928		928	53.6%	
4180 Election/APM/Public Meetings	0	1,000	1,000		1,000	0.0%	
4190 Contingency	594	1,500	906		906	39.6%	
4200 Membership Subscription	880	1,500	620		620	58.7%	
4330 Office Cleaner	(33)	800	833		833	(4.1%)	
Administration :- Indirect Expenditure	86,548	157,646	71,098	0	71,098	54.9%	0
Net Expenditure	(86,548)	(157,646)	(71,098)				
101 Communication							
4195 Website	212	500	288		288	42.5%	
4196 Noticeboards	0	100	100		100	0.0%	
4197 Newsletters/Annual Review	0	250	250		250	0.0%	
Communication :- Indirect Expenditure	212	850	638	0	638	25.0%	0
Net Expenditure	(212)	(850)	(638)				
120 Street Lighting							
4315 Streetlight Maintenance	637	4,000	3,363		3,363	15.9%	
4400 Capital- Streetlight Renewal	0	5,000	5,000		5,000	0.0%	
4410 Streetlight Electricity	2,277	32,000	29,723		29,723	7.1%	
Street Lighting :- Indirect Expenditure	2,915	41,000	38,085	0	38,085	7.1%	0
Net Expenditure	(2,915)	(41,000)	(38,085)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Facilities</u>							
1140 Football Permits	4,940	3,500	(1,440)			141.1%	
1145 All Weather Pitch Income	0	1,000	1,000			0.0%	
1150 Other Park Permits	1,249	2,500	1,251			50.0%	
Facilities :- Income	6,189	7,000	811			88.4%	0
4220 Car Park Electric	137	960	823		823	14.3%	
4221 CCTV Maintenance	704	1,000	296		296	70.4%	
4225 Bus Shelters Maintenance	390	1,000	610		610	39.0%	
4230 Dog Bins Emptying	(316)	3,000	3,316		3,316	(10.5%)	
4250 Waste Bins	2,926	4,560	1,634		1,634	64.2%	
4300 Repairs & Maintenance	10,660	30,000	19,340		19,340	35.5%	
4800 Spend from General Reserves	4,458	0	(4,458)		(4,458)	0.0%	
Facilities :- Indirect Expenditure	18,960	40,520	21,560	0	21,560	46.8%	0
Net Income over Expenditure	(12,771)	(33,520)	(20,749)				
<u>160 Buildings</u>							
1115 Churchill Hall Rent	20	0	(20)			0.0%	
1120 RKP Base Rent	0	10,000	10,000			0.0%	
1130 RKP Turnover Rent	0	30,000	30,000			0.0%	
1135 Buildings Misc Income	479	0	(479)			0.0%	
Buildings :- Income	499	40,000	39,501			1.2%	0
4300 Repairs & Maintenance	4,193	12,000	7,807		7,807	34.9%	
4345 RKP Cleaning	3,040	5,500	2,460		2,460	55.3%	
Buildings :- Indirect Expenditure	7,233	17,500	10,267	0	10,267	41.3%	0
Net Income over Expenditure	(6,734)	22,500	29,234				
<u>180 Grounds Maintenance</u>							
1085 Devolved Services Income	6,198	5,688	(510)			109.0%	
Grounds Maintenance :- Income	6,198	5,688	(510)			109.0%	0
4360 Annual G.M. Contract	19,675	32,000	12,325		12,325	61.5%	
4363 Devolved Services	1,475	8,000	6,525		6,525	18.4%	
4370 Tree Work	0	10,000	10,000		10,000	0.0%	
4371 Equipment & Tree Safety Survey	310	1,500	1,190		1,190	20.7%	
Grounds Maintenance :- Indirect Expenditure	21,460	51,500	30,040	0	30,040	41.7%	0
Net Income over Expenditure	(15,262)	(45,812)	(30,550)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>185 Allotments</u>							
1170 Allotments Income	153	950	798			16.1%	
Allotments :- Income	<u>153</u>	<u>950</u>	<u>798</u>			<u>16.1%</u>	<u>0</u>
4380 Allotments	583	1,000	417		417	58.3%	
Allotments :- Indirect Expenditure	<u>583</u>	<u>1,000</u>	<u>417</u>	<u>0</u>	<u>417</u>	<u>58.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(430)</u>	<u>(50)</u>	<u>380</u>				
<u>190 Churchyard</u>							
1160 Churchyard Income	3,550	5,000	1,450			71.0%	
Churchyard :- Income	<u>3,550</u>	<u>5,000</u>	<u>1,450</u>			<u>71.0%</u>	<u>0</u>
4270 Churchyard Waste Charges	0	60	60		60	0.0%	
4271 Memorial Inspections	0	300	300		300	0.0%	
4367 Churchyard Maintenance	2,280	6,000	3,720		3,720	38.0%	
Churchyard :- Indirect Expenditure	<u>2,280</u>	<u>6,360</u>	<u>4,080</u>	<u>0</u>	<u>4,080</u>	<u>35.8%</u>	<u>0</u>
Net Income over Expenditure	<u>1,270</u>	<u>(1,360)</u>	<u>(2,630)</u>				
<u>230 Events</u>							
1110 Event Grants/Income	5,795	0	(5,795)			0.0%	
Events :- Income	<u>5,795</u>	<u>0</u>	<u>(5,795)</u>				<u>0</u>
4310 Annual Events	10,516	10,000	(516)		(516)	105.2%	
Events :- Indirect Expenditure	<u>10,516</u>	<u>10,000</u>	<u>(516)</u>	<u>0</u>	<u>(516)</u>	<u>105.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,721)</u>	<u>(10,000)</u>	<u>(5,279)</u>				
<u>240 Projects and Grants</u>							
4391 Grants	5,000	10,000	5,000		5,000	50.0%	
4392 Playground Renewal	0	5,000	5,000		5,000	0.0%	
4393 Traffic Calming	(986)	0	986		986	0.0%	
4395 ANPR	0	35,000	35,000		35,000	0.0%	
Projects and Grants :- Indirect Expenditure	<u>4,015</u>	<u>50,000</u>	<u>45,986</u>	<u>0</u>	<u>45,986</u>	<u>8.0%</u>	<u>0</u>
Net Expenditure	<u>(4,015)</u>	<u>(50,000)</u>	<u>(45,986)</u>				
<u>280 Income</u>							
1076 Precept	314,134	314,134	0			100.0%	
1080 Sponsorship & Donations	0	3,500	3,500			0.0%	
1090 Interest Received	648	100	(548)			648.4%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1100 Miscellaneous Income	1,089	5	(1,084)			21780.0	
Income :- Income	<u>315,871</u>	<u>317,739</u>	<u>1,868</u>			<u>99.4%</u>	<u>0</u>
Net Income	<u>315,871</u>	<u>317,739</u>	<u>1,868</u>				
Grand Totals:- Income	338,256	376,377	38,121			89.9%	
Expenditure	154,721	376,376	221,655	0	221,655	41.1%	
Net Income over Expenditure	<u>183,535</u>	<u>1</u>	<u>(183,534)</u>				
Movement to/(from) Gen Reserve	<u>183,535</u>						

Invoices to be approved at 15th November 2023 Council Meeting						
Date	Company	Invoice Number	For	Amount £	Vat £	Total £
20/10/2023	Aston Clinton Society	GRANT	30 Litter pickers	£ 437.18	£ -	£437.18
02/11/2023	Bee Happy Gardens		RKP gardens invoice Oct 23	£350.00	£0.00	£350.00
31/08/2023	Chesham Town Council	1425	Clearing 4 allotments	£280.00	£56.00	£336.00
18/09/2023	Clear Councils	LCO02796	Insurance renewal	£5,507.86	£0.00	£5,507.86
20/10/2023	DCK Payroll solutions	P4599	Payroll Oct 23	£30.90	£6.18	£37.08
31/10/2023	Gardens by Gathercole	SG778	Burial grounds maintenance Oct 23	£270.00	£0.00	£270.00
20/10/2023	Matthew Garrett		Deposit for family festival magic show June 24	£75.00	£0.00	£75.00
02/11/2023	Matthew Garrett		Deposit for half term magic show Oct 24	£150.00	£0.00	£150.00
20/10/2023	Gartec	S023560	RKP Lift service/maintenance contract	£527.35	£105.47	£632.82
19/10/2023	Goldleaf Groundcare	13503	Devolved services cut (hedges and weeds)	£1,475.00	£295.00	£1,770.00
01/11/2023	Goldleaf Groundcare	13544	Footpath and hedges Oct 23	£493.33	£98.67	£592.00
01/11/2023	Goldleaf Groundcare	13543	Park grounds maintenance Oct 23	£866.67	£173.33	£1,040.00
01/11/2023	Gower Event Management Services	107984	Remembrance service	£375.00	£75.00	£450.00
24/10/2023	Majestic trees	435853	Final payment for 2 trees	£569.05	£113.81	£682.86
05/11/2023	H A Phipps	2453	reset park lights/remove bin/bind base/dog bin post	£340.00	£0.00	£340.00
19/10/2023	Cllr C Read	Expenses	Bucks Council Civic Service donation	£10.00	£0.00	£10.00
20/10/2023	Smashing Windows	21652	RKP window & noticeboard replacement glass	£345.00	£69.00	£414.00
09/11/2023	Mr H Stephens	Expenses	Mileage to collect equipment	£4.05	£0.00	£4.05
08/11/2023	Tickford Security Systems Ltd	INV-30724	Call out for PTZ camera	£120.00	£24.00	£144.00
08/11/2023	Mr L Tomkins		Remembrance service trumpet playing	£80.00	£0.00	£80.00
06/11/2023	Viking	3278602	Ink and stationary	£125.65	£25.13	£150.78
09/11/2023	Wicksteed Leisure Ltd	823642	Roundabout Repair	£205.39	£41.08	£246.47
01/11/2023	Kenneth Workman	38	Park duties Oct 23	£696.00	£0.00	£696.00
01/11/2023	Kenneth Workman	37	Park duties Sept 23	£684.00	£0.00	£684.00
Direct Debits:						
23/10/2023	BT	VP09040570	Office phone broadband	£313.75	£62.75	£376.50
01/11/2023	Buckinghamshire Council	2205067857	Waste Collection Oct 23	£399.50	£0.00	£399.50
28/10/2023	Hugofox	3298	Website admin	£19.99	£4.00	£23.99
Debit Card						
06/11/2023	Amazon	GB-1475391105-2023-477	Brushes	£22.40	£4.48	£26.88
06/11/2023	Amazon	GB-1562280405-2023-692	Brackets	£12.49	£2.50	£14.99
06/11/2023	Amazon	GB-134186111-2023-235431	Helmet	£46.98	£0.00	£46.98
06/11/2023	Amazon	GB-835263215-2023-8909	Screw bolts	£5.37	£1.07	£6.44
25/10/2023	Amazon	WJW20231026-3	Projector	£67.99	£0.00	£67.99
12/10/2023	Aston Clinton Stores	receipts	advertising community Speedwatch 4 weeks	£ 2.40	£ -	£ 2.40
02/11/2023	Aston Clinton Stores	receipts	milk/coffee	£ 4.90	£ -	£ 4.90
07/11/2023	Co-op	receipts	milk/cleaning supplies	£ 3.25	£ -	£ 3.25
17/10/2023	Co-op	receipts	milk	£ 0.95	£ -	£ 0.95
12/10/2023	Post Office Counters	receipts	Special delivery Barclays data request	£ 7.35	£ -	£ 7.35
				£ 14,924.75	£ 1,157.47	£ 16,082.22
INCOME October 2023						
Date	Company	Invoice Number	For	Amount £		
05/10/2023	Churchview Funeral Directors	B23/11	EROB Interment O262	£900.00		
05/10/2023	Your Café in the Park		monthly RKP rental payment	£1,800.00		
11/10/2023	L Andrews	PPLA/23/03	Fitness Permit Aug/Sept 2023	£54.00		
12/10/2023	Memorials of Distinction	B23/13	Memorial Permit plot N249	£200.00		
12/10/2023	Street2 Pro	PPS2P/23/03	Football pitch hire Oct 23	£90.00		
12/10/2023	Aston Clinton Youth Club		2023 rent	£24.00		
25/10/2023	BG Fitness	Grant	Fitness permit payments	£1,048.80		
Various	Allotment Holders		Plots 39 & 40	£81.00		
				£4,197.80		



ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting
held at 6.30pm on **8th November 2023** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr D McCall (Chair), Cllr C Judge, Cllr M Mason, Cllr C Read, Cllr L Ronson & Cllr P Wyatt.

IN ATTENDANCE: Mrs S Payne (Clerk), 2 members of the public for agenda items 23.34 & 23.43i; and 1 member of the public for agenda items 23.34, 23.37, 23.39iii & 23.43i.

F23.34 Public Participation A member of the public provided background information on the request to carry out grounds work and planting around the David Watson memorial bench (agenda item F23.39iii).

A member of the public answered questions on the request to reserve burial plot O263 (agenda item F23.43i).

F23.35 To Receive Apologies for Non-Attendance None received.

F23.36 To Receive Declarations of Interest or Requests for Dispensation None received.

F23.37 To Approve the Minutes of the Meeting Held on 27th September 2023

The minutes of the meeting held on 27th September 2023 were approved as a true and accurate record and were signed by the Chair.

F23.38 To Consider Options for an ANPR System in the Park and Agree a Course of Action

The ANPR system would be installed to enable non-residents to be charged for parking. Cllr Read reported that four companies had visited the site with three providing recommendations on how the ANPR system could operate and costs.

Two proposals require the installation of two barriers and widening of the park driveway with estimated installation costs of between £72,185 and £87,000. The third proposal was for a barrierless system with a revenue share model of 80/20% in favour of ACPC for parking revenue and 20/80% in favour of the contractor for parking charge notice revenue. All three proposals included the establishment and management of a database of car registrations which would not be charged for parking.

The Committee agreed that the no-barrier, revenue share ANPR proposal be expanded and residents be informed of the need to register their car registration number so that they are not charged for parking.

F23.39 Grounds Maintenance

- i. **Football pitch condition:** It was noted that the condition of the main football pitch needed to be monitored as it has been deteriorating due to recent weather conditions.
- ii. **Park grounds maintenance contractor:** Cllr McCall reported that the Grounds Maintenance Working Group reviewed the level of service being provided by the current contractor and agreed that the quality of service did not meet with the Council's standards and recommend that notice to terminate the contract be given. **It was resolved to issue the three months written notice to terminate the contract.** **ACTION: Clerk**

The Committee reviewed the other tenders received for the contract earlier in the year. Buckland Landscapes had confirmed that the costs within their original tender remain unchanged. It was agreed that it be recommended to Council that Buckland Landscapes take on the grounds maintenance contract at the beginning of the 2024/2025 season.

- iii. David Watson memorial bench: A request from the family to lay topsoil and grass seed around the base of the bench to blend in the foundations with the surrounding area and to plant daffodil bulbs at the back and sides of the bench was considered. The family would cut the grass around the bulbs when they were in flower. **It was resolved to approve the request to lay topsoil and grass seed around the bench to blend the foundation with the sounding area and plant daffodil bulbs at the back and side of the bench.**
- iv. Tree work: Quotes for remedial work identified in the tree safety survey report and some additional tree work were considered. It was noted that planning permission had been sought for the tree work within the park and permission sought from the Oxford Diocese Faculty for work within the closed churchyard. **It was resolved to accept quote B from Tree Monkey Tree Care Ltd of £4,780 to carry out the tree work identified within the park and churchyard.** ACTION: Clerk

F23.40 Sports & Recreation

- i. Allotments: It was noted that allotment holders had been informed not to drive up to the allotments until the ground condition improves.
- ii. Trim trail: Cllr Judge reported that having met with contractors and a fitness expert it is recommended that instead of a trim trail format, which is to have one workstation for one particular type of exercise spread out across the park, that workstations be installed in three locations which would allow multiple exercises. Suggested workstations are (a) one with parallel bars, sit-up bench, climb wall, pull up bars and monkey bars; (b) one with magnetic kettle bells and overhead ladder and (c) a standalone dip bench. Current advice is that powder coated metal equipment be used rather than wood as it has a longer life-span and reduced maintenance costs. **It was resolved to recommend to Council that the trim trail be replaced with outdoor fitness equipment arranged in a workstation layout, constructed of powder coated metal and based on a flooring of wet pour or rubber mats.** ACTION: Clerk
- iii. 2025 Allotment Tenancy Agreement: **It was resolved to approve the updated 2025 Allotment Tenancy Agreement.**

F23.41 Events

- i. Cllr Mason tabled notes of the Events Working Group meeting held on 26th October 2023.
- ii. Remembrance wreath for Mr Disbrey: In recognition of the outstanding work being carried out by Mr Disbrey in maintaining the War Memorial the Committee considered a request to purchase the Remembrance wreath Mr Disbrey lays at the War Memorial at the Remembrance Service. **It was resolved to make a donation of £25 to the Royal British Legion for a Remembrance Wreath for Mr Disbrey.** ACTION: Clerk
- iii. St Michael's Christmas Tree Festival: The Committee considered supporting the tree festival event on 9th & 10th December 2023, by sponsoring and decorating a tree in the church. **It was resolved to sponsor a tree at the tree festival which will be decorated by the Events Working Group and Cllr Ronson.** ACTION: Events WG/Cllr Ronson
- iv. Aston Clinton, Buckland & Drayton Beauchamp Horticultural Society Event 11th May 2024: **It was resolved to permit the Horticultural Society to hold a plant sale in the small car park on Saturday 11th May 2024 between 9am and 1pm.**
- v. LEAP Schools Games BMX & Skateboarding Event 15th May 2024: LEAP had requested use of the MUGA and skate park between 8.30am and 3.30pm. **It was resolved to permit LEAP to use the MUGA and skate park on 15th May 2024 for their Schools Games event.**
- vi. Aston Clinton Colts 2024 tournament: A request by the Colts to hold a tournament on 29-30 June 2024 could not be considered as confirmation that a Bucks Council SAG form had been completed.

F23.42 Red Kite Pavilion & Churchill Hall

- i. RKP: Cllr Mason reported that at a recent meeting with the tenant the possibility of expanding the bin store was discussed as was the need for blinds on the windows.
- ii. RKP service & repairs log: The current services and repairs log for the RKP was noted. There were some components of the building which are not currently covered by a service agreement. It was agreed that the RKP Working Group and Assistant Clerk seek companies which would take on these service agreements. **ACTION: RKP WG/Asst Clerk**

F23.43 Burial Ground

- i. Request to reserve plot O263: A request from a resident to reserve plot O263 was considered. The resident's wife was recently buried in plot O262 and the resident wished to reserve the next plot for their daughter due to particular family circumstances. **It was resolved to permit the request to reserve burial plot O263 for future use.** **ACTION: Clerk**
- ii. Repairs to the churchyard main gates: Quotes had been sought for a repair to the pillars either side of the churchyard gate, the damaged capping stones, the leaning wall and supply of electricity to the gate lights. Two proposals were presented. One to strip down the brick pillars and wall and rebuild. The second proposal was to rebuild with steel posts being fitted within the new pillars to take the weight of the gates. It was agreed to progress the proposal with the installation of steel posts.

This proposal would be presented to the Oxford Diocese Faculty who need to approve all works within the closed churchyard. prior to works being undertaken. **ACTION: Clerk**

The meeting closed at 8.15pm

Signed.....Date

Agenda item – 23.83ii

To consider a request for bulb planting from the Aston Clinton Society.

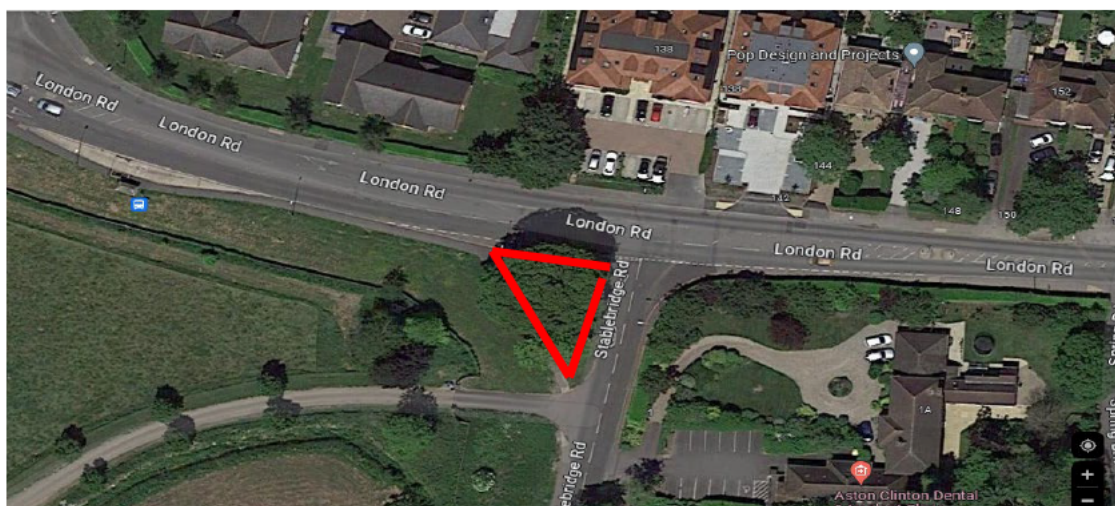
REPORT AUTHOR: MRS S PAYNE, CLERK

SUMMARY

The Aston Clinton Society (ACS) have requested permission to plant bulbs on an area of grass verge at the junction of London Road & Stablebridge Road. (map below)

BACKGROUND

ACS have 500 daffodil bulbs left following the planting of 2,250 crocus and daffodil bulbs on the London Road verge between Dennis Close and Spring Brook. They are requesting support to plant the bulbs on the grass verge at the London Road and Stablebridge Road junction (highlighted red below)



FINANCIAL & GOVERNANCE CONSIDERATIONS

ACS is funding the cost of the bulbs directly.

Some staff hours will be required to update the Council's Devolved Services map.

LEGAL & OTHER IMPLICATIONS

The land for planting is owned by Bucks Council and ACS will seek permission via the Local Area Technician prior to planting. ACS will take responsibility for maintaining the area of verge, by mowing a border around the bulbs whilst growing/flowering and mowing the whole when the bulbs have died back.

RECOMMENDATION

- a. That Council support the planting of bulbs on the London Road/Stablebridge Road junction.



ASTON CLINTON PARISH COUNCIL

Minutes of the **Planning Committee** meeting
held at 6.30pm on **5th October 2023** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr M Mason (Chair), Cllr D McCall, Cllr C Read, Cllr P Wyatt.

IN ATTENDANCE: Mr H Stephens (Assistant Clerk)

P23.34 Public Participation None Received.

P23.35 To Receive Apologies for Non-Attendance
Received from Cllr J Hughes and Cllr L Ronson.

P23.36 To Receive Declarations of Interests or Requests for Dispensations None Received.

P23.37 To Approve the Minutes of the Committee Meeting Held on 7th September 2023
The minutes of the meeting held on 7th September 2023 were approved as a true and accurate record and were signed by the Chair.

P23.38 To Review & Update Outstanding Actions
The Committee reviewed the outstanding actions list and the following actions were agreed:
Meeting with Bucks Planning Cabinet Member (Minute P22.95iv):
Upcoming Planning Surgery meetings offered by Bucks Planning now fulfils this as a meeting with Cabinet Member. **ACTION: Planning Committee**

Letter to the MP regarding support for Neighbourhood Plans (Minute P23.22iii):
The Assistant Clerk shall draft the letter to the MP to iterate support for Local Neighbourhood Plans. **ACTION: Asst.Clerk**

P23.39 To Note Recent Decisions & those at Variance with the Recommendations of this Committee
Of the two applications decided between 28th August 2023 and the 25th September 2023 one was of a different outcome.

- i. [23/02201/APP](#): **7 Beaconsfield Road Aston Clinton HP22 5JU**
Single storey side and rear extension and canopy over front door

ACPC Decision: Object: Firstly, the presence of two front doors on the proposed plans is incongruous with the existing architectural character of buildings in the surrounding area. Secondly, the proposed drawings show a lack of connectivity between the existing property and the proposed extension. This raises concerns that the proposed extension could become a separate dwelling or self-contained annex. Further assurances would be required to ensure this does not occur. Finally, according to the proposed drawing the construction would lie over a foul water manhole. Currently, there are no documents to detail how this will be overcome.

Bucks Decision: Approved: The comments of the Parish Council are noted. The existing side extension has a door on the front (north) elevation. It is not considered detrimental to the streetscene. An amended plan has been submitted to show an internal link between the main dwelling and the extension. The single storey side and rear extension shall only be used in connection with the dwelling on site and shall not be occupied as an independent dwelling or rented out as overnight accommodation.

P23.40 To Report on Progress of Current Active Medium to Large Scale Development Sites
Cllr Wyatt reported that the Aston Brook Development was experiencing some rebuilding and the digging up of brickwork.

P23.41 To Consider Planning Applications Small Scale and Large Scale

- i. **23/02657/APP: 116 Weston Road HP22 5EP**
Demolition of existing bungalow and erection of a dwelling
RESOLVED: OBJECT This application would lead to a building that is visually incongruous and in contravention of Policy HQD1 of the ACNP.
- ii. **23/02493/APP: Land Between Wendover Road & Aston Clinton Road Weston Turville**
Erection of haul road to provide temporary construction access to Phase 1 from Wendover Road
RESOLVED: NO OBJECTION
- iii. **23/02668/AAD: LWC Drinks Unit 6 Symmetry Park Samian Way**
Display of one illuminated sign
RESOLVED: NO OBJECTION It is asked why this application is not a retrospective application given that the sign is already in-situ.
- iv. **23/02726/APP: Seven Acre Farm Aylesbury Road HP22 5AH**
Extension to a commercial building
RESOLVED: OBJECT Whilst it is noted that this application regards a reduction in size to the previous application, the Committee's prior objection to application 22/00902/APP stands. The application remains an intrusion into open countryside and an industrialised encroachment onto neighbouring dwellings and road infrastructure. An exceeding of tarmac paving on the property has been noted, which will lead to further contamination of oil and fuel build up.
- v. **23/01115/APP: Unit 1 Aesop Business Park Aesop Road HP22 5XX**
Use of commercial unit for flexible B2/B8 uses, the display of plant and construction equipment, including workshop, the provision of outside display and storage including storage and service racking, vehicle manoeuvring areas, construction of linking bridge over watercourse, building signage and location of totem sign, use of paint bays, car parking, new boundary fencing and automatic bollards to rear gates, landscaping and associated works.
RESOLVED: NO OBJECTION It is noted that there is no Tower Crane in the documents of the application.
- vi. **23/02801/ADP: Land Between Wendover Road & Aston Clinton Road Weston Turville**
Submission of Reserved Matters (landscaping) for Phase 1 Green Infrastructure pursuant to Outline Planning Permission 16/00424/AOP
RESOLVED: NO OBJECTION The scale of proposed planting is noted and hoped that it is adhered to.
- vii. **23/02547/ADP: Land Between Wendover Road & Aston Clinton Road Weston Turville**
Submission of reserved matters (access, landscaping, appearance, scale and layout) for Parcel WS7 (77 dwellings) pursuant to outline planning permission 16/00424/AOP and approval of condition 9 (details), condition 12 (design code compliance), condition 16 and 17 (landscape scheme), condition 19 (trees and hedgerow protection), condition 20 and 21 (ecology), condition 22 (badger mitigation), condition 24 and 25 (drainage and Suds), condition 31 (sustainability), condition 38 (slab levels), condition 40 and 43 (highways transport and parking) and condition 45 (noise).
RESOLVED: NO OBJECTION

- viii. **23/02569/ADP**: Land Between Wendover Road & Aston Clinton Road Weston Turville
Submission of Reserved Matters (access, landscaping, appearance, scale and layout) for
Parcels WN1 WN2 & WN3 (378 Dwellings) pursuant to Outline Planning permission
16/00424/AOP and approval of condition 9 (details), condition 12 (design code
compliance), conditions 16 and 17 (landscape scheme), condition 19 (trees and
hedgerow protection), conditions 20 and 21 (ecology), condition 22 (badger mitigation),
conditions 24 and 25 (drainage and SUDS), condition 31 (sustainability), condition 38
(slab levels), conditions 40 and 43 (highways transport and parking) and condition 45
(noise).

RESOLVED: NO OBJECTION

- ix. **23/02840/APP**: Arla Foods Ltd Aylesbury Dairy Samian Way Aston HP22 5WJ
Installation of a temporary Bio-LNG refuelling station including a LNG storage
Installation of a temporary Bio-LNG refuelling station including a LNG storage tank, LiN
tank, vaporisers, kiosk and fuel dispenser
RESOLVED: NO OBJECTION It is noted that whilst the use of LNG powered vehicles is
supported, it is questioned why this has changed from a permanent to a temporary
refuelling station.

P23.42 To Receive a Report on Enforcement Cases
Updates on Enforcement Cases were noted.

P23.43 Neighbourhood Plan Review
Update on Neighbourhood Plan Review: Following training attended by Cllr Mason, it
was agreed that a meeting to discuss the structure of the NHP Review and changes to
the Chiltern Beechwood SAC hiatus was required. **ACTION: Planning Committee**

**P23.44 To Note Proposed Plans for a Thames Water Pumping Station in Buckland and Form a
Course of Action**
The proposed location was noted. The committee awaits a Planning Application
regarding the Site.

**P23.45 To Note the Update from the Cabinet Member for Planning and Regeneration relating
to the Housing Supply in the North and Central Planning Areas.**
The Update from the Cabinet Member was noted.

P23.46 To Note the Planning Surgery Meeting with Buckinghamshire Council
It was noted that Cllr Mason and Cllr Read attended a Planning Surgery Meeting with
Buckinghamshire Council on the 3rd October. The meeting focused on Enforcement
Cases and inconsistencies in Planning Determinations.
**It was resolved that a Planning Surgery Meeting be booked in the months of
November, December, and January.** **ACTION: Asst.Clerk**

The meeting closed at 8.09pm

Signed.....Date