

Minutes of the Annual Meeting of the Parish Council - held on 13th May 2015 at
7.30pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

R Maskell (Chairman)

J Savigar

P Wyatt

C Birch

T Comerford

N Savigar

A Mooney

L Tubb

S Beaumont

Clerk: G Merry

30 Members of the public

In attendance: Cllr C Paternoster (AVDC)

15.056 Election of Chairman

Cllr Norman Savigar was PROPOSED By Cllr Mooney, SECONDED by Cllr Wyatt and AGREED unanimously. The Chairman then took over the Chair from Mr Maskell who left the meeting at 7.35pm. The Chairman asked for nominations for vice chair. Cllr J Savigar PROPOSED and Cllr Wyatt SECONDED Cllr Tubb. Cllr Comerford PROPOSED and Cllr Mooney SECONDED Cllr Read. There were 3 votes for each candidate and the Chairman gave his casting vote in favour of Cllr Tubb who was duly elected Vice Chair. The Chairman announced that the meeting would be recorded from the table and this would be the practise from now on.

15.057 Apologies:

Apologies were received and accepted from Cllrs Read (ACPC), Collins and Chapple (AVDC)

15.058 Declarations of Interest:

There were 3 declarations of interest in respect of item 15.68 ii) from the Chairman, Cllrs Savigar and Wyatt who had requested dispensation from the Clerk to vote on the motion. The Clerk confirmed that dispensation had been granted in each case.

15.059 Confirmation of Councillors acceptance of Office:

The Clerk confirmed that the new councillors had all signed their declarations of office and disclosure of interests forms. Each councillor then introduced themselves for the benefit of the public.

15.060 To Approve the Minutes of the Parish Council Meeting held on 1st April 2015 and the Extraordinary meeting held on April 29th 2015

Both sets of minutes had been circulated to those present at the meetings, were deemed to be correct as presented by the Clerk and were duly signed by the Chairman.

15.061 Matters Arising

Stablebridge Road construction: The Clerk reported on feedback from ECL Civils as follows: - *'As it was a natural substance and no harm could be done to wildlife within the stream, we have been advised to leave the stream alone and let it naturally drain away as any remediation to the stream could cause natural habitats to be disturbed. We are pumping the water into holding tanks called*

“Settlement tanks” and then releasing the water into the system. This gives the chalk deposits time to settle and we are pumping the final clean water through a filter to remove most of the remaining chalk, instead of what was happening, as it was being pumped straight from the hole into the water system without being filtered. I hope this answers any questions you may have. I trust we are being respectful towards your village as we as a business have it at the forefront of our aims to go about our job with the least amount of disruption possible.’

15.062 Public Participation

- i. It was asked whether anyone on the new council was experienced in finances and the Chairman replied that there was and that former Cllr Plowman had also offered to help during the transition to the new council.
- ii. It was requested that meetings from now on be kept in the public domain
- iii. It was requested that since legal proceedings against the council were now concluded, would the precept portion of the council tax go down.
- iv. It was requested that the new council place transparency at the forefront of their business. The Chairman stated that items ii, iii, iv would be noted.
- v. Mr Ramsey stated that as a trustee of Green Park, he would like more dialogue between Green Park and the parish council.
- vi. It was requested that the minutes are published sooner.
- vii. It was requested that the public participation session be put back to the end of the meeting. The Chairman responded that having this section early was in line with SLCC best practise and if it was held at the end of the meeting, any matters brought up would have to be held over to the next month’s meeting. Having it early enabled councillors to consider those matters during the current meeting.
- viii. It was requested that there be another public session at the end of the meeting.
- ix. It was requested that the Neighbourhood Plan be made a priority. The Chairman reported that the NHP had been prioritised and started by the previous council. Cllr Tubb further reported that the plan had been started, consultants engaged, a grant applied for and that the committee was moving as fast as it could.

15.063 Clerk’s Report

The Clerk welcomed the new council and also congratulated the district councillors on their election. With 9 new councillors there are 2 places available to co-opt members onto the council. It is important now to look at the skills and experience within the council, before deciding who to invite to apply. Adverts will be placed locally with a view to inviting interested people to present themselves at the Sept. meeting.

The P.C. will be looking to establish links to other organisations such as the Anthony Hall and the Local Area Forum. Re. Remembrance Day, former Cllr Kirtland had expressed an interest in continuing to organise this alongside the British Legion. So it may be that the Parish Council may no longer be running that event but would work with the committee in whatever way it can to help.

15.064 Correspondence Received

The Clerk circulated the following 4 items of correspondence: -

- i. From Paul Hodson, BCC Localities Manager re. Grass cutting. That Transport for Bucks, are still responsible for cutting the verges in Aston Clinton.
- ii. From the County Guide Leader requesting a donation towards their Bucks Fest.
- iii. The Aston Clinton Scout Leader on their decision not to take on the litter picking.

- iv. Barclays Bank acknowledging our formal complaint re. them locking us out of our account for 4 weeks and failing to implement mandate change on 2 occasions. They had compensated £500 by way of apology.

The Chairman stated that Re. the Guide's request, it would be necessary for the Finance and Staff Committee to look at the criteria for awarding S137 monies.

15.065 Governance Committees and Processes

- i. Governance Documents: Standing Orders, Financial Regulations and Code of Conduct had been reviewed in Oct/Nov 2014 in line with NALC guidelines, and the revised documents had been adopted in November 2014. The Chairman asked each councillor in turn if they had any issues with the documents and all replied none.
- ii. The Committee structure had also been revised and adopted in November 2014 with each committee having its own terms of reference. Each councillor was asked if they had any issues with these documents and each replied none.

Appointments to Committees: Cllrs were appointed as follows: -

Finance and Staff: Cllrs N Savigar, J Savigar, Beaumont, Mooney

Planning: Cllrs Tubb, Wyatt, Read and Comerford

Facilities: Cllrs N Savigar, J Savigar, Mooney, Read, Comerford, Beaumont, Birch, Tubb & Wyatt.

The Clerk confirmed the following committee meeting dates:

Saturday 23rd May – Facilities committee

Wednesday 27th May – F&S Committee

Monday 1st June – Planning Committee

- iii. Processes, Policies and Procedures: The Complaints, Freedom of Information Communications policies had all been circulated the councillors and each was asked if there were any comments or revisions. There were none.
- iv. Land, Assets and Insurance: the Clerk reported that the insurance policy was current and to be renewed in October. The Asset Register is currently being reviewed.
- v. External relationships, delegations and subscriptions: The Chairman explained as follows: -
 - o BALC – The P.C. is a member of BALC (and therefore NALC) who are based at BCC.
 - o SLCC – The Clerk is a member of the SLCC and is enrolled on their training programme.
 - o Bucks CC: The P.C. is associated with Bucks CC via our representative Cllr Chapple and through working relationships with their various officers.
 - o AVDC: The P.C. is associated with AVDC via our representatives Cllrs Paternoster, Chapple & Collins and through working relationships with their various officers.
 - o Local Area Forum: Wendover L.A.F. comprises of members of County, District and Parish Councillors in the Wendover area and meets three times a year. It is concerned with issues such as devolution. This remit falls under Finance Cttee.
 - o Anthony Hall Trust: The Clerk had been updated by the Chair of the trustees: -
'There is no rule that a Parish Council representative should attend meetings. It is not part of the Constitution of the Hall as originally set up in about 1928. Many years ago the Parish Council made a substantial grant to the Anthony Hall to assist in the replacement of the roof. In view of that substantial grant, the Parish Council was

invited to nominate one of its members to serve on the Management Committee and John Watson joined the Committee. Later, when John was appointed a Trustee, Teresa Kirtland was nominated and is now an elected Member of the Management Committee. Don Evett has also served and was Chairman of the Trustees for a term. For many years these individuals have not represented the Parish Council but have served in their personal capacity as valued members of the Management Committee. The Anthony Hall is now fully self-financing and continues to carry out improvements to the hall at its own expense and sometimes with the help of grants from bodies other than your Council. Marion Richards always attended the AGM's. Any member of the public including members of your Council are welcome to attend the next Annual General Meeting of the hall which is on Tuesday 14th July at 7.00pm.'

This remit falls under Facilities committee.

- Arla Liaison: The Clerk reported that Cllr Tubb has volunteered to attend Arla Liaison meetings. The Chairman stated that this remit falls under Planning.

15.066 Finance and Staff Committee

- i. The Clerk presented the EOY financial statements as approved by the previous F&S committee, which had also been circulated beforehand to councillors. These have also been posted on the website with further detail available from the Parish Office.
- ii. End of Month Financial Report: The Clerk presented the figures – ANNEXE 1. Cllr Tubb requested training in this area and the Chairman agreed that all Cllrs would benefit from this. Former Cllr Plowman had offered to attend the next F&S committee to help with training.
- iii. Approval of Expenditure for April: Outstanding payments were presented as follows and approved for payment:

Finances to be agreed at the May meeting of ACPC				
Date Paid	To whom	For	Amount	
Paid				
5th May 2015	PACVE	Donation - under S137	£750.00	<i>agreed at 1/4/15 &</i>
7th May 2015	UK Power Networks	Replacement Lamppost Upper Icknield	£445.20	<i>Chq</i>
1st May 2015	EON	Street Lighting	£551.06	<i>DD</i>
5th May 2015	British Gas	Electricity	£40.00	<i>DD</i>
8th May 2015	BT	Phone	£108.04	<i>DD</i>
DD To be Paid				
May-15	AVDC	Business rates on Pavilion	£302.93	<i>monthly DD</i>
To be Agreed				
	Sign Wizzard	Park signage	£150.17	
	Lock and Key Centre	Duplicates for barrier	£54.00	
	Monika Havasova	Office cleaning	£20.00	
	Eamonn McGoldrick	Toilet cleaning/Park bins & Litter	£185.00	
	Shaping Communities	Consultancy on NDP	£141.40	
	Buckland Landscapes	Monthly Grounds Maintenance	£627.00	

Cllr Comerford questioned the amount for Street Lamps. Cllr J Savigar explained that with approx 195 lamps in the village that the P.C. is responsible for, there was considerable maintenance and usage costs. More information was in her Facilities report. The Chairman asked the Clerk whether the mandate issue had been solved and she reported that it had and payments could now be made. The Clerk would also verify whether the phone bill was monthly or quarterly. (After note: the BT bill is quarterly). Cllr Wyatt thanked the outgoing council for their donation to PACVE.

15.067 Planning Committee

Cllr Tubb reported that the Planning Committee is taking a more active approach and the NHP is well underway, aiming for completion earlier than the usual 18 months. The committee is actively working with planners to guide the type and location of developments. A meeting had also been held with Cllrs Paternoster and Chapple. They will be opposing all large-scale developments, however all the P.C. can do is object and this often does not carry much weight. Most small applications are unopposed although 15/01275 former piggery had been opposed. The recently received 50 dwelling application off Aylesbury Road would be objected to as would the 1 dwelling 15/01361.

Cllr Comerford enquired what was the scope of the consultant's input into the NHP and Cllr Tubb reported that she was just there to help produce the NHP. The Chairman suggested the committee request funds from F&S if they needed more consultant time. Cllr Savigar enquired how much weight the NHP will have. Cllr Tubb felt it will have significant authority but some guided and sustainable development must be allowed for.

15.068 Facilities Committee

- i. Cllr J Savigar confirmed that she had already circulated her report to the new councillors and that most matters were as stated in previous minutes. She had obtained quotes for a commercial clean of the Pavilion and an electrical condition check and these would take place in the coming weeks.
- ii. Pavilion Tenancy: the Chairman explained the history to this matter in some detail. An ITT document had gone out in March with a range of options for tenderers but with criteria needing to be met both for the community and for the P.C as landlord. The tenders had been opened on 17th April by a working party of councillors and a full assessment had taken place and been documented. A recommendation was now on the table with the new councillors having been fully briefed beforehand. The chairman stated that the plan would be to enter into detailed negotiations with this company if approved, including credit and other background checks.
- iii. The Chairman stated that it would be possible to discuss this matter without going into a closed session as anonymity would be used. He asked the councillors whether they preferred to discuss this in closed session, as would normally be the practise, or proceed using anonymity. Council responded that since they had been fully briefed on the recommendation, there would be no need to exclude the press and public.

MOTION: That council approves the recommendation of the Facilities Committee for the proposed tenancy of the Pavilion – The Chairman asked for a recorded vote.

FOR THE MOTION: Cllrs J Savigar, N Savigar, Tubb, Comerford, Wyatt, Birch, Mooney and Beaumont.

AGAINST THE MOTION: None

The MOTION was duly CARRIED.

The Chairman read out from the 'benefits to the community' section of the recommendation. Cllr Tubb stated that this is now only the beginning of a legal process which must be gone through.

15.069 Any Other Business

Cllr J Savigar reported that signs had gone up and been concreted in, on Stablebridge Road saying 'The Chilterns' and queried whether these had planning permission. Cllr Tubb to investigate.

The Chairman then allowed comments from the public: -

- i. It was asked whether the pavilion tenancy would be a 6-month rolling contract and Cllr Savigar stated that was what had been written into the ITT.
- ii. It was suggested that Due Diligence and background checking must be thoroughly carried out before any tenancy agreement is issued, to avoid the previous problems occurring again.

15.070 Dates of council meetings for next year

The Clerk circulated dates for council meetings to April 2016 – ANNEXE 2

15.071 Date of next meeting

Wednesday 3rd June 2015 at 7.30pm

The Chairman closed the meeting at 8.55pm

Signed Date

ANNEXE 1: Month-End Figures

Current Account Monthly Reconciliation			
	Outgoings	Receipts	Bank balance
1st April 2015			£19,690.64
April	£4,281.61	£76,902.50	£92,311.53

Overall Summary of accounts at end of month					
	Main bank account	Tracker account	Petty Cash		Total
@ start of April 2015	£19,690.64	£1,003.78	£153.59		£20,848.01
30th April 2015	£92,311.53	£1,003.78	£69.07		£93,384.38

Annexe 2: Dates for Parish Council Meetings 2015-16:

2015:

Wed May 13th:

Wed June 3rd

Wed July 1st

Wed August 5th

Wed Sept 2nd

Wed Oct 7th

Wed Nov 4th

Wed Dec 2nd

2016:

Wed Jan 6th

Wed Feb 3rd

Wed March 2nd

Wed April 6th (*Easter = 25th-28th March*)

Wed May 4th (A.M.P.C.) - TBC