

Minutes of the Annual Meeting of Aston Clinton Parish Council - held on 4th  
May 2016 at 7.30pm  
at Aston Clinton Parish Meeting Room

**Present:**

Councillors: -

L Tubb – Chairman

C Read

A Mooney

M Osborn

L Ronson

S Beaumont

J Eggesfield

T Comerford

P Hughes

P Wyatt

Cllr C Paternoster (AVDC)

Clerks: G Merry (recording), E Barry (assistant)

8 Members of the public

**16.38 Apologies:**

There were no apologies.

**16.39 Declarations of Interest:**

There were no declarations of interest

**16.40 Election of Chairman and Vice Chairman**

Cllr Tubb was NOMINATED to remain as Chairman by Cllr Mooney, SECONDED by Cllr Ronson and AGREED unanimously. Cllr Read was NOMINATED to remain as vice chairman by Cllr Wyatt, SECONDED by Cllr Tubb and AGREED unanimously.

**16.41 To Approve the Minutes of the Parish Council Meeting held on 6th April 2016.**

The minutes were PROPOSED by Cllr Ronson, SECONDED by Cllr Hughes, AGREED and SIGNED.

**16.42 Public Participation**

- i A complaint was received about Dayla whereby the level of noise was increasingly disturbing to the neighbours. The Chairman offered to write to Dayla, although it was stated that this would be a matter for AVDC Environmental health noise abatement officers.
- ii The council were congratulated on their successes during their first year in office and this was gratefully acknowledged by the chairman.

**16.43 Council**

- i Vacancy: Cllr Tubb reported that there was now a vacancy due to the resignation of Cllr Birch who was thanked for her year of service. If an election is not requested by May 16<sup>th</sup>, co-option would be permissible and Cllr Tubb asked for any interested parties to get in touch.
- ii Arla Liaison meeting: Cllr Eggesfield reported back from this that 2 senior executives had recently resigned. However, Arla was now reported to be close to full production capacity. There were continued complaints about odours from the factory.

#### 16.44 Clerk's Report

*This week mark's a year since this council first began as what was then a brand new council. We have already achieved more than most Parish Councils achieve in a 4-year term. We have had some ups and downs with councillors leaving us and new ones joining but I think it's fair to say that we do extremely well on 11 volunteers and 2 part-time staff. We are incredibly busy with never enough hours in the day to do everything and could really do with being full-time as well as having a park-keeper. We do ask that the public and indeed councillors are patient, we will do our best to get back to people, to implement the actions from meetings and to keep all the plates spinning at the same time but if I could make one plea it would be that this year we slow down. A year of consolidation would be good, to really finish off projects properly and consolidate the tremendous momentum from this year. I am also hoping to streamline work in the office with the installation of our new accounting package and training on May 27<sup>th</sup>.*

*Councillors should consider training needs. It has been a long-time since the councillor induction training and since none of us had done this before; we may need to refresh and update. I am half-way through my CILCA qualification working towards a deadline of December this year and the assistant clerk has now attended 2 CPD courses with more planned. Cllr Wyatt has attended a day course on planning and Cllr Read has attended seminars at AVDC. BALC and the SLCC have frequent courses if anyone wants to do anything else, some of which are now being held here at Green Park.*

*We have lots to be excited about this summer with a re-vamped park, lots of new play provision and the re-launch of the youth club. The new Playpark equipment is being installed this week with the skate ramps hoping to be started after half term. We will continue to do our bit to make Aston Clinton a great place to live.*

#### 16.45 Governance, Committees and Processes

- i **Governance Documents:** The council's Standing Orders, Financial Regulations and Code of Conduct had been circulated by the clerk for review. The council agreed to approve these again for the year. The clerk noted that in Financial Regulations, a councillor who is not a signatory should be checking the bank reconciliation. Cllr Ronson agreed to carry out this function.
- ii **Committees – committee membership was discussed as follows: -**
  - a) **Facilities:** Cllr Mooney felt that the facilities committee had not functioned as it should, due to having every member of council on it. This made decision-making cumbersome and resulted in the sub-committee structure not functioning effectively. He felt that the facilities committee should comprise a chair and vice chair plus the chairs of the 3 sub-committees only, with the option to invite another member to make up a quorum if necessary, providing 5-days' notice of apology was received. It was decided to settle the membership of the sub-committees in the first instance, who would then meet to elect their own chairs, from which the facilities committee would be formed: -
    - Grounds Maintenance: Cllrs Tubb, Ronson, Beaumont, Read, Mooney and Eggesfield
    - Sports and Recreation: Cllrs Wyatt, Beaumont, Ronson and Mooney
    - Community Centre: Cllrs Comerford, Osborn, Hughes, Tubb and Mooney
  - b) **Planning:** Cllrs Read, Tubb, Comerford, Eggesfield, Ronson and Wyatt

- c) **Finance and Staff:** Cllrs Beaumont, Mooney, Osborn and Hughes, with the addition of Cllr Tubb having responsibility for Staffing matters.
- iii **Processes, Policies, Procedures:** The council's policies for Complaints, FOI, Communications, Equal Opportunities, Expenses and Data Protection had all been circulated and reviewed. Council approved these again for the year.
- iv **Land, Assets and Insurance:** Cllr Tubb was currently reviewing and revising the Asset Register and Risk Register and would be meeting with Cllr Ronson to detail the assets within the compound. She had also reviewed the insurance policy which is due for renewal in October. She felt it needed some fine-tuning and would report back in due course.
- v **Financial:** The clerk had circulated details of direct debits, peppercorn rents and tenancy fees for review. The bank mandate consisted of the clerk, Cllr Beaumont and Cllr Mooney as signatories and it was agreed to approve this again for the year. The clerk outlined the procedure for payment of invoices. It was decided that some rents may need to be reviewed and it was noted that the Tennis Club does not appear to pay a peppercorn rent. Cllr Mooney suggested a working party from the facilities committee to review these. Cllr Tubb reported that the proposed peppercorn rent to the youth club would be £20/year. The clerk clarified that only park permits had recently been reviewed.
- vi **External Relationships:** Cllr Eggesfield would continue attending the Arla Liaison meeting, Cllr Wyatt would continue attending the L.A.F. Cllr Tubb would attend the Anthony Hall AGM and was also council's representative on the youth club joint committee. Both clerks were members of the SLCC and council was a member of NALC via BALC. Cllr Read offered to attend the AVALC meetings.

#### 16.46 Finance and Staff Committee

- i Year-end Accounts: The clerk was in the process of finalising the Annual Return, with the internal audit scheduled for May 10<sup>th</sup>
- ii Month-End Accounts – April '16: The clerk had circulated the accounts and handed-out hard copies. Cllr Read queried whether it was time to put street light repairs out to tender. Cllr Comerford reported that he had made enquiries already and the current contractor's prices were competitive. He would also be working with the contractor this year to identify the first of the lampposts for the replacement programme. Cllr Ronson enquired about the café turnover rent and Cllr Comerford responded that he has received the figures from the Café but hasn't yet given them to the Clerk. There would need to be a one-off balancing payment for the year-to-date. The pavilion repairs had been carried out and were satisfactory.
- iii Invoices for Approval: The clerk had circulated the O/S invoices as follows:

#### Outstanding invoices - April-May 2016

<u>Date</u>	<u>Company</u>	<u>Item</u>	<u>Amount less VAT</u>	<u>VAT</u>	<u>Total Payment</u>
01/04/2016	E Sharp Electrical	Repairs to faulty car park lights	138.65	27.73	166.38
01/04/2016	People and Places	Design/publication NHP survey	800	160	960
01/04/2016	R&G King Builders Buckland	Renovations Public toilet	165	33	198
04/04/2016	Landscapes	Site Maintenance - March '16	1176.08	235.22	1411.3

11/04/2016	Sign Wizzard Buckland	Park View Gate signs	44.74	8.95	53.69
12/04/2016	Landscapes Buckland	Pot hole - park entrance	60	12	72
12/04/2016	Landscapes Buckland	Install churchyard signs	120	24	144
12/04/2016	Landscapes	Install barrier pedestrian path	180	36	216
12/04/2016	Groundwork UK NBB Recycled	Refund unused NHP grant	150	0	150
14/04/2016	Furniture	8 picnic tables	2570	514	3084
21/04/2016	Realise Futures	3 Park Bins - picnic sites	1007	201.4	1208.4
25/04/2016	Viking	Office supplies	111.7	22.34	134.04
30/04/2016	E McGoldrick	Bins, litter pick, toilet cleans	170	0	170
<b>Direct Debit:</b>					
23/04/2016	BT	Quarterly Bill	186.03	0	186.03

**MOTION:** To approve the payment of the invoices, PROPOSED by Cllr Beaumont, SECONDED by Cllr Osborn and APPROVED.

**16.47 Planning Committee:** Cllr Tubb reported from the last planning meeting:

- i Small Applications: There had been 4-5 small-scale applications of which only one had been objected to.
- ii Large Applications – Woodlands: This development had been discussed in detail and although it would probably be built anyway, the PC had objected. Cllrs Tubb and Read along with assistant clerk would be meeting with the chair of ‘Bucks Advantage’ and would then write in more detail to AVDC.
- iii Neighbourhood Plan: Cllr Read reported that the survey was complete and had achieved around 25% return rate which was considered to be a very good amount. The results would be collated by a consultant before moving the consultee period on to more specialised areas. The NHP was now half way to completion.

**16.48 Facilities Committee:** Cllr Mooney reported that the final installations for the park project were going in and that grass cutting was proceeding as normal. There was a need for 3-year budget planning for proposed projects and this would now go on the agenda, along with football permit fees, other rents and repairs to the damaged areas of the park. The sub-committees would need to focus now on these areas.

- i Play Park: The installation was in progress and the Clerk announced that the little boy in the village who uses a wheelchair and whose mum had initiated the project, was going to officially open the new facility. Cllr Beaumont and the clerk would also work together on bringing a class of children from the school to this event - possibly on 20<sup>th</sup>, 25<sup>th</sup> or 26<sup>th</sup> May. Cllr Mooney discussed the extra options for wetpour, the most affordable of which was having motifs within the tarmac, although there had not been time to clarify if these were 3D or 2D. It was agreed as follows:

**MOTION:** To leave as black-only wetpour unless the motifs were flat/level and only then to have 3 at a cost of £200 each, PROPOSED by Cllr Mooney, SECONDED by Cllr Osborn and AGREED. There were 2 votes against the motion.

- ii Allocation of S106 money from 16/00780/AOP land behind Aylesbury Road: Cllr Comerford suggested allocating this to the new community centre and Cllr Osborn also felt that bringing the fundraising past the 50% threshold would have a significant impact on the viability for borrowing. It was confirmed that this decision would be the 5<sup>th</sup> and final amount of S106 allocated to the community centre. Cllr Ronson stated that fencing was needed for the allotments but Cllr Mooney suggested a proposal for this would come out of the planned allotment meeting and could then be put the facilities committee.

**MOTION:** To allocate S106 money from 16/00780/AOP land behind Aylesbury Road to the new Community Centre, PROPOSED by Cllr Comerford, SECONDED by Cllr Read and AGREED.

It was stated that a bench around the old chestnut tree on the corner of Stablebridge would be desirable and also some new upgraded village signage. The clerk stated that the signage was already on the planned wish-list. It was agreed that precept money could be used to cover these items in due course.

**Comments from the public: -**

- i It was stated that if allocating S106 monies, a new 4G All Weather Football pitch would be welcomed by the footballers. Cllr Hughes stated that these cost in the region of £100K and that funding would be available for regional football, from the new FA/Sky deal. He is already working with the FC to tap into this but they had not shown much initiative yet to fundraise.
- ii The whereabouts of the fly-tipped bike was queried and the clerk stated it had been placed in the compound whilst awaiting response from the police.
- iii It was stated that the Stablebridge chestnut tree had in the past had serious branch falls and would probably need another R.A. now.
- iv It was also asked whether the safety inspection of the pond in the woods had been carried out. The Clerk reported that it had and council were working on the logistics of placing a sign in the middle of the water. Cllr Comerford volunteered his help with this.

**16.49 Date of next meeting**

Wednesday 1st June 2016 at 7.30pm

The Chairman closed the meeting at 8.40pm

Signed ..... Date .....