

Minutes of the Meeting of Aston Clinton Parish Council - held on 1st June 2016
at 7.30pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb – Chairman

C Read

A Mooney

P Hughes

P Wyatt

S Beaumont

J Eggesfield

M Osborn

L Ronson

Cllr C Paternoster (AVDC)

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

4 Members of the public

16.50 Apologies:

Apologies were received and accepted from Cllr Comerford.

16.51 Declarations of Interest:

There were no declarations of interest

16.52 To Approve the Minutes of the Parish Council Meeting held on 4th May 2016.

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

16.53 Public Participation

- i It was reported that the lamppost on Green End Street, opposite Ginger's Close is still not fixed. The clerk agreed to look into this.
- ii It was reported that the hedges adjacent to 10 Green End Street were encroaching on the footpath. Cllr Read agreed to inspect this with a view to speaking to the householder.
- iii It was reported that during the recent AVDC meeting into the Longhorn Farm development, the officer had quoted statistics for housing on Aston Clinton that were not accurate. He had quoted a figure for new houses, less than the actual and therefore the percentage growth figure was incorrect and in fact significantly higher. Furthermore, a comparison had been made with Winslow's growth which was also misleading, as Winslow's was taken over 17 years and Aston Clinton only over 3 years, making it a higher rate over a shorter timeframe. It was felt that this should be challenged and that as an officer of a public body, quoted statistics must be accurate. Cllr Read agreed to take this further with the questioner. Cllr Paternoster (AVDC) responded that caution was needed in comparing growth with Winslow, which as a town would not be comparing like with like.
- iv Cllr Paternoster also reported that the draft of the Vale of Aylesbury Local Plan would go live online on 3/6/16 and all were urged to go online, read the plan and give feedback.

16.54 Council

- i Councillor Vacancy: An election had not been called and the council was now seeking to co-opt. There had been one applicant to date, who would be asked to provide more details.
- ii Cllr Tubb announced the new committee membership (appended) and reported that it had been decided to form a new committee solely for the development of the new community centre, with café/pavilion matters to now fall under sport and recreation. Cllr Tubb would write the Terms of Reference for the new committee and circulate to members.

MOTION: To agree to create a new Community Centre committee, PROPOSED by Cllr Tubb, SECONDED by Cllr Mooney and AGREED.

16.55 Clerk’s Report

‘We held a very successful event jointly with the youth club, to honour Brian Churchill who did so much for the youth in this village. This event is featured in today’s Buck’s Herald, so many thanks to all who helped out on the day. Cllr Tubb also heard back from her application to Lord Rothschild for a grant to fix the school clock, who has approved the cost of these repairs! We are waiting to hear a timeframe now from the county council so we can dovetail in with the school’s roof repairs. We also heard back from Dayla following Cllr Tubb’s letter and subsequent meeting. They held an internal meeting to discuss the noise nuisance to the neighbours and have formally recognised their duty to limit noise as much as possible. They will be introducing several measures including the purchase and use of keg mats, and their own noise reduction policy which will be published to all employees.

We have re-structured and staffed our committees and sub-committees, with both Sport and Recreation and Grounds Maintenance committees due to meet next Monday. This should speed up decision-making and move forward on summer plans and also longer-term planning for the next 3 years of this council. We are looking forward to the last of our park installations, i.e. the skate ramps, going-in after half-term. It was always the plan to get all the new installations in and only then look at repair work to the ground. We are well-aware that the many installations carried out this year have damaged the ground and we are looking at cost-effective ways to repair it after the skate ramp is in.

Unfortunately, as we announced at the last meeting, we are a councillor down and are now looking actively to co-opt as soon as possible. We will also be saying goodbye to Cllr Beaumont in the summer, who will be leaving us to take up a teaching post in another area. Fortunately we do have a few more months of her valuable input, after which, we will be looking for another member. Finally, congratulations to Cllr Osborn who is getting married in July! ‘

16.56 Finance and Staff Committee

- i Month-End Accounts – May ’16: The clerk had circulated the accounts and handed-out hard copies. She explained that the accounts are currently transitioning to the new software package and asked members to bear with her until she was more proficient when more detailed reports would be circulated. Cllr Hughes asked for questions of which there were none.
- ii Donation for British Legion. The Clerk reported that this had not happened after Remembrance Day and she was keen to clear the matter. It was agreed to donate £75 as the contribution to the wreath.
- iii Invoices for Approval: The clerk had circulated the O/S invoices as follows:

Outstanding invoices - May 2016

<u>Date</u>	<u>Company</u>	<u>Item</u>	<u>Amount less VAT</u>	<u>VAT</u>	<u>Total Payment</u>
	Aylesbury Town				
01/04/2016	Council	Devolved Services - Annual	2296	0	2296
01/04/2016	BALC	Annual Subscription	505.24	0	505.24
28/04/2016	ROSPA	Site Review - pond	447.9	89.58	537.48
	Information				
30/04/2016	Commissioner's Office	Annual Registration	35	0	35
	Combined Playground				
04/05/2016	Services Ltd	Annual Play ground Inspection	350	70	420

06/05/2016	Robin Perkins Ltd	Installation of posts - defibrillator	245	49	294
06/05/2016	E Sharp Electrical	Beaconsfield, Rosebery, Bishops field	273.18	54.63	327.81
06/05/2016	Buckland Landscapes	Site maintenance April	1176.08	235.22	1411.3
19/05/2016	IAC Audit and Consultancy Ltd	Internal Audit	350	70	420
19/05/2016	Buckland Landscapes	Installation of picnic tables and bins	6680	1336	8016
19/05/2016	Sign Wizzard	Churchill Hall signs - x3	484.5	96.9	581.4
20/05/2016	E Sharp Electrical	29 Roseberry	122.13	24.42	146.55
22/05/2016	Neil Smart	labour and materials - Cafe ramp	200	0	200
26/05/2016	Rialtas	Installation of accounting package a training day	724.8	144.96	869.76
31/05/2016	E McGoldrick R Wright Waste	Bins and Toilet Clean	230	0	230
24/05/2016	services	Drain pump-out/service	205	41	246
28/05/2016	Shaping Communities	Consultancy - NHP	141.4	0	141.4
Direct					
Debit: -					
May	BG	Monthly DD	78		78

The invoice for the installation of the picnic tables was discussed and the disappointing manner in which the contractor had handled this situation. It had been identified early in the project that the workmanship was not up to standard and the clerk had asked for the platforms to be taken out and re-installed, which had not happened. There was concern over how hard-wearing this would be particularly in frost, as pouring a layer of concrete over the top of the existing platforms could result in a weakened surface, more prone to cracking. It was also agreed that the wheelchair-accessible tables had not been placed sensibly, being on sloping angle. It was agreed not to pay the invoice yet but to have a meeting with the contractor with a view discussing a solution amicably. Re. an invoice for street lamp replacement, it was also reported that the lamp in Beaconsfield Road may not have been repaired. Cllr Osborn would check and report back but for now, this invoice would also not yet be paid.

MOTION: To approve the payment of the invoices, with the exception of the 2 as above, PROPOSED by Cllr Hughes, SECONDED by Cllr Osborn and APPROVED.

- iv Salaries: The local BMKALC had circulated new salary scales 2016-18 from NALC/SLCC to all parish council's. The clerk had circulated the scales which would be back-dated to April 1st.

MOTION: To adopt the new salary scales PROPOSED by Cllr Hughes, SECONDED by Cllr Tubb and AGREED.

It was clarified that these would be in addition to the incremental increase for both clerks already agreed from April 1st as stated in their contracts.

- v Risk Register and Asset Register: Cllr Tubb had revised both registers as a requirement for the governance statement within the annual return. She had streamlined the Risk Register down to 12 risks and had updated the Asset Register which would be re-typed into a more logical order in due course. Both documents had been circulated and Cllr Tubb noted that the asset register would now inform the insurance requirements for the council, in time for

the October renewal. It would need to be agreed at the next meeting, what will be insured and for how much - to be discussed at the June F&S meeting. There was a discussion as to who owns the tables and chairs in the Anthony Hall, which had originally been bought by the parish council. It was agreed to investigate this further, although there seemed to be no documentation at the PC.

MOTION: To approve the risk register and asset register as presented PROPOSED by Cllr Tubb, SECONDED by Cllr Read and AGREED.

It was agreed to add the generator to the asset register.

- vi Auditors Report and Report into Procurement of the M.U.G.A. – The internal auditor had found there was no minuted motion for the purchase of the MUGA which had been paid for out of S106 money. All members agreed that there had been in-depth discussions at the time, where it had been agreed not to formally tender the project, due to lack of product knowledge, but to instead obtain 3 quotes/proposals. The quotes had also been assessed and there had been discussion to the effect that having S106 funding meant the viability of having a state-of-the-art MUGA rather than the cheapest. Members all remembered these discussions, however, no minute had been recorded so the audit had failed on this one area. The clerk had prepared a full report, including timeline and emails attesting to the above and had circulated this to councillors. This would be included with the Annual Return to the external auditor.

MOTION: To approve the report prepared by the clerk, to be submitted to the external auditor, PROPOSED by Cllr Ronson SECONDED by Cllr Tubb and AGREED.

- vii Approval and Signing of Annual Return: This had been circulated to members ahead of the meeting and the figures had been signed-off by the internal auditor.

MOTION: To approve the Annual Return PROPOSED by Cllr Hughes, SECONDED by Cllr Ronson AGREED and SIGNED.

16.57 Planning Committee: Cllr Read reported from the last planning meeting:

- i Small Applications: There had been a small number of small-scale applications of which only one had been objected to.
Large Applications – Longhorn Farm: Cllr Read had unfortunately not been able to register in time to speak at the AVDC meeting but had submitted a written report with objections, which had been read out. Cllr Wyatt had spoken as a member of the public and objected. The application had been passed by 6 votes to 3 but as this was for reserved matters only, there still may be an opportunity to influence the eventual decision, on the grounds of access.
Cala Homes/Woodgate House: Cllr Read explained that in exchange for permitting their site office in the car park, Cala Homes had agreed to undertake some works in the park adjacent to the bridges which get extremely muddy in winter. The work had taken place but regrettably a member of the public had removed the safety fencing and walked across wet cement, churning up the surface and a trip hazard had now been created. This could be considered criminal damage and the clerk was investigating the incident. The site offices would be installed the week commencing 6/6/16.
- ii NHP: Cllr Read reported that a traffic report had been commissioned which will also help in the interim, to form arguments against ongoing developments. The results of phase 1 were due and the public was urged to contact Cllr Read or the committee with details of traffic congestion which can be used as evidence. It was confirmed that the notorious Woodlands roundabout IS in Aston Clinton Parish. The consultant has advised that congestion alone will

not stop development but noise is considered a valid argument. Cllr Read outlined the need to commission phase 2 of the report. Although this may cost anything between £2000-6000, the funding had been budgeted for at the start of the year. It was likely that arguments would increasingly succeed or fail on traffic issues and the NHP had also been successful in receiving grant money.

MOTION: To agree to commission part 2 of the of the traffic survey for the NHP, PROPOSED by Cllr Read, SECONDED by Cllr Ronson and AGREED.

Questionnaire: The survey data had been professionally analysed and the report was due imminently. This would then be analysed by the consultant and the committee would begin writing a plan for the village.

16.58 Facilities Committee: Cllr Mooney reported that both the sports and rec. sub-committee and the grounds maintenance sub-committee would be meeting on 6/6/16, with the S&R meeting initially to discuss football.

- i As outlined at 16.56 vi) it had been necessary to prepare a report to submit to the external auditor, analysing the failings over procurement of the MUGA. That said, it was clear to the village that the MUGA had been successfully installed and was proving popular. The internal auditor had recommended bringing retroactive motion as follows: -

MOTION: To agree it had been decided to set aside Financial Regulation 11 b) and not undergo formal tendering for purchase of the MUGA but instead invite 3 quotes/ proposals, PROPOSED by Cllr Tubb, SECONDED by Cllr Eglesfield and AGREED.

MOTION: to agree that 3 proposals/quotes had been considered correctly in August 2015 and one supplier subsequently awarded the contract, PROPOSED by Cllr Tubb, SECONDED by Cllr Ronson and AGREED.

- ii Events: There had been an increasing number of applications to hold events in the park and there was now a formal application process in place. Cllr Tubb was managing this and all applications had to be passed by a minimum of 3 members of the Sport and Rec. committee. There is a checklist which organisers must sign. For larger events requiring marquees etc. the matter of security was discussed as well as the taking of a deposit. It was stated that legally, deposits must be placed in a separate account for that purpose which the council did not currently have set up. It was felt that the café should now set themselves up to hold deposits and a meeting was due to be held with the café that week. It was felt that the café must be responsible for a post-event sweep-through, of the Park, to remove debris, particularly glass. Cllr Tubb agreed to work on a deposit agreement for events in the long-term
- iii Anti-social Behaviour: The clerk reported there had been an increasing number of incidents which appeared to be from the same group youths. These had been reported to the police who now had an incident record. The clerk had spent a morning with PCSOs and the security company reviewing the CCTV. The PCSOs had previously identified some of the perpetrators and had spoken to them and their parents but there was a need to identify others. Councillors questioned what redress the council has if this approach does not work and the ASB continues, such as court injunction. It was also advised that it would be illegal for the council to name the perpetrators due to Data Protection law. The clerk advised keeping to the plan for now, of working with the PCSOs and the security company. She stated that the public should be aware of the amount of time and resources taken up by dealing with these incidents which ultimately will be reflected in council tax bills.

- iv Sport and Recreation: Cllr Wyatt would be having a meeting with the Colts and ACFC. The Colt's fun day would be discussed in detail. There was a need to address the FC's needs for the coming season. ACFC had only been able to use one pitch last season and this may affect the fee to be charged.
- v Grounds Maintenance: A working party had undertaken regular walk-rounds to assess requirements in the park and the first meeting of the new committee would take place on 6/6/16.
- vi Pavilion/Café update: Cllr Tubb and the Clerk would be meeting with Café management on 3/6/16 to discuss operational matters but the rent was being paid regularly in full
- vii Community Centre: Cllr Hughes had been exploring grant options. In addition, he had met with Mrs Cozens of ACFC who will work on applying for F.A. money via the local F.A. branch. The council is now keen to build bridges with the football club.

Comments from the public: -

- i Cllr Paternoster (AVDC) gave feedback re. Christmas Tree Field. Bucks CC have served an enforcement notice on the owner re. bonfires and illegal waste disposal. This had been ignored and the owner had then been interviewed under caution, with the matter now going to the magistrate's court. AVDC were able to serve enforcement on the nursery side of the operation. If none of these measures work Cllr Paternoster would arrange to meet with the PC to discuss further.
- ii Cllr Paternoster reported re. Longhorn Farm. She had spoken with the developer at the AVDC meeting and urged them to work with the parish council re. the needs of the village. The PC was urged to ensure this happened.

Date of next meeting

Wednesday 6th July 2016 at 7.30pm

The Chairman closed the meeting at 8.40pm

Signed Date

Annex

ACPC COMMITTEES

1. Finance and Staff:

Paul Hughes – Chairman
Mike Osborn (vice chair)
Alan Mooney, Liz Tubb, Susy Beaumont (until Aug/Sept 2016)

Staffing Sub-Committee:

Liz Tubb - Chairman
Alan Mooney, G Merry

2. Planning:

Colin Read – Chairman
Toby Comerford (vice chair)
Liz Tubb, Peter Wyatt, Lesley Ronson, John Eggesfield, Tony Winterbottom (Co-opted),

Neighbourhood Plan

Colin Read, Liz Tubb, Keith Loxley, Ed Peile, Tony Winterbottom, Peter Wyatt, Lesley Ronson

3. Facilities:

Alan Mooney – Chairman
Liz Tubb (vice chair)
Mike Osborn, Peter Wyatt, Toby Comerford, Lesley Ronson,

Sports and Recreation Sub-Committee:

Peter Wyatt - Chairman
Alan Mooney, Susy Beaumont, Lesley Ronson, Mike Osborn, Liz Tubb

Grounds Maintenance Sub-committee:

Lesley Ronson – Chairman
Liz Tubb, Susy Beaumont, Alan Mooney, Colin Read, John Eggesfield, Keith Loxley (co-opted)

Community Centre Sub (until ratified as standing committee):

Toby Comerford - Chairman
Liz Tubb, Alan Mooney, Paul Hughes, Mike Osborn