

Minutes of the Meeting of Aston Clinton Parish Council - held on 1st February  
2017 at 7.30pm  
at Aston Clinton Parish Meeting Room

**Present:**

Councillors: -

L Tubb – Chairman

T Comerford

M Osborn

L Ronson

M Mason

R Stewart

J Eggesfield

C Read

P Wyatt

P Hughes

Clerks: G Merry (recording), E Barry

7 Members of the public

**17.014 Apologies:**

Apologies were received from Cllr Paternoster (AVDC)

**17.015 Declarations of Interest:**

There were no declarations, however Cllrs Ronson and Mason wished it to be noted that they are allotment holders so would not vote on 17.23 iii).

**17.016 To Approve the Minutes of the Extraordinary meeting held on December 14<sup>th</sup> 2016**

The minutes were PROPOSED by Cllr Ronson, SECONDED by Cllr Read and AGREED and signed

**To Approve the Minutes of the Parish Council Meeting held on 4th January 2017.**

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

**17.017 Public Participation**

- i It was asked whether it was permissible to use S106 money from developers to expedite the Neighbourhood Plan. Cllr Tubb responded that it is not possible as S106 agreements are only for leisure and recreation. However, an all-day working session had just been concluded which had accelerated the NHP.
- ii It was asked whether the council would investigate the boundary posts that had appeared in the fields off Chapel Drive. Cllr Read said that unfortunately they were there to establish the boundary for the next phase of development (Chapel Drive - 95 dwellings) and as such, were part of the building process.
- iii The continued flooding to the corner of London Road/Lower Icknield Way was brought up. The clerk responded that she had applied for this to be put on Transport for Bucks Capital Investment Programme, so that the root causes could be addressed. This had met with a favourable initial response but the clerk offered to find out the current position. Cllr Osborn pointed out the need to merge this with the proposed traffic mitigation measures.
- iv It was requested that consideration is given for a local history room in the new community centre, to display photos etc. Cllr Comerford advised that a whole room may not be possible but a display would be a good idea and advised the suggestion be submitted as part of the current survey on the website.

**17.018 Council**

- i **Councillor Vacancy:** The vacancy was still open and Cllr Tubb asked that all continue to 'network' the vacancy. The council's new recruitment policy is available.

- ii **Social Media Policy:** Cllr Tubb had drafted a suitable policy which had been circulated to all members and there were no issues.

**MOTION:** To adopt the Social Media Policy as circulated, PROPOSED by Cllr Osborn, SECONDED by Cllr Ronson and AGREED.

iii **Links to external Organisations:**

**Arla:** Cllr Eggesfield had attended the Arla Liaison meeting which had been poorly organised with no agenda. The matter of the anaerobic digesters had arisen and the fact that they are large, white and incongruous with the surroundings. Previously, buildings at the site had been suitably camouflaged. Cllr Read stated that the original planning permission had contained conditions but the white colour must have slipped-through. Cllr Eggesfield felt the council should object and Cllr Read agreed to look into this.

**17.019 Clerk’s Report**

The clerk first read out letters of thanks from the Guides to whom the Council had donated via S137 rules. She then continued as follows:

*“There are others to thank, starting with the Assistant Clerk for coming on-board and taking up the cause so well, especially with NHP and the Planning Committee. The NHP could not have got to this point without her engaging so thoroughly with it and steering it to the point it has now reached. This will be the main focus over the coming months; to finish and submit the Plan and to then start working on the new Community Centre. Also to be thanked (apart from all councillors who work tirelessly for this community), is Cllr Tubb who has worked hard with the Youth Club committee to ensure a really successful start 2 weeks ago. The Churchill Hall is gaining momentum with some great plans for the community and in these days of increased isolation, and anxiety, it’s good to know the Council is doing its bit”.*

**17.020 Finance and Staff Committee**

- i **Financial Situation Jan ’17:** The Clerk presented the month-end accounts for January. These showed a total income for the year to-date as £284,568 and the total expenditure as £179,088. Cllr Osborn reported from the Finance and Staff committee that budgets had been assessed but none were of concern.
- ii **Payments to be agreed:** The clerk had circulated the list of outstanding invoices as follows:

**Outstanding Invoices to January 31st 2017**

<b>Date</b>	<b>Company</b>	<b>For</b>	<b>Amount £</b>	<b>Vat £</b>	<b>Total £</b>	
18/07/2016	Gravity Engineering	Skate Ramp	8000?	2000?	10000.00	Bal
24/11/2016	Sure to Door	Flyer deliveries - Nov	55.88	11.18	67.06	
04/01/2017	Castle Water (Thames)	Water - July-Jan	68.02	5.10	73.12	
05/01/2017	Your Cafe in the Park	Toilet Cleans - Dec	100.00	0.00	100.00	
05/01/2017	Buckland Landscapes	Footpaths finishing x 9 Quote4681	440.00	88.00	528.00	
05/01/2017	Camiers	Skip hire - skate ramp	350.00	70.00	420.00	
06/01/2017	Bancroft Consulting	Traffic Mitigation Scheme (NHP)	1282.00	0.00	1282.00	
09/01/2017	Buckland Landscapes	Dec Site Maintenance	1176.08	235.22	1411.30	
09/01/2017	H A Phipps	Palisade fencing for compound	680.00	0.00	680.00	
09/01/2017	Viking	Stationery	56.54	11.31	67.85	
16/01/2017	E Sharp Electrical	Hand drier in Gents - Cafe	145.00	29.00	174.00	

20/01/2017	E Sharp Electrical	Lamp - Weston Road	59.34	11.87	71.21
20/01/2017	Sign Wizzard	2 park closing signs	37.14	7.43	44.57
26/01/2017	Buckland Landscapes	Clear Tree ACL 8 (verbal quote)	120.00	24.00	144.00
30/01/2017	E McGoldrick	Jan - Bins and Toilet	155.00	0.00	155.00
30/01/2017	E Sharp Electrical	Replacement fuseboard - Churchill	1325.00	265.00	1590.00
31/01/2017	R Bennigno	Prune back trees in driveway	80.00	0.00	80.00

**DDs**

20/01/2017	AVDC	Eurobins - empties	716.40	0.00	716.40 FYI
30/01/2017	B.T.	Quarterly Bill	159.64	31.92	191.56 FYI

The outstanding balance to Gravity skateparks would continue to be withheld pending receipt of the ROSPA report and completion of the build by Gravity's contractors. The invoice for skip hire would be paid by the P.C. and deducted from the balance owed to Gravity.

**MOTION:** to agree the clerk can pay the outstanding invoices, PROPOSED by Cllr Stewart, SECONDED by Cllr Eggesfield and APPROVED.

- iii **Budget Forecasting 2016-17 and recommended virements:** The clerk advised that although some budgets were set to overspend or underspend, the overall outcome was on target and she would deal with payments for the proposed projects within the appropriate budget surpluses. The NHP committee had requested further funds of approx. £4000, to bring the Plan to completion. Since the Salaries budget was due to underspend by £4000, this was the obvious place to make the virement and had been approved by the F&S committee. This approach was agreed.
- iv **Staffing:** The clerk outlined the need for a new laptop for the assistant clerk, due to her current one no longer working properly and the continued issues with emails had led to the clerks investigating a monthly IT package. Cllr Comerford stated that any laptop must have capability of linking to a projector, a purchase that had previously been agreed. The clerk responded that the need for a functioning laptop and to address the issues with email was currently the pressing one. Cllr Osborn added that any modern laptop would be able to link with a projector but the specification for a projector itself would need to be thoroughly investigated. The assistant clerk outlined the proposed package. Cllr Tubb advised there should be a contract for this arrangement and asked to be copied-in to these documents.

**MOTION:** to approve expenditure up to £700, to include a new laptop and monthly I.T. package, PROPOSED by Cllr Ronson SECONDED by Cllr Stewart and AGREED.

**17.021 Planning Committee:** Cllr Read reported from the last planning meeting as follows: -

**Small Applications:**

- 16/00084/REF - (original app: 16/00411/APP) – Land Adjacent to 98 London Road APPEAL: ORIGINAL OBJECTION STANDS WITH FURTHER COMMENTS
- 16/00089/REF - (original app: 16/02995/APP) – Land Opposite Flora Avenue London Road (APPEAL): NOTHING TO ADD TO ORIGINAL OBJECTION
- 16/04538/APP – 19 Weston Road – Two storey rear extension: NO OBJECTION
- 16/04547/APP – 34 Long Plough – Two-storey rear extension: NO OBJECTION
- 16/04582/APP – 29 Green End Street – Erection of rear conservatory: NO OBJECTION
- 16/04419/APP – Land Formerly Known As Brook Farm Brook Street : OBJECTED
- 16/04509/APP – Land Formerly Known As Brook Farm Brook Street: OBJECTED

16/04452/APP – Longhorn Farm Weston Road – Removal of Condition 7 of planning approval  
13/00817/APP to removal the Agricultural Worker restriction: NO OBJECTION

**Large Applications:**

16/00085/REF - 16/02033/AOP – 138 London Road - APPEAL: ORIGINAL OBJECTION STANDS  
WITH FURTHER COMMENTS

Cllr Read stated that a Buckland Parish Councillor is fighting excessive noise from the by-pass and encouraged members of the public to complain to Martin Tett, Leader of Bucks CC.

- ii. **NHP:** The results of the various public consultations had been collated and analysed. The committee had held a day-long meeting to develop policies to go into the Plan. The plan would now be written but it was necessary to engage the assistance of a landscaping consultant and specialist planning consultant, to shape the final document

**MOTION:** to approve the virement of £4000 to the NHP budget from the salaries budget, PROPOSED by Cllr Eggesfield SECONDED by Cllr Read and AGREED.

This will be used to engage a landscape consultant to prepare evidence leading to the preservation of green space and views of the Park, airfield and to the Chilterns

**MOTION:** To approve the engagement of a landscape consultant, PROPOSED by Cllr Mason, SECONDED by Cllr Ronson and AGREED

The plan was at a stage that had outgrown the current consultants but once written, may need an experienced third party to advise on its readiness for the inspection

**MOTION:** To agree to engage an additional Neighbourhood Planning consultant, PROPOSED by Cllr Ronson SECONDED by Cllr Osborn and AGREED

- iii. **Traffic Scheme:** There were no further developments

**17.22 Facilities Committee:**

The clerk reported that an amount of S106 money - £163,386 (from 13/02508) needed to be allocated to a suitable leisure project as allocation had not been arranged at the time of consent. It was realised that this money could become available sooner rather than later and it would be prudent to allocate it towards the new artificial turf football pitch, already planned by the council. The clerk confirmed that up to 5 x S106 monies may be allocated to one project.

**MOTION:** to allocate the S106 money from 13/02508, (£163,386) for a replacement artificial turf pitch including associated facilities (e.g. access requirements, benches etc.) PROPOSED by Cllr Osborn, SECONDED by Cllr Read and AGREED.

Cllr Hughes advised it would be necessary to enter discussions with ACFC as to the commercial arrangements for any new facility.

**17.23 Grounds Maintenance:**

- i. **Update:** The clerk reported that the sub-committee had met and there was money in this year's budget, She presented 3 quotes for each of the following projects: -  
**Bridge by Beach:** the repairs had been agreed by the Facilities Committee and a spec. had been prepared by Cllr Read, prior to quotes being gathered. There was discussion as to whether the spec. was appropriate and Cllr Read agreed to approach the contractors again. One contractor was preferred but clarification was needed over the pricing. For these reasons the **MOTION** was DEFERRED.

**Soakaway:** It had been agreed by the Grounds Maintenance Sub-Committee to investigate the viability of a soakaway at the top corner of the football pitch. Quotes had been received and the clerk explained that the Council's ground's contractor had also provided a quote for a more comprehensive solution involving work to the gullies from the driveway. Although this would provide a longer-term solution to the flooding, the sub-committee had agreed not to implement this as the area is due to be built-on in the coming years. The sub-committee had decided to get quotes for one soakaway. However, there was disagreement whether this solution would work and the **MOTION** was directed back to the Facilities Committee.

**White Lining:** It had been agreed by the Facilities Committee to re-space the parking in front of the Café to accommodate 2 new disabled spots, following observations/complaints from the public. One of the contractors had visited, measured the area and advised the clerk on the statutory layout required. The other 2 contractors had supplied quotes over the phone or by email and for this reason the first contractor was preferred.

**MOTION:** To approve contractor 1 for the car park lining, based on their quote presented, PROPOSED by Cllr Ronson SECONDED By Cllr Read and AGREED.

The clerk agreed to ensure the job was regulation-compliant and to implement the council's own Terms and Conditions.

- ii. **Churchyard:** The second half of the pollarding of the lime trees was discussed and agreed.

**MOTION:** To agree to the second phase of pollarding, as previously contracted, to be carried out this financial year, PROPOSED by Cllr Ronson SECONDED by Cllr Mason and AGREED.

- iii. **Allotments:** It had been decided by the Ground's Maintenance Committee not to wait for the S106 money for this project, as the allotments had not had any money spent on them since installation. The 3 quotes were presented and considered.

**MOTION:** To approve the installation of new allotment fencing from Parish Council budgets and to engage Contractor 2 to carry out the work, PROPOSED by Cllr Wyatt, SECONDED by Cllr Read AGREED.

- iv. **Scouts Request:** The scouts had asked to install a container in the compound, to which they have occupancy for storage purposes. There were no objections to this.

**MOTION:** To agree to the scouts bringing-in a container to be housed in the Compound, PROPOSED by Cllr Comerford, SECONDED by Cllr Stewart and AGREED.

- v. **Village Signs:** The clerk explained that regular black & white signs are free of charge if there is a need, or a more bespoke green one is available for £150.00 similar to those going into Halton. It was however, agreed that a more customised design was desirable, to engender pride in the village, possibly using S106 money. It was agreed the clerk would form a working party on this, along with Cllr Mason, and aim to involve local school children in the design. In the meantime it was agreed to ask TfB to replace the 2 faulty signs with the temporary free option. On this basis the **MOTION** was withdrawn.

**17.24 Sport and Recreation:** Cllr Tubb reported the new youth club was launched 2 weeks ago and had been very successful, with around 30 children attending. A new lunch club for older people would be launched on 21/2/17.

- i. **Skate Ramp:** This had been discussed at 17.020 ii). Gravity were due back on site w/c 6/2/17, although there had been no confirmation from them.

**MOTION:** To agree to the continued withholding of £10,000 and to engage own contractor if necessary, to complete the work, PROPOSED by Cllr Osborn, SECONDED by Cllr Ronson and AGREED.

- ii. **Football:** The football club had requested to open their bar from half-time until 2.5 hours after the end of the game. The current hours were too short and they were not able to cover their costs. This had been allowed as a one-off for a recent local derby, without incident and generally there had been no incidents since the FC had been running their bar. On this basis the council agreed to the request providing it was monitored closely and no glass bottles or glasses were used or taken outside.

**MOTION:** To approve the request from ACFC to increase serving hours from half-time to 2.5 hours after the end of the match, PROPOSED By Cllr Wyatt, SECONDED By Cllr Mason and AGREED.

**17.25 Community Centre:**

- i. **Funding and update:** Cllr Comerford reported there had been good progress on identifying sources of funding. However, the build was reliant on over £1million in S106 money which is not guaranteed. The architect had been engaged to commence the planning application process and the committee were due to visit the Westbury centre which this architect had also designed.
- ii. **Interim Survey Results:** Results from the survey from the exhibition in the Cafe had been collated and had largely been in favour of the project. There had not been any further responses and Cllr Comerford agreed to check with the website manager that these are delivered via the website. The clerk asked how long the survey should run for and it was agreed this would be up to the point of submitting the planning application. Responses from the survey may be important for funding applications, to demonstrate community engagement.

**Public Participation:** The chairman asked for any further contributions from the public:

- It was confirmed that the new lunch club is only for adults, due to insurance restrictions. Cllr Tubb agreed that this is provision is needed since families, children etc are well-catered for elsewhere and the new club is not expected to compete with the Cafe.

**17.026: Date of next meeting: Wednesday 1<sup>st</sup> March 2017 at 7.30pm**

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