



Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday 19th September 2023 at the Community Centre, Eskdale Road.



Present: Cllrs K Shanahan (Chair), B Ezra, D Field, S Kirve, L Prestage, G Shrivastava, D Smith, D Willmer, and P Wood.

Buckinghamshire Council Councillor: Cllr Newcombe.

Public Attendance: Three

Clerk: A Skeggs

Assistant Clerk: P Rayner

Absent: n/a

No.	Description	Action
23/95	APOLOGIES Apologies were received and accepted from Cllrs Magill, and Robinson. In the absence of the Cllr Magill, Cllr Shanahan took the chair.	
	OPEN FORUM FOR PARISHIONERS <ul style="list-style-type: none">A resident raised the matter of traffic issues on the A413 Wendover Road ranging from inadequate / unsafe crossing points to the speed limit. The new Hampden Hall estate meant that there were more people crossing the busy 4-lane A413. Cllr Newcombe responded that any crossing upgrades would be done in conjunction with the SEALR work but he would raise the idea of reducing the speed limit to 30mph. The Chair suggested that the Parish Council consider the issue of traffic affecting the Parish at its next meeting.The same resident requested a dog bin be installed on the A413.A resident wished to congratulate everyone involved in getting the Neighbourhood Plan to its current stage and producing the Heritage Information Board. She was pleased to see an Appointment of Non-Councillors Policy but wished that the paragraph on duration and re-appointment be clarified.	
	REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR Cllr Newcombe had no update from Buckinghamshire Council but responded to a question requesting that the large SEALR work signs be removed from the roadside until such time that work recommences.	
23/96	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION <ul style="list-style-type: none">a) There were no new declarations of interest.b) There were no new requests for dispensation.	
23/97	MINUTES OF PREVIOUS MEETING <ul style="list-style-type: none">a) The minutes of the meeting of the 18th July 2023 were unanimously AGREED.b) The action plan was reviewed.	
23/98	CO-OPTION The Council had received an application to join the parish council from resident Carol Jenkins. After answering a couple of questions from Councillors, it was proposed by Cllr Willmer, seconded by Cllr Wood that Carol Jenkins be co-opted to represent the Stoke Grange ward. This was unanimously AGREED . After signing the Declaration of Acceptance of Office Cllr Jenkins joined the meeting.	

23/99 NEIGHBOURHOOD PLAN

- a) Cllr Prestage had circulated the draft Plan for consideration and now proposed, that the subject to a final proofread, that the Plan be adopted as the Regulation 15 submission for consideration by Buckinghamshire Council. This was seconded by Cllr Willmer and unanimously **AGREED**. Cllr Ezra wished to congratulate Cllr Prestage and the team for producing a well-presented Plan.
- b) The draft minutes of the Steering Group meeting held on the 7th September were **NOTED**.

23/100 FINANCE AND GOVERNANCE COMMITTEE

- a) Cllr Kirve explained the reason for the new Appointment of Non-Councillors Policy, which was that previously the word “Co-opted” had been used rather than “Appointed”, which had made the recent process of re-appointment unclear. After consideration, it was proposed by Cllr Kirve, seconded by Cllr Shrivastava that the Policy be adopted, subject to the section on “Duration” being amended to clarify the re-appointment process. This was unanimously **AGREED**.
- b) Cllr Kirve informed the meeting that following a comment from the Internal Auditor that the Council was not maximising the potential of its reserves the F&G Committee had been considering accounts with higher interest rates. He reported that it was likely that the balance at the end of the financial year was likely to be higher than forecast. The F&G committee had recommended that the Parish Council deposit up to £170,000 in two fixed term High Street accounts. This would not affect the daily cashflow requirements. It was proposed by Cllr Kirve, seconded by Cllr Shrivastava that the recommendation of the F&G Committee be accepted. This was unanimously **AGREED**.
- c) The draft minutes of the Committee meeting held on the 5th September were **NOTED**. The Chair raised the question of the Parish Improvement Plan budget that was showing no spend and proposed that the Parish Improvement Plan be reviewed at the next Parish Council meeting. This was **AGREED**.

23/101 COMMUNITIES COMMITTEE

- a) Cllr Ezra updated the meeting on the progress to date on introducing parking restrictions on Carters Ride, Dorchester Close, and Walnut Close which had now reached the formal consultation stage which would be undertaken by Buckinghamshire Council. It was proposed by Cllr Ezra, seconded by Cllr Wood, that the quote from Atkins of £11,848 be approved. This was unanimously **AGREED**. The Chair asked that Atkins be asked to provide a detailed breakdown of the quote.
- b) Cllr Ezra reported on the recent Communities Committee and highlighted several actions that had been agreed, the main one being that Alexander Associates had been engaged to undertake a survey of the playing field footpath. After consideration the draft minutes were **NOTED**.

23/102 PLANNING COMMITTEE

- a) Cllr Prestage had requested to join the Planning Committee. It was proposed by Cllr Shanahan, seconded by Cllr Willmer, and unanimously **AGREED** that Cllr Prestage be appointed to the Planning Committee.
- b) The draft minutes of the Planning meeting held on the 29th August were **NOTED**.

23/103 WENDOVER COMMUNITY HUB

The Clerk had been contacted by the Buckinghamshire Council Library Service regarding the new Wendover Community Hub that was being planned in the Wendover Library to ask if the Parish Council would contribute some of its S.106 funds

to the project. After consideration it was **AGREED** that David Jones be invited to the next Parish Council meeting to present the project, which should show the number of Stoke Mandeville residents expected to use the Hub, the level of other Parish Council support and what could the Library Service provide in Stoke Mandeville.

23/104 2022/23 EXTERNAL AUDIT REPORT

- a) It was **NOTED** that no issues had been raised by the external auditor. It was proposed, seconded, and unanimously **AGREED** that the external auditor report be accepted.
- b) It was **NOTED** that the 2022/23 audit was now concluded and the required notice had been displayed on the website and noticeboards.
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23/105 FINANCE

- a) The list of payments made since the last meeting, as circulated, was **APPROVED**.
- b) It was **NOTED** that there the following bank transfer has been carried out since the last meeting.
- 29th August - £10,000 from Deposit Account to Treasurer Account.
-

23/106 CLERKS REPORT

The clerk's report, attached as appendix 3, was **NOTED**.

23/107 POINTS OF INTEREST

- HS2 Meeting - Cllr Smith reported that the last HS2 Liaison meeting had not been well attended. They are held every two months on a Monday evening. It was **AGREED** that the Clerk would send a reminder the Friday before.
 - Community Centre Boilers – Cllr Ezra reported that following the recent boiler service the engineer had reported that both boilers should be replaced. Cllr Shanahan suggested that alternative options to gas should be looked at.
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23/108 DATE OF NEXT MEETING

The next meeting will be on Tuesday 17th October.

The meeting closed at 9.10pm

Signed _____ Dated: 17-Oct-2023

Action List

Date	Minute	Description	By Whom	Status
20/06/23	23/81	Organise tour of Arla Milk Processing Plant	Cllr Wood	In Progress
18/07/23	23/86	Arrange stake holder meeting in September	Clerk	Outstanding
18/07/23	23/88	Write to SLN over playing field footpath.	Clerk	Outstanding
19/09/23	Forum	Order dog bin for Wendover Road.	Clerk	In Progress
19/09/23	23/100b	Open two fixed term deposit accounts.	Clerk	In Progress
19/09/23	23/100c	Circulate Development Plan to Councillors.	Clerk	Completed
19/09/23	23/101a	Inform Bucks Council of quote acceptance.	Clerk	Completed
19/09/23	23/103	Invite D Jones Library Service to next meeting.	Clerk	Completed

APPENDIX 2 – PAYMENTS

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 19th SEPTEMBER 2023						
RECEIPTS						
<u>Date Received</u>	<u>Received from</u>	<u>Reference</u>	<u>Amount Received</u>			<u>Details</u>
			<u>Gross</u>	<u>VAT</u>	<u>Net</u>	
27/07/2023	Buckinghamshire Council	nhb-2023-003	4,315.00	-	4,315.00	Tenth NHB Burial Ground Payment
Total Receipts			4,315.00	-	4,315.00	
PAYMENTS - From Current Account						
Direct Debits			<u>Gross</u>	<u>VAT</u>	<u>Net</u>	<u>Transaction Detail</u>
31/07/2023	Onecom	819109	68.89	11.48	57.41	Office Phone to 30th June 2023
16/07/2023	Drax	1107125475	468.82	78.13	390.69	Street Lighting for June 2023
15/08/2023	Drax	1107196384	42.77	7.13	35.64	Street Lighting for July 2023
15/08/2023	Drax	1107196385	484.46	80.74	403.72	Street Lighting for July 2023
19/08/2022	Peoples Pension	june	246.83	-	246.83	Pension Costs June 2023
19/08/2023	Peoples Pension	july	246.83	-	246.83	Pension Costs July 2023
			1,558.60	177.48	1,381.12	
Standing Orders						
28/08/2023	Rosalyn Haines	august	666.67	-	666.67	Grounds Maintenance for August 2023
28/08/2023	Clerk	august	1,779.81	-	1,779.81	Salary for August 2023
28/08/2023	Assistant Clerk	august	738.85	-	738.85	Salary for August 2023
			3,185.33	-	3,185.33	
Online Bank Transfer - Paid 2nd August						
02/08/2023	A.Bamford	NPSG-258	200.00	-	200.00	NPSG Administration - to 21 July
02/08/2023	A.Bamford	NPSG-259	200.00	-	200.00	NPSG Administration - to 28 July
02/08/2023	Windowflowlers	55987	561.00	93.50	467.50	Summer Planting 2023
02/08/2023	HMRC	july	814.13	-	814.13	PAYE & NIC for month 4 (5 Aug 2023)
02/08/2023	PKF Littlejohn	20230017	756.00	126.00	630.00	External Audit of 2022/23 Annual Return
02/08/2023	Tulu Toilet Hire	36910	132.85	22.14	110.71	Portable Toilet for Playing Field - July
02/08/2023	CloudyIT	5121	32.40	5.40	27.00	Email addresses for NPSG members
02/08/2023	Commercial Picnic Benches	3998	446.58	74.43	372.15	Wheelchair Friendly Picnic Bench
			3,142.96	321.47	2,821.49	
From Clerks Debit Card Account						
26/07/2023	Mill View Garden Centre	tree	47.99	-	47.99	Potted Christmas Tree
26/07/2023	B&Q	items	15.89	-	15.89	Heavy Duty Tub and Bags of Top Soil
02/08/2023	JRB Enterprise Ltd	13758	77.88	12.98	64.90	Dog Waste Dispensing Bags
			141.76	12.98	128.78	
Total Payments			8,028.65	511.93	7,516.72	
This list of payments has been checked by the clerk and verified for payment.					RECONCILED BANK BALANCES AS AT 31 JULY 2023	
					£ 9,019.46	Treasurers Account
					£ 382,864.14	Deposit Account
Signed	<i>A.Skeggs</i>		(Clerk)	£ 300.00	Debit Card Account	
					£ 392,183.60	
Date	14th September 2023					
The above list of payments was approved by the Parish Council at its meeting on 19th September 2023.						
Signed	<i>K Shanahan</i>		(Chair)			
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date	19th September 2023					

APPENDIX 2 – PAYMENTS Continued

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 19th SEPTEMBER 2023						
RECEIPTS						
Date Received	Received from	Reference	Amount Received		Details	
			Gross	VAT	Net	
23 to 31 Aug	Allotment Holders	rent	480.00	-	480.00	Annual Rent Payment
1 to 8 Sept	Allotment Holders	rent	300.00	-	300.00	Annual Rent Payment
11 to 14 Sept	Allotment Holders	rent	260.00	-	260.00	Annual Rent Payment
05/09/2023	Stoke Mandeville FC	01-2023	400.00	-	400.00	Pitch Hire for 2023/24 Season
14/09/2023	Stoke Man & Other Parishes	grant	5,000.00	-	5,000.00	Grant - Second instalment
14/09/2023	Buckinghamshire Council	precept	104,070.00	-	104,070.00	Second Installment of Precept
Total Receipts			6,440.00	-	6,440.00	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
15/09/2023	Drax	1107272221	42.77	7.13	35.64	Street Lighting for August 2023
15/09/2023	Drax	1107272222	484.46	80.74	403.72	Street Lighting for August 2023
31/08/2023	Onecom	843955	68.89	11.48	57.41	Office Phone to 31st July 2023
05/09/2023	Castle Water	146953	262.73	-	262.73	Allotments Water 1 July to 31 August 2023
18/09/2023	ICO	z2855737	35.00	-	35.00	Annual Data Protection Fee
19/09/2023	Peoples Pension	august	246.83	-	246.83	Pension Costs August 2023
17/09/2023	PEAC Finance (Current)	23-0047161	390.94	65.16	325.78	Photocopier Rental 17/09/23 to 16/12/2023
			1,531.62	164.51	1,367.11	
Standing Orders						
28/09/2023	Clerk	september	1,779.81	-	1,779.81	Salary for September 2023
28/09/2023	Assistant Clerk	september	738.85	-	738.85	Salary for September 2023
28/09/2023	Rosalyn Haines	september	666.67	-	666.67	Grounds Maintenance for September 2023
			3,185.33	-	3,185.33	
Online Transfer - Paid 24th August						
24/08/2023	A.Bamford	NPSG-260	200.00	-	200.00	NPSG Administration - to 7 August
24/08/2023	A.Bamford	NPSG-261	200.00	-	200.00	NPSG Administration - to 14 August
24/08/2023	A.Bamford	NPSG-262	200.00	-	200.00	NPSG Administration - to 21 August
24/08/2023	A.Bamford	NPSG-263	200.00	-	200.00	NPSG Administration - to 28 August
24/08/2023	Assistant Clerk	b&q	8.06	-	8.06	Fixings for New Picnic Bench
24/08/2023	Signs of Cheshire Ltd	10866	2,937.00	489.50	2,447.50	Two Noticeboards (50% Deposit)
24/08/2023	HMRC	august	814.53	-	814.53	PAYE & NIC for month 5 (6 September 2022)
			4,559.59	489.50	4,070.09	
Online Transfer - Paid 8th September						
08/09/2023	Chiltern Secure Shredding	67717	24.00	4.00	20.00	Two Sacks of Confidential Documents
08/09/2023	Gallagher Insurance	523877552	99.99	-	99.99	Increase in Fraud Threshold
08/09/2023	CloudyIT	5388	32.40	5.40	27.00	Email addresses for NPSG members
08/09/2023	Tulu Toilet Hire	37401	132.85	22.14	110.71	Portable Toilet for Playing Field - August
08/09/2023	A.Bamford	NPSG-264	130.00	-	130.00	NPSG Administration - to 4 September
08/09/2023	Proludic	7954	1,489.19	248.20	1,240.99	Slide Protection Panel Installation
08/09/2023	Bell Cornwell	10529	495.00	82.50	412.50	Professional Services - Review of NP
08/09/2023	Assistant Clerk	b&q	8.75	-	8.75	Bolts for Waste Bin
08/09/2023	Stoke Mandeville FC	7676	99.60	-	99.60	Kings Coronation - Football Medals
08/09/2023	Whitehill Direct Ltd	7459	1,336.80	222.80	1,114.00	Heritage Interpretation Board
			3,848.58	585.04	3,263.54	
From Clerks Debit Card Account						
			-	-	-	
			-	-	-	
Total Payments			13,125.12	1,239.05	11,886.07	
This list of payments has been checked by the clerk and verified for payment.					RECONCILED BANK BALANCES AS AT 31 AUGUST 2023	
					£ 17,519.76	Treasurers Account
					£ 382,864.14	Deposit Account
Signed	<i>A.Skeggs</i>		(Clerk)	£ 300.00 Debit Card Account		
Date	14th September 2023		£ 400,683.90			
The above list of payments was approved by the Parish Council at its meeting on 19th September 2023.						
Signed	<i>K Shanahan</i>		(Chair)			
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date	19th September 2023					

APPENDIX 3

Clerks Report (For Information Only)

Below are updates to the council on issues that are ongoing where no decision or minimal expenditure is required. The purpose of this update is to keep councillors and the public up to date on various issues and to save time at the meeting.

Streetlights / Lighting –

- Nothing to report.

Community Centre / Playing Field –

- Play Tower – Proludic have suggested a collar type barrier on the slide to prevent children climbing up the outside of the slide. This was fitted on the 5th September.
- Play Area – New disabled friendly picnic bench has been installed.
- Tennis Courts – New bench has been ordered, so both courts now have benches.
- Rubbish Bin – The large bin next to the skatepark has been moved into the play area as extra provision was needed.

Environmental Issues – Calls from Residents

- Station Road – Overgrown hedge alongside the footpath to Brudenell Drive. Letter sent to resident. The Assistant Clerk has since spoken to the resident, and it will now be maintained.
- Risborough Road – Overgrown foliage encroaching on to footpath. Letter sent to resident, and it has been cleared.
- Plough Close – Grass not being cut. Complaint passed to Buckinghamshire Council as they are responsible for the grass cutting in that area.
- Ellen Road – Grass not being cut. Complaint passed to Fairhive Housing as they are responsible for the grass verges in that area.
- The Hawthorns – Complaint about the noise from the HS2 works. Passed to HS2.
- Sheridan Close – Overgrown foliage alongside footpath. Parish Council to investigate.

Environmental Issues -

- Eskdale Road – Overgrown foliage encroaching on to footpath. Letter sent to resident, and it has been cut back.
- Lower Road - Overgrown foliage encroaching on to footpath. Letters sent to residents of 35 and 41 requesting the hedges to be cut back.
- Village Gates – Following a site visit, the location of the new Village Entry Sign and Gate on the Lower Road has been agreed with Buckinghamshire Council.

Allotments –

- Annual rent demands have been sent out.

Burials -

- No burials planned.