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To: Tony Skeggs, Clerk  
Stoke Mandeville Parish Council  
The Community Centre  
Eskdale Road  
Stoke Mandeville,  
Buckinghamshire  
HP22 5UJ.

Tuesday, August 8, 2023

**Application for post of parish councillor**

Dear Tony,

Thanks for your time on the phone last week, as promised a letter to apply for the vacant post of parish councillor for Stoke Mandeville Parish Council.

The reason I am applying for the post is that as a resident who has lived in the village for 12 years, I believe that the time is right for me to put something back into the community that I am proud to call home.

I believe in the importance of community cohesion and in communities working together in the spirit of co-operation, openness, and respect for the good of all residents, whatever their views and perspectives. The parish council is the cornerstone of the community and the bedrock of local democracy. I believe it fulfils a vital role in ensuring the diverse views of all our residents are heard and considered.

I would like to become a parish councillor because I want to serve the people of the village, act as a worthy champion and ambassador and provide them with a voice to ensure they feel like they are valued members of our community.

I am an enthusiastic and positive person who very much believes that by working together we can overcome problems and challenges that we might face as a community. I enjoy engaging with people of all backgrounds; have the upmost respect for our diverse communities and look forward to meeting more fellow residents.

I have a strong work ethic and a 'can do' spirit and will support the parish council and its councillors to the best of my ability. I work from home running my own small business and so am in the position to give as much time as is required to the role.

Although I apply for the position with a fresh eye and I don't know any of the existing councillors, I do have extensive experience of the workings of parish councils. My first job after university was as a local newspaper reporter for the Slough, Windsor and Ascot Observer newspapers. I spent many evenings attending and reporting on Sunninghill,

Sunningdale, Old Windsor and Datchet Parish Councils as well as Windsor and Maidenhead Borough Council and thoroughly enjoyed my time at the meetings – even on cold winters' nights in November!

I now run my own business called The Investigator and we provide conferences, training and workshops for police detectives who investigate major crime. As a result, I have a good understanding of policing and so would be happy to liaise with the local police and take on any crime prevention/policing roles you might have. I have a good all-round education and a love of writing and so would be happy to help write documents, newsletters and any other written material.

I hope you will consider me for the position as I would be honoured to take on the role.

Please don't hesitate to contact me if you require further information.

Kind regards

Carol Jenkins



**APPOINTMENT OF NON-COUNCILLORS TO  
PARISH COUNCIL COMMITTEES POLICY**

## Stoke Mandeville Parish Council – appointment of non-councillors policy

<b>Title</b>	<b>Appointment of Non-Councillors to PC Committees Policy</b>
<b>Owner</b>	<b>Chairman</b>
<b>Version number</b>	<b>1.0</b>
<b>Primary audience</b>	<b>General public, councillors and staff</b>
<b>Document location</b>	<b>Shared drive</b>
<b>Objective</b>	
This policy sets out the procedure for appointing non-councillors to committees.	

s.102(3) of the Local Government Act 1972 provides that a parish council can appoint persons who are not parish councillors to committees and sub-committees. Appointments cannot be made to a committee regulating and controlling the finance of the Parish Council.

You cannot be appointed if:

You are disqualified from being elected by reason of any disqualification set out in section 80 of the Local Government Act 1972 or section 79 of the Local Government Act 2000. Details of these disqualifications are detailed below:

1. Holding a paid office under the local authority.
2. Bankruptcy.
3. Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine, during the five years preceding the appointment.
4. Being disqualified under any enactment in relation to corrupt or legal practice.

### **PROCESS FOR APPOINTMENT**

It is desirable for non-councillors to have an interest in and understanding of local affairs and the local community of Stoke Mandeville.

Following a written request to be appointed to a Parish Council committee, the non-councillor will:

- Submit a paper to the Parish Council Clerk outlining the reasons for the appointment.
- Attend the next Full Parish Council meeting and give, up to, a three-minute presentation outlining what they can bring to the chosen committee.

At the meeting:

- Parish Councillors may ask the applicant questions.
- The Parish Council will then consider the request and vote on whether to agree to the appointment.

### **CONFLICTS OF INTEREST**

The Non-Councillor shall declare any conflicts of interest which may exist, at the start of the appointment meeting.

## Stoke Mandeville Parish Council – appointment of non-councillors policy

### **FOLLOWING THE APPOINTMENT**

It is expected that all non-council members abide by the principles and practice of Stoke Mandeville Parish Council’s Code of Conduct including declarations of interests.

All appointees will be required to complete a Register of Interests form.

### **ATTENDANCE**

All appointees will be expected to attend all scheduled committee meetings.

If the appointee cannot attend a meeting, then apologies must be sent to the Clerk prior to the meeting.

Failure to attend **two** consecutive meetings will lead to the appointment ending with immediate effect.

The appointee will have **NO** voting rights on the committee.

### **DURATION**

No appointment will last beyond the Annual Parish Council meeting (usually in May) where the appointment will cease unless the Parish Council agrees to extend the appointment.

If the specific project or area of expertise is completed, then the Parish Council may end the appointment at that time.

### **Review and approval**

<b>Sign off</b>		
<b>Finance &amp; Governance C'tee</b>	<b>05/09/23</b>	
<b>Full Parish Council</b>	<b>19/09/23</b>	
<b>Next review date</b>		
This policy should be reviewed every three years or when significant change occurs to the subject matter.		
The next review date for this policy is <b>1 September 2025</b> .		

### **Version Control / History**

<b>Version no.</b>	<b>Author</b>	<b>Date</b>	<b>Status/Comments</b>
0.1	AGS	25.08.2023	New policy for non-councillor appointments
1.0		05.09.2023	Signed off by F&G Committee

**Stoke Mandeville Parish Council**  
**High Level Summary Report 31/08/2023**

	<b>Annual Budget</b>	<b>Forecast</b>	<b>Actual Year to Date</b>
<b>RECEIPTS</b>			
Precept	208,140	208,140	104,070
Small Grants	11,800	15,800	5,000
NHB Grant	85,000	85,000	14,111
Miscellaneous	1,900	6,960	6,154
S.106	-	167,250	167,247
Bank Interest	100	2,000	1,199
	<b>306,940</b>	<b>485,150</b>	<b>297,781</b>
VAT Refund	21,300	26,340	26,337
	21,300	26,340	26,337
<b>TOTAL INCOME</b>	<b>328,240</b>	<b>511,490</b>	<b>324,118</b>
<b>PAYMENTS</b>			
Core Costs - Staffing	46,850	46,850	18,182
Core Costs - Other	25,290	25,040	6,794
Community Centres	14,000	14,000	-
Open Spaces	43,760	43,760	5,195
Allotments	2,000	2,000	263
Burial Grounds	105,510	106,000	5,259
Street Lighting	16,000	17,700	5,158
Street Furniture	20,000	22,800	7,801
Parish Improvement Plan	10,000	10,000	-
Neighbourhood Plan	40,000	40,000	4,347
Section 137	3,000	3,000	1,060
Play Related	3,000	1,300	1,300
Playground Refurbishment	-	169,250	167,627
VAT on Payments	19,070	19,070	36,610
	<b>19,070</b>	<b>19,070</b>	<b>36,610</b>
<b>TOTAL EXPENDITURE</b>	<b>348,480</b>	<b>520,770</b>	<b>259,596</b>

Total Income	328,240	511,490	324,118
Total Expenditure	348,480	520,770	259,596
<b>Increase / (-Decrease) in General Reserve</b>	<b>-20,240</b>	<b>-9,280</b>	<b>64,522</b>

	<b>Budgetted</b>	<b>Forecast</b>	
Current Account	5,714		
Deposit Account	316,948		
Debit Card Account	300		
Balance 1st April 2023	322,962	322,962	322,962
Budgeted Movement	-20,240		
Forecast Movement		-9,280	
Current Increase in Reserves			64,522
<b>Balance 31 March 2024</b>	<b>302,722</b>	<b>313,682</b>	<b>387,484</b>

## **Report to Communities Committee – 12<sup>th</sup> September 2023**

### Parking Review – Carters Ride, Dorchester Close, and Walnut Close.

#### Background

Back in 2021 residents started to contact the Parish Council regarding commuter parking that was causing problems in Carters Ride and Dorchester Close. Cars were being parked opposite resident's driveways and close to the crossing point in Carters Ride causing problems for residents to enter / exit their driveways. There was also concern that Emergency Vehicles would not be able to enter the estate if required. In some cases, Buckinghamshire Council Refuse Collection teams have places notices on cars as they have difficulty getting through.

In March 2022, I contacted Buckinghamshire Council to find out what the process was and what options were available.

Before submitting any request to Buckinghamshire Council, I thought it best to consult the residents to see that there was a majority in favour of introducing a scheme, so in May 2022 all residents received a letter which asked them to indicate if they were in favour of a parking scheme and, if so, what option they would prefer out of three possible, which were:

1. Double yellow lines on all roads.
2. An extension of the existing single yellow lines to all roads.
3. Resident parking permits.

Over 50% of the residents responded with over 75% being in favour of a parking review.

The three Buckinghamshire Council councillors were then contacted for their support, which they gave.

Then in October 2022 a Parking Review request was submitted to Buckinghamshire Council via their website.

Despite chasing Buckinghamshire Council Parking Services nothing was heard until I had a meeting with the Parking Services manager in January 2023 where I outlined what had been done. After consideration the Parking Team proposed the following two options.

1. Single and double yellow lines on the ground with time plates throughout for the single yellow line restriction.
2. Double yellow lines on the ground with entry point signs and repeater signs throughout.

These options were presented to the residents in March 2023.

Again over 50% of the residents responded with just over 50% being in favour of option 1.

#### Current Position

The results of the consultation were sent to Buckinghamshire Council for a costing appraisal.

In July there was a meeting with Parking Services and the Contract Commissioning Team to review the proposal before it was formally costed. The only change was that there are areas in Carters Ride that are blocked paved which makes it difficult for the paint to stick and so there would be an ongoing maintenance problem. It was agreed that these areas would be Signed Zoned Areas with no lines.

### Next Steps

Buckinghamshire Council have reviewed the scheme and are now able to formally issue the required Traffic Regulation Orders and to consult with the residents.

They have submitted the following quote for consideration.

<b>Contractor</b>	<b>Stage</b>		
Atkins	Statutory Consultation	£7,838.60	
	Detailed Design	£2,382.60	
	Completion activities incl. making of TRO and supervision	£1,626.50	
Balfour Beatty Living Places	Manufacture, provision and installation of signs, posts and lines <b>(quote to be requested when detailed design completed)</b>		
<b>Total due from Stoke Mandeville Parish Council</b>			<b>£11,847.70</b>

### **For Decision**

The Communities Committee is required to consider the quote and, if in agreement, recommend to Full Council that the quote be accepted.

If the quote is accepted Buckinghamshire Council will be notified to start the process.

### **Other Documentation**

Layout Option Final. To go to residents.



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	
27/07/2023	Buckinghamshire Council	nhb-2023-003	4,315.00	-	4,315.00	Tenth NHB Burial Ground Payment
<b>Total Receipts</b>			<b>4,315.00</b>	<b>-</b>	<b>4,315.00</b>	

PAYMENTS - From Current Account

Direct Debits			Gross	VAT	Net	Transaction Detail
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
			<b>1,558.60</b>	<b>177.48</b>	<b>1,381.12</b>	
Standing Orders			Gross	VAT	Net	Transaction Detail
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
			<b>3,185.33</b>	<b>-</b>	<b>3,185.33</b>	

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	Windowflowers	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
			<b>3,142.96</b>	<b>321.47</b>	<b>2,821.49</b>	

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
			<b>141.76</b>	<b>12.98</b>	<b>128.78</b>	

<b>Total Payments</b>	<b>8,028.65</b>	<b>511.93</b>	<b>7,516.72</b>
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This list of payments has been checked by the clerk and verified for payment.

Signed A. Skeggs (Clerk)

Date 14th September 2023

RECONCILED BANK BALANCES AS AT 31 JULY 2023

£ 9,019.46	Treasurers Account
£ 382,864.14	Deposit Account
£ 300.00	Debit Card Account
<b>£ 392,183.60</b>	

The above list of payments was approved by the Parish Council at its meeting on 19th September 2023.

Signed \_\_\_\_\_ (Chair)

*This is an electronic signature - a hard copy with a wet signature is available.*

Date 19th September 2023

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
<b>Total Receipts</b>			<b>6,440.00</b>	<b>-</b>	<b>6,440.00</b>	

PAYMENTS - From Current Account

Direct Debits			Gross	VAT	Net	Transaction Detail
15/09/2023	Drax		-	-	-	Street Lighting for August 2023
15/09/2023	Drax					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
			<b>1,004.39</b>	<b>76.64</b>	<b>927.75</b>	

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
			<b>3,185.33</b>	<b>-</b>	<b>3,185.33</b>	

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)
			<b>4,559.59</b>	<b>489.50</b>	<b>4,070.09</b>	

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
			<b>3,848.58</b>	<b>585.04</b>	<b>3,263.54</b>	

From Clerks Debit Card Account

	-	-	-
	-	-	-

<b>Total Payments</b>	<b>12,597.89</b>	<b>1,151.18</b>	<b>11,446.71</b>
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This list of payments has been checked by the clerk and verified for payment.

RECONCILED BANK BALANCES AS AT 31 AUGUST 2023

Signed	<u>A.Skeggs</u> (Clerk)	£ 17,519.76	Treasurers Account
		£ 382,864.14	Deposit Account
		£ 300.00	Debit Card Account
		<u>£ 400,683.90</u>	

Date 14th September 2023

The above list of payments was approved by the Parish Council at its meeting on 20th September 2022.

Signed \_\_\_\_\_ (Chair)

*This is an electronic signature - a hard copy with a wet signature is available.*

Date 19th September 2023

**Parish Council Meeting – 19<sup>th</sup> September 2023**

**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 5<sup>th</sup> 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.

**Other -**

-