



# Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday 16<sup>th</sup> January 2024 at the Community Centre, Eskdale Road.



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

Buckinghamshire Council Councillor: R. Newcombe.

Public Attendance: None.

Clerk: A Skeggs

Assistant Clerk: P Rayner

Absent: n/a

No.	Description	Action
24/01	<b>APOLOGIES</b> There were no apologies from the Parish Council. Buckinghamshire Council Cllrs Bowles and Strachan gave their apologies.	
	<b>OPEN FORUM FOR PARISHIONERS – No questions.</b> Buckinghamshire Council Cllr Newcombe reported: <ul style="list-style-type: none"> <li>the main focus was on the 2024/25 budget. Demand and costs had risen in the following areas 1. Adult Social Services 2. Childrens Service 3. Home to School Transport and 4. Homelessness. In order to balance the budget significant reductions in non-statutory services was required.</li> <li>the SEALR linking Wendover Road and Lower Road was now under construction.</li> </ul>	
24/02	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> a) There were no new declarations of interest. b) There were no new requests for dispensation.	
24/03	<b>MINUTES OF PREVIOUS MEETING</b> a) The minutes of the meeting of the 12 <sup>th</sup> December were unanimously <b>AGREED</b> . b) The action plan was reviewed with a number of completed items being removed.	
24/04	<b>ELECTION OF VICE CHAIR</b> On a proposal from Cllr Field, seconded by Cllr Wood, Cllr Smith was elected as the Vice Chair until May 2024.	
24/05	<b>MARSH LANE BURIAL GROUND</b> a) The clerk reported that a meeting had been held with HS2 that included a member from their finance section. They confirmed that their Commercial Development Team had agreed a budget for the works. Draft End User Agreements would be available soon which would cover the cashflow arrangements. It was suggested that a deadline be given to HS2 for the Agreements and that no work was to start until everything had been signed off. b) The clerk presented the next tranche of fees from the consultants CDS which covered the tender process. After consideration it was proposed by Cllr Shanahan, seconded by Cllr Shrivastava, that the fees be accepted subject to CDS providing a schedule of the day rates, confirming the £17,900 quoted for the tender technical pack was part the overall fee proposal and that a comparison was made against their initial proposal. This was <b>AGREED</b> .	Clerk

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**24/06 SOLAR PANELS FOR THE COMMUNITY CENTRE**

Cllr Shanahan presented the specification for solar panels for the Community Centre. The following questions were asked:

- What was the life of the Inverters.
- Where was the battery storage area likely to be.
- Would there be a structural survey of the building.
- Was maintenance of the panels included.
- What was the expected capital cost.

After responding to the questions, it was proposed by Cllr Shanahan, seconded by Cllr Wood, that the specification be approved. This was unanimously **AGREED**.

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**24/07 2024/25 BUDGET**

Cllr Kirve presented an updated budget which included the following changes:

- The inclusion of a £2,000 budget for the 80<sup>th</sup> anniversary of D-Day.
- The inclusion of a £5,000 budget for a new MVAS machine.
- An increase in the Play Around the Parish budget of £1,700.

It was proposed by Cllr Kirve, seconded by Cllr Shrivastava, that the net expenditure budget of £251,540 be approved and that the amount allocated in reserves for solar panels be increased to £55,000. This was unanimously **AGREED**.

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**24/08 COMMUNITIES COMMITTEE**

- a) Cllr Ezra and the Assistant Clerk gave an update from the meeting held on the 9<sup>th</sup> January 2024.
  - b) Following a request from Cllr Prestage to join the Committee, it was proposed by Cllr Field, seconded by Cllr Wood, that Cllr Prestage be appointed to the Committee. This was unanimously **AGREED**.
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**24/09 BUCKS CC SPORTS AND SOCIAL CLUB**

Cllr Shanahan gave an update on the Strategic Sites Committee held on the 15<sup>th</sup> December. The outcome was that the decision was deferred. The application would now come back to a future Strategic Sites Committee. Cllr Field complimented Cllr Shanahan on a great presentation at the Committee.

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**24/10 FINANCE**

- a) The list of payments made, attached as appendix 1 since the last meeting were **APPROVED**.
- b) It was **NOTED** that the following bank transfer has been carried out since the last meeting.
  - 11 January - £85,000 from Deposit to Treasurers Account.
- c) The clerk asked that the meeting consider raising the limit on the Council's debit card account from £300 to £500. This was unanimously **AGREED**.

Clerk

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**24/11 CLERKS REPORT**

The clerk's report, attached as appendix 2, was **NOTED**.

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**24/12 POINTS OF INTEREST**

- HS2 / EKFB– There would be more road closures over the coming months. HS2 were on target for the link road.
  - TWG – Cllr Smith updated the meeting with his discussions with the LAT. Some traffic data had been obtained covering 2004 to 2022. Nothing yet for 2023. There were three accident black spots on the Lower Road. The whole of the Wendover Road seemed to be an accident black spot.
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**24/13 DATE OF NEXT MEETING**

The next meeting will be on Tuesday 20<sup>th</sup> February 2024.

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**EXCLUSION OF THE PUBLIC – Confidential Item**

To resolve that under the Public Bodies (Admissions to Meetings) Act, the public and press be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

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**24/14 BUCKS CC SPORTS AND SOCIAL CLUB SITE**

Cllr Field and Cllr Kirve outlined the proposal to the meeting. The following points were highlighted:

- A formal offer to Buckinghamshire Council was being prepared.
- There was a need to establish a position with Booker Park school.
- The location of the UKPM substation was still undecided.
- The formal offer could cover [REDACTED]
- An independent valuation of the site had been commissioned.
- Legal advice would be sought on the offer document before it was submitted to Buckinghamshire Council.

In conclusion the Parish Council agreed that the Working Group should continue to prepare the offer document and obtain the necessary legal advice. It was proposed by Cllr Field, seconded by Cllr Smith, that the offer document be presented to the Parish Council before submission to Buckinghamshire Council. This was unanimously **AGREED**.

It was proposed by Cllr Field, seconded by Cllr Kirve, that in principle, the Parish Council would make an [REDACTED] to Buckinghamshire Council for the site. This was unanimously **AGREED**.

It was then proposed by Cllr Shanahan, seconded by Cllr Kirve, that a limit of £10,000 be approved for the legal fees associated with the offer document. This was unanimously **AGREED**. The cost of the fees to come from the Neighbourhood Plan budget.

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The meeting closed at 9.28pm

Signed \_\_\_\_\_ Dated: 20-February-2024

**Action List**

Date	Minute	Description	By Whom	Status
21/11/23	23/129	Invite TVP PCSOs to Parish Council meetings.	Clerk	In Progress
16/12/23	23/141	Arrange Development Plan Strategy session.	Clerk	In Progress
16/01/24	24/05a	Contact HS2 with deadline with agreements.	Clerk	In Progress
16/01/24	24/05b	Contact CDS requesting clarification.	Clerk	Completed
16/01/24	24/14	Arrange valuation on the site.	Cllr DS	Completed
16/01/24	24/14	Prepare Offer bid for consideration by PC.	BCCWG	Completed
16/01/24	24/14	Arrange meeting with Booker Park school.	BCCWG	Completed
16/01/24	24/14	Contact Bates Wells to advise on document.	BCCWG	Completed

## APPENDIX 1 – PAYMENTS

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 16th JANUARY 2024						
<b>RECEIPTS</b>						
Date Received	Received from	Reference	Amount Received		Details	
			Gross	VAT	Net	
09/12/2023	Lloyds Bank	december	497.99	-	497.99	Interest for December
18/12/2023	J Peters	Plot 6b	20.00	-	20.00	Allotment Rent
09/01/2024	Lloyds Bank	january	444.07	-	444.07	Interest for January
		<b>Total Receipts</b>	<b>962.06</b>	<b>-</b>	<b>962.06</b>	
<b>PAYMENTS - From Current Account</b>						
Direct Debits			Gross	VAT	Net	Transaction Detail
19/12/2023	Drax	1107497617	41.37	6.89	34.48	Street Lighting for November 2023
19/12/2023	Drax	1107497618	468.82	78.13	390.69	Street Lighting for November 2023
31/12/2023	Onecom	902002	68.89	11.48	57.41	Office Phone to 30th November 2023
14/01/2024	BAS Associates	122381	136.80	22.80	114.00	Payroll Costs for Quarter Ending March
18/01/2024	Drax	1107560503	42.77	7.13	35.64	Street Lighting for December 2023
18/01/2024	Drax	1107560504	484.46	80.74	403.72	Street Lighting for December 2023
19/01/2024	Peoples Partnership	december	260.87	-	260.87	Pension Costs December 2023
<b>Standing Orders</b>						
28/12/2023	Rosalyn Haines	december	666.67	-	666.67	Grounds Maintenance for December 2023
28/12/2023	Clerk	december	1,861.97	-	1,861.97	Salary for December 2023
28/12/2023	Assistant Clerk	december	593.45	-	593.45	Salary for December 2023
			<b>4,626.07</b>	<b>207.17</b>	<b>4,418.90</b>	
<b>Online Transfer - Paid 20 December</b>						
20/12/2023	HMRC	december	1,093.24	-	1,093.24	PAYE & NIC for month 9 (6 January 2024)
20/12/2023	Clerk	mileage	38.70	-	38.70	Mileage Claim 1 April to 31 December
20/12/2023	NatWest Bank	deposit	100.00	-	100.00	Opening 95 Day Liquidity Account
			<b>1,231.94</b>	<b>-</b>	<b>1,231.94</b>	
<b>Online Transfer - Paid 8 January</b>						
08/01/2024	Alexander Associates	9854	1,680.00	280.00	1,400.00	Pathway Inspection and Report
08/01/2024	Tulu Toilet Hire	39200	132.85	22.14	110.71	Portable Toilet for Playing Field - December
08/01/2024	CloudyIT	6044	32.40	5.40	27.00	Email addresses for NPSG members
08/01/2024	Assistant Clerk	b&q	3.13	-	3.13	Gutter bracket for Community Centre
			<b>1,848.38</b>	<b>307.54</b>	<b>1,540.84</b>	
<b>Online Transfer - Paid 11 January</b>						
11/01/2024	NatWest Bank	balance	84,500.00	-	84,500.00	Balance 95 Day Liquidity Account
			<b>84,500.00</b>	<b>-</b>	<b>84,500.00</b>	
<b>From Clerks Debit Card Account</b>						
						-
			-	-	-	
		<b>Total Payments</b>	<b>92,206.39</b>	<b>514.71</b>	<b>91,691.68</b>	
This list of payments has been checked by the clerk and verified for payment.					<b>RECONCILED BANK BALANCES AS AT 31 DECEMBER 2023</b>	
					£ 4,403.43	Treasurers Account
					£ 384,423.77	Deposit Account
Signed	<i>A. Skeggs</i>	(Clerk)			£ 300.00	Debit Card Account
					£ 84,600.00	NatWest 95 Day Liquidity Account
Date	11th January 2024				£ 473,727.20	
The above list of payments was approved by the Parish Council at its meeting on 16th January 2024.						
Signed	<i>K Shanahan</i>	(Chair)				
	<i>This is an electronic signature - a hard copy with a wet signature is available.</i>					
Date	16th January 2024					

## **APPENDIX 2**

### **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**

- The light on Risborough Road outside no.33 has been repaired.

#### **Community Centre / Playing Field –**

- Dog Waste Bin – A new dog waste bin has been installed in the far corner of the playing field.

#### **Environmental Issues – Calls from Residents**

- Ravensbourne Way – UKPN has cut back the overhanging bush from their sub-station.
- Anton Way – Overhanging foliage alongside footpath has now been cleared, which has been acknowledged by the resident who reported it.

#### **Environmental Issues -**

- Harborne Estate – Crest Nicholson has requested that the two bins installed on the estate be removed. The one in Atlanta Way has been removed.

**Allotments** – Nothing to report.

**Burials** - No burials scheduled.

#### **Other -**

- Parish Council E-Newsletter – The second newsletter was issued just before Christmas. There are now currently 128 resident subscribers. Sign up is via the Parish Council website. Further advertising will take place in January.
- Digital Phone – The office phone will be switching to digital in the next couple of weeks.