



Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday 12th December 2023 at the Community Centre, Eskdale Road.



Present: Cllrs K Shanahan (Chair), D Field, J Hudson, S Kirve, L Prestage, G Shrivastava, and D Smith.

Buckinghamshire Council Councillor: None.

Public Attendance: None.

Clerk: A Skeggs

Assistant Clerk: P Rayner

Absent: n/a

No.	Description	Action
23/138	APOLOGIES Apologies were received and accepted from Cllrs Ezra, Jenkins, Willmer, and Wood. The Chair informed the meeting that Cllr Magill had resigned from the Council. She wished to thank him for his contribution to the Council both as Chairman and Councillor.	
OPEN FORUM FOR PARISHIONERS – No questions.		
23/139	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION a) There were no new declarations of interest. b) There were no new requests for dispensation.	
23/140	MINUTES OF PREVIOUS MEETING a) The minutes of the meeting of the 21 st November were unanimously AGREED . b) The action plan was reviewed with a number of completed items being removed.	
23/141	DEVELOPMENT PLAN The Chair introduced the item by saying that the Plan needed Full Council participation and due to the depleted numbers, it couldn't be given its full attention. The following points were raised: <ul style="list-style-type: none">• A Plan sets up the objectives for the Committees and Working Groups.• A brainstorming session was required.• Deliverable objectives were required.• Use of a facilitator may be beneficial.• Residents should be consulted – Use of Facebook polls.• Any consultation would make clear what the Parish Council could not do.	
	It was AGREED that a Strategy workshop should be held on a Saturday / Sunday in January.	Clerk
23/142	2024/25 BUDGET AND PRECEPT Cllr Kirve presented the 2024/25 Budget, highlighting certain items and explaining the basis behind the figures. The Chair asked how the SMVCA Charity was reflected in the figures, Cllr Shrivastava replied and what was the expected surplus to be at the 31 March 2024, the clerk replied. Cllr Kirve then informed the meeting that the 2024/25 tax base had shown a small increase which would generate an additional £1,250. It was proposed by Cllr Kirve, seconded by Cllr Shanahan, that the Band D tax figure remain at £71.48, and that the precept be set at £209,390. This was unanimously AGREED .	

23/143 SOLAR PANELS FOR THE COMMUNITY CENTRE

The installation of solar panels on the Community Centre was considered. The expected cost was around £35,000 plus annual costs. Whilst the benefit to the Parish Council was small, there were wider benefits to the community and the environment. It was proposed by Cllr Shanahan, seconded by Cllr Field, that a specification of requirements and a financial plan be prepared for consideration. This was unanimously **AGREED**.

Cllr
Shanahan

23/144 SMVCA CHARITY TRUSTEE GROUP

Cllr Shrivastava updated the meeting on the management of the centre since the Parish Council had become the sole trustee. He highlighted the following:

- The commitment of the previous trustees.
- Online banking and electronic payments were now in place.
- A Reserve Policy was now in place.
- A budget for 2024/25 needed to be considered.
- A plan for staffing needed to be considered as the current staff approached retirement.
- A bookings and online payment system was being considered.
- A new website domain and email addresses were being considered.
- A more active marketing of the Centre was being planned.

23/145 TASK AND FINISH GROUPS

a) Traffic – Cllr Smith reported that the first meeting had been held and the objectives of the group were:

- Address accident hot spots and understand potential root causes.
- Look into speed control systems around the Parish.
- Pedestrian access around the Parish.
- Roadworks and the resulting disruption.

The next step was to arrange a meeting with the LAT (Local Area Technician) to talk the objectives.

b) 2024 Community Event - Cllr Field reported that the first meeting had been held and there had been an initial allocation of tasks.

- Cllr Prestage – Parking and Signage.
- Cllr Hudson / Smith – Staging, Marquee, Canopy, and Food Vehicles.
- Cllr Field – Musicians / Local Schools.

The Community Centre needed to be booked for the 26th and 27th May 2024 and Chiltern Railways needed to be contacted regarding use of their car park.

Clerk /
Assistant

23/146 NEIGHBOURHOOD PLAN

Cllr Prestage informed the meeting that there was nothing to report other than the Strategic Sites Committee on the 15th December refers to the Neighbourhood Plan. Also, the SPD (Supplementary Planning Document) seemed to have been approved on the 10th October 2023.

23/147 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.

- 22nd November - £20,000 from Deposit to Treasurers Account.

23/148 CLERKS REPORT

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

23/149 POINTS OF INTEREST

- HS2 / CDS – Two meetings had been held on the Marsh Lane burial ground.
 - Vice Chair – Cllr Shanahan informed the meeting that the position of Vice Chair would be on the January agenda.
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23/150 DATE OF NEXT MEETING

The next meeting will be on Tuesday 16th January 2024.

The meeting closed at 9.35pm

Signed _____ Dated: 16-January-2024

Action List

Date	Minute	Description	By Whom	Status
18/07/23	23/88	Write to SLN over playing field footpath.	Clerk	On Hold
17/10/23	23/124	Contact Thames Valley Police for Signage.	Cllr Field	In Progress
21/11/23	23/129	Invite TVP PCSOs to Parish Council meetings.	Clerk	In Progress
21/11/23	23/133	Cllr Wood to contact Arla requesting dates.	Cllr Wood	?
16/12/23	23/141	Arrange Development Plan Strategy session.	Clerk	Outstanding
16/12/23	23/143	Prepare Solar Panel Specification / Financials.	Cllr Shanahan	In Progress
16/12/23	23/145	Book Community Centre for 26/27 May 2024	Clerk	Completed
16/12/23	23/145	Contact Chiltern Railways for car park.	Assistant Clerk	In Progress

APPENDIX 1 – PAYMENTS

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 12th DECEMBER 2023						
RECEIPTS						
Date Received	Received from	Reference	Amount Received		Details	
			Gross	VAT	Net	
17/11/2023	Connection Support	field hire	150.00	-	150.00	Field Hire on 30th May 2024
Total Receipts			150.00	-	150.00	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
30/11/2023	Onecom	877823	68.89	11.48	57.41	Office Phone to 31st October 2023
17/12/2023	PEAC Finance (Current)	24-0101085	450.94	75.16	375.78	Photocopier Rental 17/12/23 to 16/03/2024
18/12/2023	Castle Water	791481	184.44	-	184.44	Allotments Water 1 to 30 November 2023
19/12/2023	Peoples Partnership	november	359.15	-	359.15	Pension Costs November 2023
			1,063.42	86.64	976.78	
Online Transfer - Paid 23 November						
23/11/2023	Bianco Developments	anton	490.00	-	490.00	Clearing Pathways on Anton Way
			490.00	-	490.00	
Online Transfer - Paid 29 November						
29/11/2023	Assistant Clerk	mileage	16.43	-	16.43	Mileage Claim to 23 November 2023
29/11/2023	Clerk	backpay	657.08	-	657.08	Backpay 1st April to 31st October 2023
29/11/2023	Assistant Clerk	backpay	635.17	-	635.17	Backpay 1st April to 31st October 2023
29/11/2023	HMRC	november	1,802.49	-	1,802.49	PAYE & NIC for month 8 (6 December 2023)
			3,111.17	-	3,111.17	
Online Transfer - To Be Paid 14 December						
14/12/2023	Tulu Toilet Hire	38821	128.57	21.43	107.14	Portable Toilet for Playing Field - November
14/12/2023	CloudyIT	5890	32.40	5.40	27.00	Email addresses for NPSG members
14/12/2023	Future Digital Systems	306485	27.25	4.54	22.71	Photocopying 03/11/23 to 30/11/23
14/12/2023	Clr P Wood	expenses	9.00	-	9.00	Chocolates for Christmas Lights Switch On
14/12/2023	Buckinghamshire Council	22050687681	1,186.08	197.68	988.40	Three Dog Waste Bins Harborne Estate
			1,383.30	229.05	1,154.25	
From Clerks Debit Card Account						
			-	-	-	
Total Payments			6,047.89	315.69	5,732.20	
This list of payments has been checked by the clerk and verified for payment.					RECONCILED BANK BALANCES AS AT 30 NOVEMBER 2023	
					£ 4,403.43	Treasurers Account
					£ 468,923.77	Deposit Account
Signed	<i>A. Skeggs</i>		(Clerk)	£ 300.00	Debit Card Account	
Date	7th December 2023			£ 473,627.20		
The above list of payments was approved by the Parish Council at its meeting on 13th December 2023.						
Signed	<i>K. Shanahan</i>		(Chair)			
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date	12th December 2023					

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 – Nothing to report.

Community Centre / Playing Field –

- Recycling Bins – A new Salvation Army recycling bin will be provided in February 2024. The Variety shoe recycling bin has been removed by Variety and will not be replaced.

Environmental Issues – Calls from Residents

- Anton Way – A report of fly tipping by neighbour. Has been reported to Buckinghamshire Council.

Environmental Issues -

- Harborne Estate – Crest Nicholson will not give permission for dog waste bins to be installed on the estate. The two that have been installed will be allowed.

Allotments – Nothing to report.

Burials - No burials scheduled.

Other -

- Parish Council E-Newsletter – The second newsletter will be issued in the week before Christmas. There are now currently 63 resident subscribers. Sign up is via the Parish Council website.
- Once a month the clerk and assistant clerk will attend the “Coffee & Chat” coffee mornings held at the Ark on a Thursday.