



Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday 16th May 2023 at the Community Centre, Eskdale Road.



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

Buckinghamshire Council Councillor: Cllrs Bowles & Strachan.

Public Attendance: Nil

Clerk: A Skeggs

Assistant Clerk: P Rayner

Absent: n/a

No.	Description	Action
	In the absence of the Chairman, the Vice Chair took the chair.	
23/51	ELECTION OF CHAIR On a proposal from Cllr Shanahan, seconded by Cllr Prestage, Cllr Magill was, unanimously, elected as Chairman for the forthcoming year. The meeting AGREED that Cllr Magill could sign his declaration of acceptance of office on a later date.	
23/52	ELECTION OF VICE CHAIR On a proposal from Cllr Wood, seconded by Cllr Ezra, Cllr Shanahan was elected as the Vice Chair for the forthcoming year.	
23/53	APOLOGIES Apologies were received and accepted from Cllrs Magill and Shrivastava. Buckinghamshire Council councillor Newcombe gave his apologies.	
	OPEN FORUM FOR PARISHIONERS There were no residents in attendance.	
	REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR Councillor Bowles reported that he no longer held a cabinet position, but he would be the Chairman of the Wendover & Villages Community Board. Cllr Strachan reported that the number of crews working on potholes had increased from 7 to 11 and that they were now working 7 days a week. He was asked whether HS2 were contributing to the cost of repairs. He replied that negotiations had taken place, but nothing had been forthcoming yet. He was also asked whether the SEALR was on schedule. He believed it was as he had not heard that it was not.	
23/54	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION a) There were no new declarations of interest. b) There were no new requests for dispensation.	
23/55	MINUTES OF PREVIOUS MEETING a) The minutes of the meeting held on the 18 th April 2023 were unanimously AGREED . b) The action plan was reviewed.	
23/56	ANNUAL GOVERNANCE AND ACCOUNTS RETURN (AGAR) a) Section 1 of the AGAR (Annual Governance Statement) was tabled, considered, and AGREED . b) Section 2 of the AGAR (Annual Statement 2022/23) was tabled, considered. It was AGREED to approve the Statement as presented.	

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- c) Following the approval of Sections 1 and 2, the chairman duly signed both sections of the Return with the clerk signing Section 1.
- d) It was **NOTED** that the dates for the Notice of Exercise of Public Rights were:
- Announcement to be made / published on the website – Monday 12th June 2023.
 - Period of Inspection starts – Tuesday 13th June 2023.
 - Period of Inspection ends – Monday 24th July 2023.
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23/57 2022/23 INTERNAL AUDITOR REPORT

- a) The internal audit report was presented for consideration, and it was **NOTED** that there were no issues raised.
- b) The internal audit year-end observations report was considered. The observations related to the updating the website, producing a Statement of Internal Control, asset valuations, and members allowances. The observation report was **NOTED**.
- c) The clerk presented his response to the observations and informed the meeting that the observations would be considered at the next Finance & Governance Committee meeting. The clerk's responses were **NOTED**.
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23/58 SMVCA (Stoke Mandeville Village Community Association)

- a) It was **NOTED** that the Parish Council became the sole Trustee of SMVCA on the 25th April 2023.
- b) In accordance with s101 of the 1972 LG Act the Parish Council **AGREED** to delegate the exercise of its powers as sole Trustee of the Charity to a Charity Committee.
- c) It was proposed by Cllr Wood, seconded by Cllr Smith that Cllr Field be a member of the Charity Committee to join Cllrs Ezra, Shrivastava, and Wood. This was unanimously **AGREED**.
- d) The clerk presented a suggested Terms of Reference for the Charity Committee. After consideration the Terms of Reference were **AGREED**, after it was proposed by Cllr Smith, seconded by Cllr Robinson that the amount to be shown in sections 5.1.4 and 6.1.2 should be £5,000.
- e) It was **AGREED** that the Clerk and Assistant Clerk could undertake duties for the Association within their contracted Parish Council hours. This would be reviewed after 6 months with the Clerk and Assistant asked to keep a record of time spent.

Clerk /
Assistant

23/59 TERMS OF REFERENCE OF COMMITTEES

The Terms of Reference (T of R) of the Parish Council committees were considered.

- a) Communities – The T of R were **AGREED** after “Village Society” was replaced with “Community Groups” in section Q under Responsibilities and the approving of field hires was removed and delegated to the Clerk. The T of R now showed the voting rights of non-council members.
- b) Finance & Governance – There being no changes, the T of R were **AGREED**.
- c) Planning - The T of R were **AGREED** as presented.
- d) Neighbourhood Plan - The T of R were **AGREED** as presented.
- e) Staffing - The T of R were **AGREED** as presented.
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23/60 MEMBERSHIP OF COMMITTEES

The membership of committees was reviewed. The membership as shown below was **AGREED**. The non-council member of Communities had not put herself forward for co-option this time.

- Communities – Cllrs Ezra, Field, Willmer, and Wood.
 - Finance and Governance – Cllrs Kirve, Robinson, Shrivastava, Smith, and Wood.
 - Planning – Cllrs Ezra, Field, Robinson, Shanahan, and Willmer.
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	<ul style="list-style-type: none"> Staffing – Cllrs Ezra, Kirve, Shrivastava, and Wood. Neighbourhood Plan – Cllrs Magill, Prestage, Shanahan, and Smith. 	Clerk
23/61	<p>APPOINTMENT TO EXTERNAL BODIES</p> <p>The following current appointments, shown below, were AGREED.</p> <p>a) Wendover and Villages Community Board – Cllr Shanahan and the Clerk.</p> <p>b) ARLA Liaison Group - Cllr P Wood.</p>	
23/62	<p>BANKING ARRANGEMENTS</p> <p>a) <u>Direct Debits and Standing Orders</u> - The direct debits and standing orders were reviewed and CONFIRMED that they should remain in place.</p> <ul style="list-style-type: none"> BAS Associates – Payroll Provider – paid quarterly, Onecom – Office Telephone and Broadband – paid monthly, Castle Water – Allotment Water – paid half yearly, Drax – Street Lighting Electricity – paid monthly, Information Commissioners Office – GDPR – paid annually, Land Registry – Land Searches – paid ad hoc, PEAC Finance – Photocopier Lease – paid quarterly, Peoples Pension – Pension Deductions – paid monthly. Standing Orders – R Haines Grounds Maintenance, Clerk and Assistant Clerk – paid monthly. <p>b) <u>Bank Signatories</u> – The current online bank signatories were Cllrs Ezra, Magill, and Wood. It was proposed, seconded, and AGREED to add Cllrs Kirve and Shrivastava as online signatories. The cheque signatories were Cllrs Ezra and Wood. All existing signatories were CONFIRMED</p>	Clerk
23/63	<p>PLANNING COMMITTEE</p> <p>The minutes of the meeting held on the 25th April were NOTED. The clerk was to seek the conveyance of the playing field to determine access points.</p>	Clerk
23/64	<p>COMMUNITIES COMMITTEE</p> <p>a) The minutes of the meeting held on 9th May were NOTED. Cllr Wood reported that the plum tree to mark the Kings Coronation had been planted at the railway station.</p> <p>b) Cllr Field gave a report on the Kings Coronation, which had been a huge success. He thanked his fellow councillors for all their work leading up to the event and on the day. He also thanked the two members from the village society for their help. He reported that the Sea Scouts had made £1,000 on the day. The Parish Council had received £816 in donations from The Bull, stall holders and food vans. Teas and coffees had raised £121. It was proposed by Cllr Smith, seconded by Cllr Wood that the money raised be donated 50/50 to the Sea Scouts and Emmett’s Genies. This was unanimously AGREED.</p>	Clerk
23/65	<p>FINANCE</p> <p>a) The list of payments made since the last meeting, as circulated, was APPROVED.</p> <p>b) The following subscriptions, renewed in April, were NOTED:</p> <ul style="list-style-type: none"> BALC – renewal membership for 2023/24 was £1,123. Fields in Trust - renewal membership for 2023/24 was £65. <p>c) It was NOTED that there the following bank transfers had been carried out since the last meeting.</p> <ul style="list-style-type: none"> 9th May - £100,000 from Treasurer Account to Deposit Account. 10th May - £100,000 from Treasurer Account to Deposit Account. 	

23/66 CLERKS REPORT
The clerk's report, attached as appendix 3, was **NOTED**.

23/67 POINTS OF INTEREST
There had been reports on Facebook, that there had been instances of anti-social behaviour in the play area. It seemed to be one family. All instances should be reported to the Clerk.

23/68 DATE OF NEXT MEETING
The next meeting date will be Tuesday 20th June 2023.

The meeting closed at 9.15pm

Signed _____ Dated: 20-June-2023

Action List

Date	Minute	Description	By Whom	Status
15/11/22	22/150	Obtain tenders for contamination work.	Clerk	On Hold
16/05/23	23/58e	Record time spent on SMVCA related work.	Staff	Ongoing
16/05/23	23/60	Contact non-councillors over membership.	Clerk	Completed
16/05/23	23/62b	Add Kirve & Shrivastava as bank signatories.	Clerk	In Progress
16/05/23	23/63	View conveyance of playing field for access points.	Clerk	Outstanding
16/05/23	23/64b	Make donations to the charities.	Clerk	Outstanding

APPENDIX 2 – PAYMENTS

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 16th MAY 2023

RECEIPTS						
Date Received	Received from	Reference	Amount Received		Net	Details
			Gross	VAT		
17/04/2023	N Miller	field hire	40.00	-	40.00	Field Hire - 13th May 2023
24/04/2023	S Martin	field hire	220.00	-	220.00	Field Hire & Deposit - 15th July 2023
25/04/2023	HMRC	VAT126	26,336.95	-	26,336.95	Reclaimed VAT from 2022/23 Year
	Stoke Man & Other Parishes	grant	5,000.00	-	5,000.00	Grant - First instalment
03/05/2023	EKFB (HS2)	donation	1,000.00	-	1,000.00	Donation towards Kings Coronation Event
05/05/2023	Dignity Funeral Directors	rayner	350.00	-	350.00	Plot 258-Interment & Exclusive Right of Burial
10/05/2023	Buckinghamshire Council	3300511642	167,246.77	-	167,246.77	S106 Payment for New Play Area
Total Receipts			200,193.72	-	200,193.72	
PAYMENTS - From Current Account						
			Gross	VAT	Net	Transaction Detail
Direct Debits						
30/04/2023	Onecom Ltd	778197	68.89	11.48	57.41	Office Phone - 31 March 2023
09/05/2023	Drax	1106957906	41.37	6.89	34.48	Street Lighting for April 2023
19/05/2023	Peoples Pension	april	246.63	-	246.63	Pension Costs April 2023
			356.89	18.37	338.52	
Online Bank Transfer - Paid 28th April						
28/04/2023	A.Bamford	NPSG-245	200.00	-	200.00	NPSG Administration - to 21 April
28/04/2023	A.Bamford	NPSG-246	200.00	-	200.00	NPSG Administration - to 28 April
28/04/2023	Buckinghamshire Council	5001018266	698.60	-	698.60	Business Rates for Swallow Lane
28/04/2023	CDS Group	74132	600.00	100.00	500.00	Engineering Report and Review
28/04/2023	BALC	4667	1,123.27	-	1,123.27	2023/24 Annual BALC & NALC Membership
28/04/2023	BALC	4478	45.00	-	45.00	Practical CCTV Compliance Training
28/04/2023	Buckinghamshire Council	2205054409	334.16	55.69	278.47	New Dog Bin at Community Centre
28/04/2023	RBS Rialtas	SM27771	191.70	31.95	159.75	Annual Accounts Software Support - 23/24
28/04/2023	Bianco Developments	per quote	410.00	-	410.00	Hedge Reduction Rye Close
28/04/2023	IAC Audit & Consultancy	1615	474.00	79.00	395.00	Internal Audit of 2022/23 Annual Return
28/04/2023	Tulu Toilet Hire	112564	528.00	88.00	440.00	Toilet Hire for King Coronation Event
28/04/2023	Value Products Ltd	3717831	309.09	51.51	257.58	No Parking and Parking Signs
28/04/2023	HMRC	april	814.13	-	814.13	PAYE & NIC for month 1 (5 May 2023)
			5,927.95	406.15	5,521.80	
Online Bank Transfer - Paid 9th May						
09/05/2023	BALC	4737	10.00	-	10.00	How to Prepare a Cllr Induction Pack
09/05/2023	SM Village Society	grant	120.00	-	120.00	2022 Xmas Decorations. Agreed Chairman
09/05/2023	A.Bamford	NPSG-247	200.00	-	200.00	NPSG Administration - to 5 May
09/05/2023	A.Bamford	NPSG-248	200.00	-	200.00	NPSG Administration - to 12 May
09/05/2023	The Cloudy Group	4304	32.40	5.40	27.00	NPSG Email addresses
09/05/2023	Tulu Toilet Hire	35302	128.57	21.43	107.14	Portable Toilet for Playing Field - April
09/05/2023	Assistant Clerk	B&Q	46.14	-	46.14	Items for Kings Coronation
09/05/2023	Best Cellar Ltd	24	1,200.00	-	1,200.00	Musicians for Kings Coronation
09/05/2023	Sally Renshaw-Hubbard	284	350.00	-	350.00	Balloon Modelling at Kings Coronation
09/05/2023	Whitchurch Morris Men	fee	150.00	-	150.00	Morris Dancing at Kings Coronation
			2,437.11	26.83	2,410.28	
Online Bank Transfer - To Be Paid 17th May						
17/05/2023	Proludic	sin007288	200,696.13	33,449.36	167,246.77	Supply and Installation of New Play Area
17/05/2023	Cllr P Wood	expenses	10.62	-	10.62	Milk for Kings Coronation Event
17/05/2023	N Miller	field hire	40.00	-	40.00	Refund of Field Hire Fee - 13th May 2023
			200,746.75	33,449.36	167,297.39	
Standing Orders						
28/05/2023	R Haines	may	666.67	-	666.67	Grounds Maintenance for May 2023
28/05/2023	Clerk	may	1,779.81	-	1,779.81	Salary for May 2023
28/05/2023	Assistant Clerk	may	738.85	-	738.85	Salary for May 2023
			3,185.33	-	3,185.33	
From Clerks Debit Card Account						
05/04/2023	Party Packs Ltd	1367277	74.34	12.39	61.95	Union Jack Crown Packs and Crayons
12/04/2023	Amazon	138510636	18.47	3.08	15.39	Pack of Work Gloves
14/04/2023	Amazon	13777	8.90	1.48	7.42	Red Hi Vis Waistcoat
27/04/2023	Land Registry		3.00	-	3.00	Land at Dorchester Close Query
28/04/2023	Post Office	83102	6.85	-	6.85	Recorded Delivery Letter to Bates Wells
			111.56	16.95	94.61	
Total Payments			212,765.59	33,917.66	178,847.93	
This list of payments has been checked by the clerk and verified for payment.					RECONCILED BANK BALANCES AS AT 30 APRIL 2023	
					£ 116,746.93	Treasurers Account
					£ 317,150.53	Deposit Account
Signed <i>A.Skeggs</i> (Clerk)					£ 300.00	Debit Card Account
					£ 434,197.46	
Date 10th May 2023						
The above list of payments was approved by the Parish Council at its meeting on 16th May 2023.						
Signed <i>K Shanahan</i> (Chair)						
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date 16th May 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 –

- Basketball – A request has been made for a second basketball hoop so that games can be played. This is being considered by the Communities Committee.

Environmental Issues – Calls from Residents

- Misbourne Close – Overgrown hedge problems. Being investigated.
- Dog Waste Bins – Request for dog waste bins on Harborne Manor Estate. Locations being identified.

Environmental Issues -

- Parking Review – Carters Ride / Dorchester Close. Buckinghamshire Council now to cost out a potential scheme.
- Parking Review - Hampden Road. Buckinghamshire Council has confirmed it is on the list for assessment.

Allotments –

- Water Tank – A water tank has been reported as it is not filling up. This will be repaired.
- Fencing – Query over who is responsible for the fencing around the allotment site.

Burials

- Two burials have taken place, 11th May and 15th May. Swallow Lane is now nearly at capacity.