



# Stoke Mandeville Parish Council

Minutes of the Council Meeting held on Tuesday 20<sup>th</sup> October 2020. Due to the Covid-19 pandemic the meeting was held remotely via a Teams video link.



Present: Cllrs G Stewart (Chair), A Clark, B Ezra, J Hunt, S Kirve, J Magill, L Prestage, J Robinson, C Thorn and P Wood.

Public Attendance: Four members of the public plus Buckinghamshire Council Cllr P Strachan.

Clerk: A Skeggs

Assistant Clerk: A-M Davies

Absent: Cllr R Butler

| No.    | Description   | Action                                   |
|--------|---|--|
| 20/98  | <b>APOLOGIES</b><br>There were no apologies received. Buckinghamshire Council Cllrs S Bowles and R Newcombe sent their apologies.   |  |
|        | <b>OPEN FORUM FOR PARISHIONERS</b> – No points were raised by residents.  |  |
| 20/99  | <b>REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR</b><br>Buckinghamshire Councillor Peter Strachan introduced himself and gave an update covering the following areas: <ul style="list-style-type: none"> <li>• Buckinghamshire Council leader updates.</li> <li>• Planning regulations and permitted development rights.</li> <li>• Community boards.</li> <li>• Brudenell Drive flooding.</li> <li>• HS2 and the Goat Centre.</li> <li>• Using the Buckinghamshire Council councillors.</li> </ul>  |  |
| 20/100 | <b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b><br>a) There were no declarations of interest.<br>b) There were no new requests for dispensation.  |  |
| 20/101 | <b>MINUTES OF PREVIOUS MEETING</b><br>a) Minutes - The minutes of the meeting held on 15 <sup>th</sup> September were <b>AGREED</b> , after a couple of points were clarified, and signed by the Chairman as a correct record.<br>b) Action Plan - The action plan was reviewed, with completed actions removed.  |  |
| 20/102 | <b>SECTION 106 and PROJECTS</b><br>The chairman gave a review of the recent meeting held to discuss section 106 spend criteria and potential future projects, where it agreed that the criteria was too restrictive, that Buckinghamshire Council and developers be lobbied to amend existing and future agreements, and that external support may be required to develop a Council strategy.<br>After consideration it was <b>AGREED</b> , in principle, to explore the market for options around engaging external support to develop a strategy. This was carried with Cllr Hunt abstaining.<br>It was also <b>AGREED</b> to lobby Buckinghamshire Council and developers over the S.106 agreements definition, for both existing and future agreements. In the meantime, the clerk was to contact the owner of the land adjacent to the | Cllrs<br>GS / AC<br>/ Clerk<br><br>Clerk |

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|        | tennis courts to ask whether they would consider selling all or part of the land to the parish council.   |                  |
| 20/103 | <p><b>PLAYING FIELDS TOILET PROVISION</b></p> <p>The need to provide accessible toilets was discussed following the circulation of a paper that outlined the costs of a secure portable unit. Cllr Clark suggested that an options appraisal be undertaken of the four options available, which were to build new external toilets, use of the centre toilets, a secure metal portable unit and a standalone portaloo. Discussion focussed on use of the community centre toilets, and what could be done to allow their use. This would entail talking to the Community Association as they were the body who ran the centre. It was proposed, seconded and unanimously <b>AGREED</b> that a portaloo be provided in the short term for use by the football club, with the clerk preparing an options appraisal as indicated above and that the council should write to the association to ask them whether they would consider changing their policy.</p> | Clerk<br>Cllr GS |
| 20/104 | <p><b>EXTERNAL AUDITOR REPORT</b></p> <p>It was <b>NOTED</b> that no issues had been raised by the external auditor and that the 2019/20 audit was now concluded, and the required notice had been displayed on the website.</p>  |                  |
| 20/105 | <p><b>CASTLEFIELDS OPEN SPACE</b></p> <p>The clerk presented a report on the background to the recent maintenance problems on three areas of open space currently owned by Cala Homes. Now that Cala Homes' 20-year maintenance commitment had ended they were open to exploring the transfer of the freehold to the parish council. It was <b>AGREED</b>, in principle, to take over the freehold and the future maintenance costs, subject to any transfer requirements.</p>  | Clerk            |
| 20/106 | <p><b>CLIMATE CHANGE EMERGENCY</b></p> <p>The clerk presented a report on the Climate Change Emergency. It was <b>AGREED</b> that the parish council would declare a climate change emergency and that, in future, the parish council would consider climate change initiatives and measures when making its decisions. The clerk would act as the contact point for this work, unless and until any councillor volunteered for the role.</p>   |                  |
| 20/107 | <p><b>2021/22 BUDGET</b></p> <p>After an update from the Finance &amp; Governance Committee, the draft net budget of £145,290 as recommended by the Finance &amp; Governance Committee was <b>AGREED</b>, subject to a budget being for toilet facilities being added.</p>  |                  |
| 20/108 | <p><b>FINANCE AND GOVERNANCE COMMITTEE</b></p> <p>a) The draft minutes of the meeting held on the 13<sup>th</sup> October 2020 were <b>NOTED</b>.</p> <p>b) The recommendation of the F&amp;G committee to provide a grant of £100, representing five tiles, to the Florence Nightingale Charity Trust was <b>NOTED</b>. However, it was proposed and seconded that a grant of £125, representing seven tiles to form a rainbow section, be granted instead. This was <b>AGREED</b>.</p> <p>c) The recommendation of the F&amp;G committee to award a grant of £450 to The Ark was <b>NOTED</b>.</p>  | Clerk<br>Clerk   |

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|        | d) The recommendation of the F&G committee to adopt the updated policies on 'Apologies for Absence', 'Equality & Diversity', 'Grants', and 'Training' was <b>NOTED</b> , with the 'Equality and Diversity' policy being amended to allow for the need to take IT aspects into account.  |         |
| 20/109 | <p><b>PLANNING COMMITTEE</b></p> <p>a) The draft minutes of the meeting held on the 24<sup>th</sup> September 2020 were <b>NOTED</b>.</p> <p>b) Cllr Clark apologised that he had been unable to prepare a response to the Planning White Paper. He proposed that a response be prepared and circulated to councillors before the deadline. Cllr Hunt objected to this on the grounds of transparency and proposed that no response be submitted. It was <b>AGREED</b> that the paper be prepared and circulated to councillors before the deadline for submission, and brought back to the next full parish council meeting for the sake of transparency,</p>  | Cllr AC |
| 20/110 | <p><b>NEIGHBOURHOOD PLAN</b></p> <p>Cllr Prestage gave an update on the Neighbourhood Plan. To date 95% of the evidence papers and 20% of the policy papers have been completed. The group continue to send the drafts to Buckinghamshire Council for scrutiny. Meetings have been scheduled with the Aylesbury Garden Town team. The proposed new planning laws are a concern, for which a response is required by the 29<sup>th</sup> October (as described above). Two steering groups have been held since the last parish council meeting, where publicity was discussed, and consideration has been given to a bi-monthly online newsletter, which would focus on the evidence papers and keep the plan in the mind of residents. In terms of the budget, £6,186 had been spent from the £10,000 budget. To meet future commitments, it was requested that £5,000 be allocated from its earmarked reserve. This was <b>AGREED</b>.</p>  |         |
| 20/111 | <p><b>FINANCE</b></p> <p>a) <b>Inter Account Bank Transfers</b>. It was <b>NOTED</b> the following transfers were performed between 11<sup>th</sup> September and 14<sup>th</sup> October 2020:</p> <ul style="list-style-type: none"> <li>• 12 August - £24,000 from Deposit Account to Treasurers Account.</li> <li>• 23 September- £10,000 from Deposit Account to Treasurers Account.</li> <li>• 29 September- £83,000 from Treasurers Account to Deposit Account.</li> </ul> <p>b) <b>Payment of invoices</b> for October 2020 – the list of payments, as circulated, was <b>APPROVED</b>. (See Appendix 1).</p> <p>c) <b>The bank reconciliation</b> as at the end of September 2020 was <b>NOTED</b> and signed by the chairman.</p> <p>d) <b>The monitoring statement</b> to 30<sup>th</sup> September was <b>NOTED</b>. The clerk highlighted that following receipt of the second half of the precept all income for the year had been received.</p> <p>e) <b>Training</b> - Attendance at the following training courses were <b>NOTED</b>.</p> <ul style="list-style-type: none"> <li>• Councillor Training – Councillor Magill - £41.55.</li> <li>• Demystifying Planning – Councillor Robinson - £70.66.</li> </ul> |         |
| 20/112 | <p><b>CLERKS REPORT</b></p> <p>The clerk's report, attached as appendix 3, was <b>NOTED</b>.</p>  |         |

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| 20/113 | <p><b>POINTS OF INTEREST</b></p> <ul style="list-style-type: none"> <li>• The chairman reported on several meetings that he had attended, the first was with a GDPR webinar; another was an Effective Communications webinar and the last was with HS2/Fusion/EKFB.</li> <li>• Cllr Clark reported on the latest Aylesbury Garden Town board meeting.</li> <li>• Cllr Hunt reported on a meeting with the local MP, Bucks Council councillors and residents on the recent Brudenell Drive flooding, and a Parish Liaison meeting.</li> <li>• Future Meetings – <ul style="list-style-type: none"> <li>• 22<sup>nd</sup> October – Planning Committee.</li> <li>• 10<sup>th</sup> November – Communities Committee.</li> </ul> </li> </ul> |  |
| 20/114 | <p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting of the Parish Council would be Tuesday 17<sup>th</sup> November 2020 starting at 7.30pm. This would be held remotely.</p>  |  |

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 9.45 pm.

Signed..... Chair

Date: 17<sup>th</sup> November 2020

## Appendix 1 - Payments

| LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 20th OCTOBER 2020                      |  |            |                 |               |                 |  |
|--|--|------------|-----------------|---------------|-----------------|--|
| <b>RECEIPTS</b>  |  |            |                 |               |                 |  |
| Date Received  | Received from  | Reference  | Amount Received |               |                 | Details                                  |
|  |  |            | Gross           | VAT           | Net             |  |
| Various  | Various Allotments Holders   | various    | 480.00          | -             | 480.00          | Allotment Rents for 2020/21              |
| <b>Total Receipts</b>  |  |            | <b>480.00</b>   | <b>-</b>      | <b>480.00</b>   |  |
| <b>PAYMENTS - From Current Account</b>   |  |            |                 |               |                 |  |
| <b>Direct Debits</b>   |  |            | Gross           | VAT           | Net             | Transaction Detail                       |
| 15/10/2020   | EON  | H18FF3FA28 | 525.19          | 87.53         | 437.66          | Street Lighting for September 2020       |
| 15/10/2020   | Land Registry  | search     | 3.00            | -             | 3.00            | Land Search - Neighbourhood Plan         |
| 19/10/2020   | Peoples Pension  | september  | 259.62          | -             | 259.62          | Pension Costs September 2020             |
| 14/10/2020   | BAS Associates   | 114233     | 151.20          | 25.20         | 126.00          | Payroll October to December 2020         |
| 20/10/2020   | BT (SM5086 3603)   | M135 52    | 56.39           | 9.40          | 46.99           | Office Phone to 6th October 2020         |
| <b>Standing Orders</b>   |  |            |                 |               |                 |  |
| 28/10/2020   | Roger Haines   | october    | 666.67          | -             | 666.67          | Grounds Maintenance for October 2020     |
|  |  |            | <b>1,662.07</b> | <b>122.13</b> | <b>1,539.94</b> |  |
| <b>Online Transfer - Paid 1st October</b>  |  |            |                 |               |                 |  |
| 01/10/2020   | HMRC   | September  | 768.82          | -             | 768.82          | PAYE & NIC for month 6 (6 October 2020)  |
| 01/10/2020   | Cllr A Clark   | allowance  | 69.65           | -             | 69.65           | Quarterly allowance to September 2020    |
| 01/10/2020   | A.M.Davies   | backpay    | 127.24          | -             | 127.24          | NALC pay award backdated to 1 April 2020 |
| 01/10/2020   | A.Skeggs   | backpay    | 214.85          | -             | 214.85          | NALC pay award backdated to 1 April 2020 |
| 01/10/2020   | PKF Littlejohn   | 20201064   | 720.00          | 120.00        | 600.00          | External Audit of 2019/20 Annual Return  |
| 01/10/2020   | A.Bamford  | NPSG-105   | 150.00          | -             | 150.00          | NPSG Administration - to 5 October       |
|  |  |            | <b>2,050.56</b> | <b>120.00</b> | <b>1,930.56</b> |  |
| <b>Online Transfer - Paid 15 October</b>   |  |            |                 |               |                 |  |
| 15/10/2020   | A.Bamford  | NPSG-106   | 150.00          | -             | 150.00          | NPSG Administration - to 12 October      |
| 15/10/2020   | A.Bamford  | NPSG-107   | 150.00          | -             | 150.00          | NPSG Administration - to 19 October      |
| 15/10/2020   | CloudyIT   | 17133ab    | 14.22           | 2.37          | 11.85           | Email addresses for NPSG members         |
| 15/10/2020   | S Godfrey  | refund     | 15.00           | -             | 15.00           | Allotment rent paid twice in error       |
| 15/10/2020   | JW Mowing Services   | 12         | 350.00          | -             | 350.00          | Marsh Lane paddock grass & hedge cutting |
| 15/10/2020   | Bell Cornwell  | 2064       | 867.00          | 144.50        | 722.50          | NPSG Professional Services - Evidence    |
|  |  |            | <b>1,546.22</b> | <b>146.87</b> | <b>1,399.35</b> |  |
| <b>Online Transfer - Paid 29 October</b>   |  |            |                 |               |                 |  |
| 29/10/2020   | A.Bamford  | NPSG-108   | 150.00          | -             | 150.00          | NPSG Administration - to 26 October      |
| 29/10/2020   | A.Bamford  | NPSG-109   | 150.00          | -             | 150.00          | NPSG Administration - to 2 November      |
| 29/10/2020   | Elite Ecology  | 1160       | 120.00          | 20.00         | 100.00          | Tree Species & Management Report         |
| 29/10/2020   | J.Sharp  | hire       | 67.20           | -             | 67.20           | Grounds Maintenance - Lower Road         |
| 29/10/2020   | The Ark  | grant      | 450.00          | -             | 450.00          | Grant towards maintenance costs          |
| 29/10/2020   | Royal British Legion   | eba20      | 50.00           | -             | 50.00           | Poppy wreath for Remembrance Service     |
| 29/10/2020   | A-M.Davies   | October    | 887.45          | -             | 887.45          | October salary                           |
| 29/10/2020   | A-M.Davies   | debit      | 20.59           | -             | 20.59           | Paint for gym equipment                  |
| 29/10/2020   | A.Skeggs   | October    | 1,642.43        | -             | 1,642.43        | October salary                           |
| 29/10/2020   | HMRC   | October    | 601.99          | -             | 601.99          | PAYE & NIC for month 7 (6 November 2020) |
|  |  |            | <b>4,139.66</b> | <b>20.00</b>  | <b>4,119.66</b> |  |
| <b>From Clerks Debit Card Account</b>  |  |            |                 |               |                 |  |
| 01/10/2020   | Nimvelo  | 954895     | 3.60            | 0.60          | 3.00            | Covid-19 Support Group Phone             |
| 27/10/2020   | Florence Nightingale Trust   | 2326       | 150.00          | 25.00         | 125.00          | Bronze Sponsor - Rainbow Section         |
|  |  |            | <b>153.60</b>   | <b>25.60</b>  | <b>128.00</b>   |  |
| <b>Cheques</b>   |  |            |                 |               |                 |  |
|  |  |            | -               | -             | -               |  |
| <b>Total Payments</b>  |  |            | <b>9,552.11</b> | <b>434.60</b> | <b>9,117.51</b> |  |
| The above list of payments was approved by the Parish Council at its meeting on 20th October 2020. |  |            |                 |               |                 |  |
| Signed   | <i>G Stewart</i>   |            | (Chair)         |               |                 |  |
|  | This is an electronic signature - a hard copy with a wet signature is available. |            |                 |               |                 |  |
| Date   | 20 October 2020  |            |                 |               |                 |  |

## Appendix 2 - Actions

| Date     | Minute  | Action                                      | By whom    | Status      |
|----------|---------|---|------------|-------------|
| 16/06/20 | 20/59c  | Arrange for the new logo.                   | Clerk      | Completed   |
| 21/07/20 | 20/74c  | Engage an arborist for mature tree audit.   | Clerk      | On Hold     |
| 15/09/20 | 20/89b  | Prepare response to planning consultations. | Clerk      | Completed   |
| 15/09/20 | 20/90b  | Obtain likely cost of mature tree audit.    | Clerk      | In Progress |
| 15/09/20 | 20/92   | Prepare new website specification.          | Clerk      | Completed   |
| 20/10/20 | 20/102  | To investigate engaging external support    | Clerk / GS | Outstanding |
| 20/10/20 | 20/102  | Write to Bucks Council re: s106 definition  | Clerk / GS | Outstanding |
| 20/10/20 | 20/102  | Write to Juniper Investments re: field      | Clerk      | Completed   |
| 20/10/20 | 20/103  | Arrange provision of a portable toilet.     | Clerk      | On Hold     |
| 20/10/20 | 20/103  | Prepare an options appraisal for toilets.   | Clerk      | Outstanding |
| 20/10/20 | 20/103  | Write to SMVCA regarding toilets.           | GS         | Completed   |
| 20/10/20 | 20/105  | Write to Cala Homes on freehold transfer.   | Clerk      | Completed   |
| 20/10/20 | 20/108b | Donation to Florence Nightingale Charity.   | Clerk      | Completed   |
| 20/10/20 | 20/108c | Inform the Ark of grant decision.           | Clerk      | Completed   |

## APPENDIX 3 – CLERKS REPORT

Image of Clerks

### Stoke Mandeville Support Group – Good News

- Following nomination by the clerk, pleased to say that the Support Group won the “Local Impact Award” category of the Buckinghamshire Council “Proud of Bucks” awards.

### Streetlights –

- The light in Eskdale Road in the roundabout opposite the Methodist Church has been repaired by UKPN.

### Community Centre / Playing Field -

- Play Area – The new elephant rocker, has been installed as well as some minor repairs carried out.
- The old playing field sign on the roundabout in Eskdale Road has been removed.
- One of the 15mph speed signs has been knocked down.

### Environmental Issues – Calls from Residents

- Ravensbourne Road / Lowman Way – Alleyway is VAHT responsibility. Have spoken to VAHT plus Cllr B Adams has been contacted by the resident.
- Old Risborough Road – Overgrown Hedge.
- Far Furlong – Overgrown hedge – Is Bucks Council responsibility. They are looking into it.
- Lower Road – Reinstatement of grass verge – Bucks Council not interested. Working with resident to resolve problem.
- Claydon Path – Fallen tree in residents front garden / blocking path. Worked with resident and Connells (estate agent) to resolve.
- Wotton Path - Overgrown Hedge – Referred to Aylesbury Town Council under devolved services.
- Anns Close / David Close Alleyway – Trees / ground cover. Chairman has replied to resident.

### Environmental Issues

- Brudenell Road flooding – residents have met with the local MP and Buckinghamshire Councillors. It is hoped investigative work will be undertaken to establish the cause of the problem.

### Allotments

- Plot 4, out of action for years, is being brought back into use.
- Following the recent traffic accident two posts need to be put back at the car park entrance.

### Marsh Lane Burial Ground –

- No decision has yet been made. Buckinghamshire Council ecology are not happy with the biodiversity impact, assessed to be a marginal negative impact whereas they now require a 10% net gain on developments. A further ecology report has been commissioned to achieve this.

### Other – Wendover Community Board (Presentations are available on Teams)

- Current funding arrangements were outlined. The following have been agreed:
  - Bierton PC - £2,000, and Halton PC and Weston Turville PC - £4,000 each.
  - Aston Clinton PC - £35,000 – three highway related schemes.
- Presentation from Thames Valley police:
  - Speedwatch is on hold now due to Covid-19.
  - PCSO's are visiting residents who have been victims of fraud.
  - Covid-19 Rule of 6 – Engage, Explain, Encourage and Enforce.
  - Recorded crime figures down 7%, with physical violence down 9%, over last year.
- Presentation from Aylesbury Garden Town:
  - Parishes are going to be key.
  - Community Projects being undertaken.
  - Number of different funding pots available.