



Stoke Mandeville Parish Council

Minutes of the Council Meeting held on Tuesday 15th December 2020. Due to the Covid-19 pandemic the meeting was held remotely via a Teams video link.



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

Public Attendance: Three members of the public plus Buckinghamshire Council Cllr R Newcombe.

Clerk: A Skeggs

Assistant Clerk: A-M Davies

Absent: None

No.	Description	Action
20/129	<p>APOLOGIES Apologies were received and accepted from Cllr C Thorn.</p>	
	<p>OPEN FORUM FOR PARISHIONERS A resident raised the issue of the bad condition of the road outside The Bull public house and could it be reported to Buckinghamshire Council. It would be reported via the Fixmystreet website.</p>	
20/130	<p>REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR Buckinghamshire Councillor Richard Newcombe gave an update covering the following areas:</p> <ul style="list-style-type: none"> • Brudenell Drive Flooding – The area was to be investigated to determine the cause of the flooding and what works, if any, were required. • Fixmystreet.com website – Transport related problems should be reported on this site as it gives more weight behind the priority. If the same problem is reported by numerous residents, it increases the chances of it being sorted. • Covid-19 – This has been and continues to be the focus for the Council. Cllr Clark congratulated Buckinghamshire Council for its response to the pandemic. • HS2 – Increasing designs were now coming through for approval. • SEALR / Relief Road – Buckinghamshire Council were talking to landowners about compulsory purchase of the land. • VALP – Further modifications were out for consultation. Cllr Clark requested a “tracked change” copy to ease identifying the changes. • Local Plan – Work had started on the Buckinghamshire Council Local Plan. • Budget – Buckinghamshire Council would only be producing a one-year plan rather than the normal three-to-five-year plan due to the impact of the pandemic. • Community Boards – Emphasised that funding was available to a range of organisations. Cllr Hunt asked what was happening with the sub-groups that had been identified. 	
20/131	<p>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION a) There were no new declarations of interest.</p>	

	b) There were no new requests for dispensation.	
20/132	<p>MINUTES OF PREVIOUS MEETING</p> <p>a) Minutes - The minutes of the meeting held on 17th November were AGREED and signed by the Chairman as a correct record.</p> <p>b) Action Plan - The action plan was reviewed, with completed actions removed.</p>	
20/133	<p>2021/22 BUDGET and PRECEPT</p> <p>The chairman reported that the Finance and Governance committee had reviewed the 2021/22 draft budget and was recommending to the council that the net expenditure budget of £157,940 be approved. This was AGREED. He then reported that the Finance and Governance committee was recommending, for one year only, no increase to the Band D council tax. The decision was based upon the tax base increase generating an additional £6,350 in precept and the possible effect of Covid-19 had had on the residents. Whilst the effect of Covid-19 on some residents was recognised, some councillors felt that a small increase should still be applied to allow for unknown projects.</p> <p>After further discussion it was proposed by Cllr Butler, seconded by Cllr Robinson that a 2% increase be applied. This was defeated by two votes in favour and six against. It was then proposed by Cllr Hunt, seconded by Cllr Kirve that the recommendation of the Finance and Governance committee be accepted. This was AGREED by six votes in favour with two against. This would result in a precept for 2021/22 of £172,350 and no change to the Band D council tax of £65.13.</p>	
20/134	<p>COMMUNICATION / ENGAGEMENT</p> <p>The chairman introduced a paper from Breakthrough Communications that showed four possible options to improve communication and engagement by the parish council. These were:</p> <ol style="list-style-type: none"> 1. Communications Strategy. 2. E-Newsletter. 3. Annual Residents Survey. 4. New Houses Pack. <p>Councillors felt that options 2 and 4 were the ones to be taken forward first as these would reach both new and existing residents. However, it was pointed out that this needed to be tied in with the new website as the options would direct residents to the website. It was then proposed by Cllr Clark, seconded by Cllr Prestage that the council should start with option 1, at a cost of £1,345 plus vat, and once a strategy was in place, the other options should follow. This was AGREED by 8 votes to 1. The chairman and clerk to contact Breakthrough Communications to agree the way forward.</p>	Clerk / Cllr GS
20/135	<p>AYLESBURY GARDEN TOWN ONE</p> <p>Cllr Clark gave an update on the current position which was that Buckinghamshire Council (BC) had commissioned a company to develop the masterplan, which would be funded by the developers. BC and the parish council would be involved to ensure policy compliance. To be ready for the workshops the policy papers had to be prepared earlier, drafts of the 9 key</p>	

	<p>policy papers had been prepared. The first workshop was in January, date to be agreed with the parish council as their full participation was required. The aim of the workshop will be the sharing of the different visions for the site by all interested parties.</p> <p>The drafts of the policy papers will be circulated to all councillors.</p>	
20/136	<p>EX-BUCKS CC SPORTS & SOCIAL CLUB</p> <p>The clerk gave an update on the notice in the Bucks Herald offering a lease for the hardstanding of the Ex-Bucks CC S&S club. The red line area was the current car parking area plus the four hard standing tennis courts. It was not clear whether the lease was still available as he had been informed that a lessee had already been found.</p> <p>Cllr Hunt spoke on the importance of the site and suggested that the clerk write to Buckinghamshire Council asking to be granted a lease for the remainder of the site.</p> <p>After further discussion it was proposed, seconded, and AGREED that the parish council write to Buckinghamshire Council to formally express an interest in acquiring a lease for the remainder of the site, or part of and that the Neighbourhood Plan includes a policy to designate the former BCC Sports & Social club as an area of open space that preserves its use for the benefit of the residents of the parish. Cllr Hunt abstained on the second point.</p>	Clerk
20/137	<p>SUPPORTING LOCAL BUSINESSES</p> <p>Due to the amount of business still to be covered, Cllr Wood suggested that this item be deferred until the January meeting. This was AGREED.</p>	
20/138	<p>PROVISION OF TOILETS</p> <p>Cllr Ezra raised the issue of the animosity that has built up between the parish council and SMVCA over the toilets and the football club and the effect it was having on members of the SMVCA.</p> <p>The clerk then presented an options paper that had identified five options, all the pros, cons and costs had been considered at different meetings of the council in the past. The paper did include a list of “Unknowns”. After discussion it was proposed by Cllr Clark that the option to use the community centre toilets be excluded. This was AGREED. Also, it was AGREED that in the short-term a disabled friendly portable toilet be provided for all users of the playing field whilst a more permanent solution be investigated.</p>	
20/139	<p>FINANCE AND GOVERNANCE COMMITTEE</p> <p>The chairman reported on the meeting of the 8th December which had considered:</p> <ul style="list-style-type: none"> • the draft budget and the level of precept for 2021/22, • a review of four policies which would be brought to the next parish council meeting, • the HS2 Community Fund and • the latest set of SMVCA accounts, for year ending 28th February 2020. 	
20/140	<p>PLANNING COMMITTEE</p> <p>a) The draft minutes of the meeting held on the 24th November 2020 were NOTED.</p>	

	b) The decision by Buckinghamshire Council to finally approve the planning application for a burial ground in Marsh Lane, was NOTED .	
20/141	<p>NEIGHBOURHOOD PLAN</p> <p>Cllr Prestage gave an update on the Neighbourhood Plan following the recent steering group. Evidence papers were being finalised and the policy documents were being reviewed and would be distributed to councillors for comment. A presentation on the Parish Online digital mapping software would be made at the January meeting. The latest financial position was noted, which was showing accelerated spend as work on the policy papers had had to be brought forward to be ready for the AGT1 workshops. A series of press releases / newsletters will be issued in the New Year to keep residents informed of the progress made to date. Lastly, he had attended a public meeting held by the Gardenway Team, nothing new was learnt but he had since been contacted by the host of the event with the view of setting up some meetings.</p>	
20/142	<p>FINANCE</p> <p>a) Inter Account Bank Transfers. It was NOTED the following transfer had been done between 12th November and 10th December 2020:</p> <ul style="list-style-type: none"> • 26 November - £10,000 from Deposit Account to Treasurers Account. <p>b) Payment of invoices for December 2020 – the list of payments, as circulated, was APPROVED. (See Appendix 1).</p> <p>c) The bank reconciliation as at the end of November 2020 was NOTED and signed by the chairman.</p> <p>d) The monitoring statement to 30th November was NOTED after a question asking what the level of spend on the Neighbourhood Plan (NP) for this year was expected to be. It was requested that the financing of the NP be brought to the next parish council meeting.</p>	
20/143	<p>CLERKS REPORT</p> <p>The clerk's report, attached as appendix 3, was NOTED. Cllr Clark suggested that some items be promoted on social media to make residents aware of the work being done by the parish council.</p>	Clerk
20/144	<p>POINTS OF INTEREST</p> <ul style="list-style-type: none"> • The parish office would close on Wednesday 23rd December and reopen on Monday 4th January. Emails and the office phone would be monitored over this period in case there was an emergency. • Cllr Stewart reported on the BALC AGM he had attended as well as a meeting with Buckinghamshire Council to talk about using S.106 funds, which had been very positive and offered hope for the future. Also, he had attended a BALC training course on "Chairing of Meetings". • Cllr Hunt had circulated a report on the recent Wendover Community Board meeting. 	
20/145	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting of the Parish Council would be Tuesday 19th January 2021 starting at 7.30pm. This would be held remotely.</p>	

	<p>CONFIDENTIAL ITEM</p> <p>In accordance with the “The Openness of Local Government Bodies Regulations 2014” and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.</p>	
20/146	<p>NEW WEBSITE</p> <p>Six web designers had expressed an interest in building a new website for the parish council. The clerk had summarised the contents in a table to aid comparison of the proposals. It was felt that more time was required to examine the proposals and to view the example websites that had been supplied. However, there were two proposals that were much more expensive than the rest and so it was proposed, seconded, and AGREED that these would not be considered.</p>	

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 10.00 pm.

Signed..... Chair

Date: 19th January 2021

Appendix 1 - Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 15th DECEMBER 2020						
RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
04/12/2020	Dignity Funeral Service	kerr	150.00	-	150.00	Interment of Ashes Kerr - Plot 263
Total Receipts			150.00	-	150.00	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
15/12/2020	EON	H193A09E77	525.19	87.53	437.66	Street Lighting for November 2020
19/12/2020	Peoples Pension	november	228.80	-	228.80	Pension Costs November 2020
19/12/2020	BT (SM5086 3603)	M137 DB	56.39	9.40	46.99	Office Phone to 6th December 2020
Standing Orders						
31/12/2020	Roger Haines	december	666.67	-	666.67	Grounds Maintenance for December 2020
			1,477.05	96.93	1,380.12	
Online Transfer - Paid 11 December						
11/12/2020	A.Bamford	NPSG-118	150.00	-	150.00	NPSG Administration - to 7 December
11/12/2020	CloudyIT	17751ab	14.22	2.37	11.85	Email addresses for NPSG members
11/12/2020	A.Bamford	NPSG-119	150.00	-	150.00	NPSG Administration - to 14 December
11/12/2020	SLCC	mem233172	262.00	-	262.00	Clerk Full Membership for 2021
11/12/2020	A Weatherhead Ltd	72238	180.00	30.00	150.00	Clear Blocked Drain at Community Centre
11/12/2020	Buckinghamshire Council	503969	2,181.12	363.52	1,817.60	Dog waste service April 2020 - March 2021
11/12/2020	Bell Cornwall	2365	972.00	162.00	810.00	NPSG Professional Services - Evidence
			3,909.34	557.89	3,351.45	
Online Transfer - Paid 23 December						
23/12/2020	RCF Windows	51320	225.00	37.50	187.50	Replace Window and Repair Hinge in Main Hall
23/12/2020	RCF Windows		106.00	17.67	88.33	Replace broken panel on CC noticeboard
23/12/2020	A.Bamford	NPSG-120	150.00	-	150.00	NPSG Administration - to 21 December
23/12/2020	A-M.Davies	mem232784	40.00	-	40.00	Assistant Clerk Membership for 2021 (50%)
23/12/2020	A-M.Davies	december	887.45	-	887.45	December Salary
23/12/2020	A.Skeggs	december	1,642.43	-	1,642.43	December Salary
23/12/2020	A.Clark	allowance	75.45	-	75.45	Quarterly allowance to December 2020
23/12/2020	HMRC	december	607.79	-	607.79	PAYE & NIC for month 9 (6 January 2020)
			3,734.12	55.17	3,678.95	
From Clerks Debit Card Account						
03/12/2020	Nimvelo		3.60	0.60	3.00	Covid-19 Support Group Phone
			3.60	0.60	3.00	
Total Payments			9,124.11	710.59	8,413.52	
The above list of payments was approved by the Parish Council at its meeting on 15th December 2020.						
Signed	<i>Graham Stewart</i>		(Chair)			
	This is an electronic signature - a hard copy with a wet signature is available.					
Date	15th December 2020					

Appendix 2 - Actions

Date	Minute	Action	By whom	Status
21/07/20	20/74c	Engage an arborist for mature tree audit.	Clerk	On Hold
15/09/20	20/90b	Obtain likely cost of mature tree audit.	Clerk	In Progress
20/10/20	20/102	To investigate engaging external support	Clerk / GS	Outstanding
20/10/20	20/103	Arrange provision of a portable toilet.	Clerk	On Hold
17/11/20	20/126a	Research disabled friendly benches	Assistant	In Progress
15/12/20	20/134	Contact Breakthrough Communications to agree way forward with the strategy.	Clerk / GS	In Progress
15/12/20	20/136	Contact Buckinghamshire Council regarding a lease for rest of BCC S&S club site.	Clerk	Completed
15/12/20	20/138	Arrange for disabled friendly portable toilet.	Clerk	On Hold

APPENDIX 3 – CLERKS REPORT

Image of Clerks Report

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.

Stoke Mandeville Support Group

- The second lockdown did not see an increase in for requests for help, so the group are now functioning on an emergency request basis.

Streetlights

- A light in Marsh Lane needs to be identified as faulty then reported.
- Two lights in Lower Road, one outside The Bell and one outside no. 47 have been reported for repair.

Community Centre / Playing Field -

- Car Park Extension – A follow up letter has been sent to the owners of the field, Juniper Investments Ltd based in Northern Ireland.
- It has been agreed with the football club not to provide a portable toilet until the season starts up again in the New Year.
- Community Centre – A window in the main hall is awaiting repair. Just waiting for the unit to arrive.

Environmental Issues – Calls from Residents

- Field – An electric fence has been put up sectioning off half a field adjacent to the Abbey Homes site. Field now being used to house sheep. No warning signs put up.
- Ligo Avenue – Change in parking enforcement. Contractors only allowed to park for one day. The enforcement company has been contacted, no response so far.
- Castlefields – “No Entry” sign to construction traffic has been put up to advise construction lorries.

Environmental Issues

- Castlefields / Petersfield – Not all the open spaces are owned by Cala Homes. Cala Homes own the first space on the right and the other two are owned by Linerear Ltd. In the process of contacting them.
- Station Road / Wendover Road junction – Overgrown hedge / foliage. Arrangements will be made to cut it back.
- Trees – Two silver birch, two rowan and one hazel have been planted at the field in Marsh Lane. These were received in 2017 and have been natured by David Starr.
- Thames Valley police have suspended all Community Speed Watch surveys until further notice.
- Right of Way – RoW no. 4-6 off the Lower Road that was reported as being blocked is now clear.

Allotments

- Work to clear some plots has started.

Burial Grounds

- Swallow Lane - Burial on the 4th December into an existing grave.
- Marsh Lane – The Buckinghamshire Council section looking after New Homes Bonus have been informed that the planning application has been approved.