



# Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday  
17<sup>th</sup> May 2022 at the Community Centre, Eskdale Road.



Present: Cllrs G Stewart (Chair), B Ezra, J Magill, and P Wood.

Buckinghamshire Council Councillor: R Newcombe.

Public Attendance: Twenty.

Clerk: A Skeggs

Assistant Clerk: P Rayner

Absent: n/a

No.	Description	Action
22/59	<p><b>ELECTION OF CHAIR</b></p> <p>On a proposal from Cllr Wood, seconded by Cllr Magill, Cllr Stewart was, unanimously, elected as Chair for the forthcoming year.</p> <p>A declaration of acceptance of office was then signed by Cllr Stewart.</p>	
22/60	<p><b>ELECTION OF VICE CHAIR</b></p> <p>On a proposal from Cllr Stewart, seconded Cllr Magill, Cllr Clark was elected as Vice Chair for the forthcoming year.</p>	
22/61	<p><b>APOLOGIES</b></p> <p>Apologies were received and accepted from Cllrs Clark, Robinson, Thorn, and Shrivastava.</p> <p>Apologies were received from Buckinghamshire Council Cllrs Bowles and Strachan.</p>	
22/62	<p><b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b></p> <p>There were no new declarations of interest or requests for dispensation.</p>	
	<p><b>OPEN FORUM FOR MEMBERS OF THE PUBLIC</b></p> <p>The following were raised by the residents present:</p> <ul style="list-style-type: none"> <li>• BCC S&amp;S Club – This was the last green space in the area and should be protected, the plans advertised were just proposals.</li> <li>• BCC S&amp;S Club – Members of the Stoke Leys residents group wished to work with the parish council to oppose the plans with the aim of having no houses on the site.</li> <li>• BCC S&amp;S Club – Had the parish council asked for the site to be opened to allow residents to walk and socialise?</li> <li>• White Village Gates – What is happening?</li> <li>• Village Green Electricity Installation – What is happening and why delay?</li> <li>• Village Green Christmas Tree – Will there be a tree for Christmas?</li> <li>• Best Kept Village Competition – What is the plan to engage villagers?</li> <li>• Village Regeneration Programme – What is the timing for this? There are villagers who would like to be involved.</li> <li>• Neighbourhood Plan Engagement – Are there plans for further engagement before the referendum to allow further comments?</li> <li>• Speeding in the Village – The parish council should set up a Speeding and Traffic working group to address the problems.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Communication – The SM Village Green Association feel that residents are not aware of the SEALR / HS2 developments and wish to support the parish council’s communications on these areas.</li> <li>• Climate Change – The SMVGA would like to know the parish council’s view on the issue. Is it part of the Neighbourhood Plan?</li> <li>• Wendover Road Central Reservations – The lights / bollards have been broken for years. It is dangerous to cross especially for children. Traffic calming measures and reduced speed limits are needed.</li> </ul>	
	<p><b>REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR</b></p> <p>The following was reported by the Cllr Newcombe –</p> <ul style="list-style-type: none"> <li>• <u>BCC S&amp;S Club</u> – He outlined the process behind the consultation but as he was part of the planning committee that may determine any application, he could not express any views.</li> <li>• <u>Ukraine</u> – Buckinghamshire Council was continuing to provide as much assistance as possible for refugees.</li> </ul>	
22/63	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>a) <u>Minutes</u> - The minutes of the meeting held on 19<sup>th</sup> April were <b>AGREED</b> and signed by the Chair as a correct record.</p> <p>b) <u>Action Plan</u> - The action plan was reviewed, there was only one action still to be completed.</p>	
22/64	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>a) The Chair reported that various meetings had been held with Buckinghamshire Council, developers and HS2. There would be a HS2 Engagement van in the community centre car park on Wednesday 18<sup>th</sup> May from 10am until 3pm for residents to see plans and ask questions.</p> <p>b) BCC S&amp;S Club - Two consultation days had taken place and since then the parish council has held meetings, hosted a webinar with residents. The Chair reported that Buckinghamshire Council was to set up a consultation group with residents. Sport England had declared an interest in the site.</p>	
22/65	<p><b>MEMBERSHIP OF COMMITTEES</b></p> <p>The Chair informed the meeting that Cllr Thorn would be stepping down at the end of June 2022. The membership of committees was reviewed, and with no other changes, <b>AGREED</b> as:</p> <ul style="list-style-type: none"> <li>• Communities – Cllrs Ezra, Magill, and Wood.</li> <li>• Finance and Governance – Cllrs Clark, Shrivastava, Stewart, and Wood.</li> <li>• Planning – Cllrs Clark, Ezra, Magill, and Robinson.</li> <li>• Staffing – Cllrs Clark, Ezra, Shrivastava, Stewart, and Wood.</li> <li>• Neighbourhood Plan – Cllrs Clark, Magill, Robinson, and Stewart.</li> </ul> <p>There was a suggestion that residents be co-opted on to some committees to allow them to function more efficiently.</p>	
22/66	<p><b>APPOINTMENT TO EXTERNAL BODIES</b></p> <p>The following current appointments, shown below, were <b>AGREED</b>.</p> <p>a) Wendover and Villages Community Board - Clerk.</p> <p>b) ARLA Liaison Group - Cllr P Wood.</p>	

22/67	<p><b>ANNUAL GOVERNANCE AND ACCOUNTS RETURN</b></p> <p>a) The bank reconciliations, signed by the Chair, at the 31<sup>st</sup> March 2022 were <b>NOTED</b>.</p> <p>b) Section 1 of the AGAR (Annual Governance Statement) was tabled and considered. The Chair and the Clerk signed the Annual Governance Statement once completion of the section 1 had been <b>AGREED</b>.</p> <p>c) The annual statement of accounts was tabled, considered, and signed by the Chair.</p> <p>d) Section 2 of the AGAR (Accounting Statement 2021/22) was tabled and considered. It was <b>AGREED</b> to approve the Statement as presented. This was duly signed by the Chair.</p> <p>e) It was <b>NOTED</b> that the dates for the Notice of Exercise of Public Rights were:</p> <ul style="list-style-type: none"> <li>• Announcement to be made / published on the website – Wednesday 1<sup>st</sup> June 2022.</li> <li>• Period of Inspection starts – Monday 13<sup>th</sup> June 2022.</li> <li>• Period of Inspection finishes – Friday 22<sup>nd</sup> July 2022.</li> </ul>	Clerk
22/68	<p><b>SMVCA (Stoke Mandeville Village Community Association)</b></p> <p>Cllr Ezra updated the meeting with current progress. The chair of SMVCA had spoken to their solicitor and a new draft constitution would be available by the end of the week.</p>	
22/69	<p><b>HAWKSLADE WARD</b></p> <p>a) Harvest Close Play Area – Cllr Wood updated the meeting with the situation. The play area was the responsibility of Abbey Homes and would be transferred to Buckinghamshire Council once all defects had been put right. Buckinghamshire Council were aware that the parish council wished to take over management of the play area as soon as possible.</p> <p>b) Bowmont Drive / Lodden Close – Cllr Wood informed the meeting that these two pieces of land had been sold on the open market a couple of times over the last few years. One had had a planning application for two houses rejected by Buckinghamshire Council.</p>	
22/70	<p><b>COMMUNITIES COMMITTEE</b></p> <p>a) The minutes of the Communities Committee of the 10<sup>th</sup> May were <b>NOTED</b>. Cllr Ezra informed the meeting that Buckinghamshire Council had signed off the s.106 funding application for the play area.</p> <p>b) A quote from the Village Sign People to repaint the village of £1,890 was considered and <b>AGREED</b>. It was <b>NOTED</b> that the lead time was 6-8 months.</p>	Assist
22/71	<p><b>BANKING ARRANGEMENTS</b></p> <p>a) <u>Direct Debits and Standing Orders</u> - The direct debits and standing orders were reviewed and <b>CONFIRMED</b> that they should remain in place.</p> <ul style="list-style-type: none"> <li>• Altodigital – Photocopying Costs – paid quarterly,</li> <li>• BAS Associates – Payroll Provider – paid quarterly,</li> <li>• Onecom – Office Telephone and Broadband – paid monthly,</li> <li>• Castle Water – Allotment Water – paid half yearly,</li> <li>• Drax – Street Lighting Electricity – paid monthly,</li> <li>• Information Commissioners Office – GDPR – paid annually,</li> </ul>	

	<ul style="list-style-type: none"> <li>• Land Registry – Land Searches – paid ad hoc,</li> <li>• PEAC Finance – Photocopier Lease – paid quarterly,</li> <li>• Peoples Pension – Pension Deductions – paid monthly.</li> <li>• Standing Orders – R Haines Grounds Maintenance – paid monthly.</li> </ul> <p>b) <u>Bank Signatories</u> – The current online bank signatories were Cllrs Ezra, Clark, Magill, Stewart, and Wood. The cheque signatories were Cllrs Ezra and Wood. Although, the use of cheques had dropped significantly, it was proposed, seconded, and <b>AGREED</b> to add Cllr Stewart as a cheque signatory. All existing signatories were <b>CONFIRMED</b>.</p>	Clerk
22/72	<p><b>FINANCE</b></p> <p>a) <u>Inter Account Bank Transfer</u> – It was <b>NOTED</b> that the following transfers had been carried out since the 14<sup>th</sup> April:</p> <ul style="list-style-type: none"> <li>• 22<sup>nd</sup> April - £70,000 from the current account to the deposit account.</li> </ul> <p>b) <u>Payment of invoices Since the Last Meeting</u> – the list of payments, as circulated, was <b>APPROVED</b>. (See Appendix 1).</p> <p>c) <u>Subscriptions</u> – it was <b>NOTED</b> that the following subscriptions had been renewed in April.</p> <ul style="list-style-type: none"> <li>• BALC - £1,050.00 per annum.</li> <li>• Fields in Trust - £65.00 per annum.</li> </ul>	
22/73	<p><b>CLERK'S REPORT</b></p> <p>The clerk's report, attached as appendix 3, was <b>NOTED</b>. In addition, to the items on the report the clerk reported that following the installation of new streetlights by Abbey Homes on Lower Road, the remaining streetlights would now be converted to LEDs.</p>	
22/74	<p><b>POINTS OF INTEREST</b></p> <ul style="list-style-type: none"> <li>• Cllr Stewart reported on the meeting with Fusion / CDS on the new burial ground. HS2 were keen for work to start in July / August but it was likely that CDS would undertake the contract commissioning but HS2 would help with the development of the site. The completion time was expected to be 16 weeks.</li> </ul>	
22/75	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting of the Parish Council would be Tuesday <u>28<sup>th</sup></u> June 2022 (note the alteration to the previously published date).</p>	
	<p><b>EXCLUSION OF THE PUBLIC – Confidential Item</b></p> <p>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.</p>	
22/76	<p><b>PLAY AREA REFURBISHMENT TENDERS</b></p> <p>Five quotes had been received for the provision of a new play area at the Eskdale Road playing field, out of six that had visited the site. Cllrs Ezra and Wood along with the Clerk had met with each supplier to talk through the council's requirements. Following receipt of the proposals, councillors had been invited to view each of the proposals. It had been made clear in the specification that price would not be the deciding factor.</p>	Clerk

	<p>After consideration it was <b>AGREED</b> to accept the quote from Company C, Proludic, for £150,000. The quotes received were as follows:</p> <ul style="list-style-type: none"> <li>• Company A - £150,000 (discount £27,269)</li> <li>• Company B - £148,517 (discount £13,810)</li> <li>• Company C - £150,000 (discount £27,268)</li> <li>• Company D - £99,862 (discount £14,468)</li> <li>• Company E - £140,405 (discount £23,886)</li> </ul>	
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The Chair thanked everyone for their contributions during the evening.

The meeting finished at 9.15 pm.

Signed.....Chair

Date: 28<sup>th</sup> June 2022

## APPENDIX 1 - PAYMENTS

### LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 17th MAY 2022

RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
19/04/2022	HMRC	refund	13,691.71	-	13,691.71	Reclaimed 2021/22 Vat on Expenditure
26/04/2022	Stoke Man & Other Parishes	grant	5,500.00	-	5,500.00	Grant - First instalment.
26/04/2022	Dignity Funeral	burial	250.00	-	250.00	John Brown Interment
26/04/2022	Buckinghamshire Council	fh-2022-004	150.00	-	150.00	Hire of Main Hall & Park Room in April
10/05/2022	Buckinghamshire Council	4100991517	850.00	-	850.00	Second NHB Burial Ground Payment
		<b>Total Receipts</b>	<b>20,441.71</b>	<b>-</b>	<b>20,441.71</b>	
PAYMENTS - From Current Account						
			Gross	VAT	Net	Transaction Detail
Direct Debits						
01/05/2022	PEAC Finance (Old Agreement)	22-0028720	385.12	64.19	320.93	Photocopier Rental 01/05/22 to 31/07/2022
15/04/2022	Drax	1105972797	31.18	5.20	25.98	Street Lighting for March 2022
15/04/2022	Drax	1105972798	618.37	103.06	515.31	Street Lighting for March 2022
18/05/2022	Castle Water	6950390	28.79	-	28.79	Allotment Water - 1 March to 30 June
19/05/2022	Peoples Pension	april	232.79	-	232.79	Pension Costs April 2022
19/05/2022	Onecom	617993	49.74	8.29	41.45	Office Phone to 31st March 2022
Standing Orders						
28/05/2022	Roger Haines	May	666.67	-	666.67	Grounds Maintenance for May 2022
			<b>2,012.66</b>	<b>180.74</b>	<b>1,831.92</b>	
Online Bank Transfer - Paid 28th April						
28/04/2022	Cllr G Stewart	voucher	50.00	-	50.00	Leaving Present for Assistant Clerk
28/04/2022	BALC	3726	1,050.32	-	1,050.32	2022/23 Membership to BALC
28/04/2022	Roger Haines	234546	70.94	-	70.94	Wood Stainer for the noticeboards
28/04/2022	Wimba (Life Outdoors Ltd)	22/491	655.00	109.17	545.83	4 x 8 Marquee plus set up securing pegs
28/04/2022	SMVCA	rental	150.00	-	150.00	Room Hire by Bucks Council for Consultation
28/04/2022	Altodigital	39810	199.64	33.27	166.37	Service Agreement Termination Fee
28/04/2022	Best Kept Village Competition	fee	25.00	-	25.00	2022 Competition entry fee
28/04/2022	Clerk	april	1,654.00	-	1,654.00	Salary for April 2022
28/04/2022	Assistant Clerk - Previous	april	953.28	-	953.28	Salary for April 2022
28/04/2022	Assistant Clerk - New	april	317.10	-	317.10	Salary for April 2022
28/04/2022	HMRC	april	-	-	-	Tax and NI for April 2022
			<b>5,125.28</b>	<b>142.44</b>	<b>4,982.84</b>	
Online Bank Transfer - Paid 11th May						
11/05/2022	A.Bamford	NPSG-196	150.00	-	150.00	NPSG Administration - to 9 May
11/05/2022	A.Bamford	NPSG-197	150.00	-	150.00	NPSG Administration - to 16 May
11/05/2022	RBS Rialtas	sm25520	154.00	25.80	128.20	Annual Accounts Software Support - 22/23
11/05/2022	The Cloudy Group	1230	22.80	3.80	19.00	NPSG Email addresses
11/05/2022	Class Picks	10183	300.00	-	300.00	BCC S&S Club Statement Video
11/05/2022	JW Mowing Service	22/001	120.00	-	120.00	Mowing of Marsh Lane Paddock - April
11/05/2022	Tulu Toilet Hire	29441	128.57	21.43	107.14	Portable Toilet for Playing Field - April
11/05/2022	Bell Cornwell	6310	186.00	31.00	155.00	NPSG Research and Advice on Negotiation
11/05/2022	Buckinghamshire Council	2205041608	1,027.20	171.20	856.00	Play Around the Parishes - 2 Sessions
11/05/2022	CDS Group	73494	5,460.00	910.00	4,550.00	Project Management Fees
			<b>7,698.57</b>	<b>1,163.23</b>	<b>6,535.34</b>	
From Clerks Debit Card Account						
21/04/2022	Amazon	137357787	71.92	12.00	59.92	Noticeboard Magnets
22/04/2022	Tesco	topup	20.00	-	20.00	Mobile Phone Topup
			<b>91.92</b>	<b>12.00</b>	<b>79.92</b>	
		<b>Total Payments</b>	<b>14,928.43</b>	<b>1,498.41</b>	<b>13,430.02</b>	
This list of payments has been checked by the clerk and verified for payment.						
Signed	<i>A.Skeggs</i>		(Clerk)			
Date	12th May 2022					
The above list of payments was approved by the Parish Council at its meeting on 18th May 2020.						
Signed			(Chair)			
	<i>This is an electronic signature - a hard copy with a wet signature is available.</i>					
Date	17th May 2022					
RECONCILED BANK BALANCES AS AT 20 APRIL 2022						
	Treasurers Account	£	53,510.34			
	Deposit Account	£	336,346.11			
	Debit Card Account	£	300.00			
		£	390,156.45			

## APPENDIX 2 – ACTION PLAN

Date	Minute	Action	By whom	Status
17/05/22	22/67e	Notice of Inspection to be posted.	Clerk	Completed
17/05/22	22/70b	Place order with Village Sign writers.	Assistant	Completed
17/05/22	22/71	Add Cllr Stewart as cheque signatory.	Clerk	
17/05/22	22/76	Inform play companies of decision	Clerk	Completed

## APPENDIX 3 – CLERKS REPORT

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** – Nothing to report.

### Community Centre / Playing Field -

- Surface Water – No further update.
- Broken Manhole Cover – Reported to Thames Water who came out the same day to fit a new one.
- Bench – The bench that used to be next to the noticeboard has been repositioned at the far end of the new parking area. The location was suggested by a resident.

### Environmental Issues – Calls from Residents

- Eynesford Road – Resident reported other residents were driving their cars along the pedestrian path to exit onto Station Road.
- Lower Road – Resident reported overgrown foliage/hedging along the Lower Road between the BCC S&S Club and the Asda traffic lights. Working with Aylesbury Town Council the area has been cleared and the PC has received a thank you for responding from the resident.

### Environmental Issues -

- Eskdale Road – Ridgepoint Homes have completed the repairs to the two roundabouts in Eskdale Road and put up the 15-mph sign.
- Wendover Road / Station Road Roundabout – The brick debris in the gutters from the skip hire company has been reported to Buckinghamshire Council highways and the LAT.

### Allotments -

- Water Trough – One of the troughs was starting to lean over, so the assistant clerk went out and levelled it off.

### Other

- Christmas Tree – Clerk and Assistant visited Tendercare Nursery in Denham. Not very productive but have identified the best species. Now need to source one.
- Dorchester Close – Clerk met with the Community Board co-ordinator and Cllr Bowles and Newcombe to talk about a parking review in Dorchester Close, Carters Ride and Walnut Close. A way forward has been agreed, see Communities Committee.
- Community Noticeboard – The community noticeboard next to the bus shelter opposite The Bull will be replaced.