



Stoke Mandeville Parish Council

Minutes of the Council Meeting held on Tuesday 16th February 2021. 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, S Kirve, J Magill, L Prestage, J Robinson, C Thorn, and P Wood.

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

Clerk: A Skeggs

Assistant Clerk: A-M Davies

Absent: None

No.	Description	Action
21/20	<p>APOLOGIES Apologies were received and accepted from Cllr J Hunt.</p>	
	<p>OPEN FORUM FOR PARISHIONERS – No issues were raised.</p>	
21/21	<p>REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR Buckinghamshire Councillor Richard Newcombe gave an update covering the following areas:</p> <ul style="list-style-type: none"> • Buckinghamshire Council Budget – This had been approved, which included £4m for drainage / gully clearing. • Flooding – The Brudenell Drive and Swallow Lane flooding issues were still under investigation and further work may be necessary. New estates would have flood assessments carried out. • SEALR – Buckinghamshire Council had approved the SEALR at its recent Strategic Sites committee meeting. <p>Cllr Clark asked Cllr Newcombe to comment on why the SEALR had been approved.</p>	
21/22	<p>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION a) There were no new declarations of interest. b) There were no new requests for dispensation.</p>	
21/23	<p>MINUTES OF PREVIOUS MEETING a) Minutes - The minutes of the meeting held on 19th January were AGREED and signed by the Chairman as a correct record. Cllr Magill asked whether the details on the Parish Online system had been circulated to Cllrs. Cllr Prestage would arrange for this to be done. b) Action Plan - The action plan was reviewed, with completed actions removed.</p>	
21/24	<p>STRATEGIC PROJECTS Cllr Clark introduced a paper that highlighted two strategic projects that needed to be included in the Parish Council Development Plan. They were:</p> <ul style="list-style-type: none"> • Stoke Brook Corridor – The aim was to provide, either side of the Stoke Brook, a corridor of land as a green zone for pedestrians / cyclists, running from the north to the south of the parish. 	

	<ul style="list-style-type: none"> Southern Boundary – Land to the south of the parish would be designated a green open space zone, which would provide residents access to large areas of green space. <p>It was proposed by Cllr Clark, seconded by Cllr Butler that the two projects be included in the Development Plan. This was unanimously AGREED.</p>	Cllr GS
21/25	<p>DEVELOPMENT PLAN</p> <p>The chairman introduced the Development Plan, which he had updated, and which now captured the parish council’s ideas from a meeting in October. The Development Plan was one of the documents reviewed annually by internal audit and the lack of an up-to-date plan was raised last year. The chairman highlighted two items, the Resilience Planning and Section 106 Funding. Cllr Wood replied that a Resilience Plan was still required. As for Section 106 funding it was hoped that the restrictions around their use would be relaxed. The document sent by BC would be checked.</p> <p>The Development Plan as presented was AGREED. It would be amended to include the Strategic Projects from item 21/24.</p>	
21/26	<p>NEIGHBOURHOOD PLAN</p> <p>a) Cllr Prestage gave an update on the Neighbourhood Plan:</p> <ul style="list-style-type: none"> There would be no formal steering group meetings during February and March. These would be replaced by twice weekly review meetings for policy documents / evidence papers to be focussed on. He had attended a public meeting with the Gardenway Team - hard to get our points across at this. A further Gardenway Team meeting had been held with the parish council on 4th February. The main issue was the route of the Gardenway, of which there were three possible routes: <ul style="list-style-type: none"> Alongside the SEALR. Not favoured by the Gardenway Team. South of the SEALR – North of the Village. South of the Village. He had attended an open forum with the SEALR team, but it was difficult to get questions answered. A leaflet had been distributed to all residents with the aim of bringing the plan back into focus. There had been comments made on Facebook to which Cllr Clark had responded. <p>Cllr Magill asked what the policy was of responding on Facebook. Cllr Stewart replied that a Social Media policy would be presented at the March meeting.</p> <p>b) Cllr Clark introduced a paper on the Regulation 14 consultation process. The consultation could be carried out during the pandemic, but the parish council had to be satisfied that it could be carried out during the pre-election period of Purdah. Purdah requires councils to “not publish any material which, in whole or in part, appears to be designed to affect public support for a political party”. After consideration of the paper, it was proposed by Cllr Clark, seconded by Cllr Prestage, and unanimously AGREED to start the Regulation 14 consultation during March, subject to</p>	

	the parish council seeing and approving the content of the Neighbourhood Plan in due course.	
21/27	<p>HS2 LIAISON GROUP</p> <p>The chairman introduced a paper on the HS2 Liaison Group, which was made up of local parish councils, with the aim of lobbying HS2 over the impact of the HS2 line. He had attended a meeting which had covered topics on Noise, Hydrogeology and Traffic. The group was well resourced, had experts on the key topics and had amassed lots of information. He proposed that the council join the group as it would provide another route for it to raise its views / concerns. This was seconded by Cllr Wood and unanimously AGREED.</p>	
21/28	<p>MARSH LANE BURIAL GROUND</p> <p>The chairman reported back on a meeting that he, the clerk, and assistant clerk had had with Andrew Harris, Historic Environment Manager for Fusion. He was now authorised to talk on behalf of HS2 for the reburial of the remains from the St Mary's churchyard. HS2 would make a 'one and done' payment towards the cost of providing the burial ground as well as providing a memorial and information boards.</p> <p>An updated cost of providing the burial ground was still required. Cllr Ezra commented that an expert was required to advise on design. It was hoped that Andrew Harris would have access to specialists. It was AGREED that a working group was required to work with Andrew Harris. Cllr Thorn and Cllr Clark expressed an interest in being part of the group. Cllr Hunt would be asked to see if she was interested.</p>	
21/29	<p>E-SCOOTER TRIALS</p> <p>Buckinghamshire Council had sent through some information on how the trial was progressing. They were still looking for sites within the village and Stoke Grange. Cllr Magill suggested an area on the Lower Road opposite the entrance to Brubeck Road. How the e-scooters should be used was considered as were safety concerns around Station Road. It was proposed by Cllr Butler, seconded by Cllr Thorn that the parish council is not involved with the provision of e-scooters in the village. This was AGREED by 4 votes to 2.</p>	
21/30	<p>FINANCE AND GOVERNANCE COMMITTEE</p> <p>a) The recommendation of the F&G committee to adopt the updated policies on 'Additional Hours Worked', 'Health and Safety', 'Pre-Application Meetings' and 'Reserves' was NOTED. The policy on Social Media would be brought to the March meeting. Cllr Clark proposed an amendment to the 'Pre-Application Meetings' policy. This was AGREED. The amended policy would be brought to the March Meeting.</p> <p>b) The recommendation of the F&G committee to adopt the Risk Register was NOTED.</p> <p>c) Cllr Stewart gave a report on the other items covered at the meeting, which included reviewing the financial statement to the 31st January.</p>	Cllr GS
21/31	<p>PLANNING COMMITTEE</p> <p>The draft minutes of the meeting held on the 26th January 2021 were NOTED.</p>	
21/32	FINANCE	

	<p>a) Inter Account Bank Transfers. It was NOTED the following transfers had been done between 15th January and 11th February 2021:</p> <ul style="list-style-type: none"> • 22 January - £70,000 from Treasurers Account to Deposit Account. • 27 January - £10,000 from Deposit Account to Treasurers Account. <p>b) Payment of invoices for February 2021 – the list of payments, as circulated, was APPROVED. (See Appendix 1).</p>	
21/33	<p>CLERK’S REPORT</p> <p>The clerk’s report, attached as appendix 3, was NOTED. The clerk highlighted that nomination papers for the parish election had been circulated to councillors. Cllr Butler raised the problem of the flooding on the playing field.</p>	
21/34	<p>POINTS OF INTEREST</p> <ul style="list-style-type: none"> • Cllr Clark had attended and spoken at the Strategic Sites Committee that had considered the SEALR planning application. • Cllr Clark had attended a meeting on the Accessibility on the Gardenway as a member of the BUDS charity rather than the parish council. • Cllr Stewart reported on the Communications Strategy workshop with Breakthrough Communications that had been a helpful session. There was to be a follow up meeting to plan the next steps. • Cllr Stewart reported on the meeting with Fusion/EKFB. The focus was on the St Mary’s site that now was covered by a massive tent. Work was to start this month for six months. Traffic movements were still to be confirmed. 	
21/35	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting of the Parish Council would be Tuesday 16th March 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>	
21/36	<p>STAFFING MATTERS</p> <p>The chairman reported that the Staffing Working Group had met again to reconsider their previous decisions, in the light of further information received. He had met subsequently with the clerk and assistant clerk to update them. Both would be able to carry over leave into the new year but would reduce the carry over by taking some days of leave before the year end. They had also agreed to provide longer notice (two months) if booking a week or more as leave.</p> <p>Councillors were content with this approach.</p>	

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 9.30 pm.

Signed..... Chair

Date: 16th March 2021

Appendix 1 - Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 16th FEBRUARY 2021						
RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
25/02/2021	HMRC	claim	25,222.79	-	25,222.79	Vat Reclaim 1st April to 31st January
			-	-	-	
Total Receipts			25,222.79	-	25,222.79	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
01/02/2021	PEAC Finance	21/0189927	385.12	64.19	320.93	Photocopier Rental 01/02/21 to 30/04/21
15/02/2020	EON	H19721929C	542.70	90.45	452.25	Street Lighting for January 2021
19/02/2020	Peoples Pension	january	228.80	-	228.80	Pension Costs January 2021
19/02/2020	BT (SM5086 3603)	M138 HY	56.39	9.40	46.99	Office Phone to 6th February 2021
Standing Orders						
28/02/2021	Roger Haines	february	666.67	-	666.67	Grounds Maintenance for February 2021
			1,879.68	164.04	1,715.64	
Online Transfer - Paid 12 February						
12/02/2021	A.Bamford	NPSG-129	150.00	-	150.00	NPSG Administration - to 8 February
12/02/2021	Andrew Eades Surveys (18/142f)	10218	216.00	36.00	180.00	Burial Ground Planning Advice
12/02/2021	CloudyIT	18171ab	14.22	2.37	11.85	Email addresses for NPSG members
12/02/2021	Pelican Print	67286	324.00	-	324.00	NPSG 3,500 leaflets
12/02/2021	A-M.Davies	madani	72.99	12.17	60.82	HP Deskjet Colour Printer
12/02/2021	A.Bamford	NPSG-130	150.00	-	150.00	NPSG Administration - to 15 February
			927.21	50.54	876.67	
Online Transfer - Paid 24 February						
24/02/2021	A.Bamford	NPSG-131	150.00	-	150.00	NPSG Administration - to 22 February
24/02/2021	Breakthrough Communications	20200075	1,614.00	269.00	1,345.00	Communications Strategy / Workshop
24/02/2021	Smoking Rocket	20092	330.00	-	330.00	Website Hosting (*2) and Domain Name
24/02/2021	A.Bamford	NPSG-132	150.00	-	150.00	NPSG Administration - to 1 March
24/02/2021	Dor-2-Dor	1972	540.00	90.00	450.00	NPSG Delivery of 3,500 leaflets
24/02/2021	A-M.Davies	february	887.45	-	887.45	February Salary
24/02/2021	A.Skeggs	february	1,642.43	-	1,642.43	February Salary
24/02/2021	HMRC	february	601.99	-	601.99	PAYE & NIC for month 11 (6 March 2021)
			5,915.87	359.00	5,556.87	
From Clerks Debit Card Account						
02/02/2021	Amazon	56234985	31.79	5.30	26.49	HP Ink Cartridge
03/02/2021	Amazon	24696	8.69	1.45	7.24	One Ream of Printing Paper
03/02/2021	Nirvelo	961089	3.60	0.60	3.00	Covid-19 Support Group Phone
			44.08	7.35	36.73	
Cheques						
				-	-	
				-	-	
				-	-	
Total Payments			8,766.84	580.93	8,185.91	
The above list of payments was approved by the Parish Council at its meeting on 16th February 2020.						
Signed	<i>Graham Stewart</i>		(Chair)			
	This is an electronic signature - a hard copy with a wet signature is available.					
Date	16th February 2020					

Appendix 2 – Action Plan

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	In Progress
15/12/20	20/138	Arrange for disabled friendly portable toilet.	Clerk	On Hold
16/02/21	21/24	Add Strategic Projects to Development Plan	CLlr GS	Completed
16/02/21	21/24	Check s106 spreadsheet supplied by BC	Clerk / GS	In Progress
16/02/21	21/30	Social Media and Pre-application meetings policies to be brought back once updated	GS	In Progress

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.

Elections

- Buckinghamshire Council are gearing up for the elections to take place on the 6th May 2021.
- Hand delivery of nomination papers to The Gateway from the 22nd March between 10 am and 4 pm.
- Estimated cost of a Contested Election could be up to £5,000 and an Uncontested Election £580.

Streetlights

- Light no.8 in Lower Road has been reported to UKPN for repair as there is no power getting to the unit.

Community Centre / Playing Field -

- Tennis Courts – These will remain closed until further notice.
- Water Problem on field – After heavy rain / snow, water has started to bubble out of the ground in several places. Being investigated.

Environmental Issues – Calls from Residents

- Hawkslade – Although, not in the parish an area of open space was ridden over by someone on a quadbike turning the grass to mud. It has been reported on fixmystreet.
- Hawkslade – Area between Barley Crescent and Lodden Close has flooded. Reported on fixmystreet.

Environmental Issues

- Castlefields / Petersfield – No progress to date, waiting for Cala Homes to send through the paperwork.
- Overhanging Foliage Wendover Road – A letter has gone to the residents of 135 Wendover Road to cut back the overhanging foliage. No response, so trying to establish who the owner is.

Allotments

- Reported that allotment holders are driving through the gap in the posts to enter / leave the car park. Posts to be reinstated once the ground is not frozen.