



## Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday 20<sup>th</sup> April 2021. Due to the Covid-19 regulations 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, C Thorn, and P Wood.

Buckinghamshire Council Councillors: Three

Public Attendance: Four members of the public.

Clerk: A Skeggs

Assistant Clerk: A-M Davies

Absent: None

No.	Description	Action
21/55	<b>APOLOGIES</b> Apologies were received and accepted from Cllr J Robinson.	
	<b>OPEN FORUM FOR PARISHIONERS</b> A resident asked about the forthcoming road closure of Marsh Lane.	
21/56	<b>REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR</b> Cllr Bowles gave a short update and paid tribute to those councillors standing down at the election, particularly Cllr Hunt, whom he had worked with over several years. Cllr Strachan commented that he thought petitioning the Secretary of State on the SEALR decision was the right decision and had enjoyed working with the council. Cllr Newcombe had enjoyed the Annual Parish meeting and then gave an update on HS2 traffic movements.	
21/57	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> a) There were no new declarations of interest. b) There were no new requests for dispensation.	
21/58	<b>MINUTES OF PREVIOUS MEETING</b> a) Minutes - The minutes of the meeting held on 16 <sup>th</sup> March were <b>AGREED</b> and signed by the Chairman as a correct record. b) Action Plan - The action plan was reviewed, with completed actions removed.	
21/59	<b>NEW PARISH COUNCIL</b> The clerk gave an update on the forthcoming election stating that it would be uncontested as there were only eight nominations for the twelve positions. The number of councillors for the individual wards would be: Village – four, Hawkslade – two, and Stoke Grange – two. There would be no councillors for the Stoke Leys ward. The chairman thanked Cllrs Santosh Kirve, Richard Butler and Jenny Hunt, particularly Richard and Jenny, for their service over all these years. Cllr Clark added that the parish owed them a huge debt.	
21/60	<b>STOKE MANDEVILLE COMMUNITY SUPPORT GROUP</b> The clerk gave an update on the Community Support Group, which had shut down on the 16 <sup>th</sup> April as the requests for assistance had stopped now that lockdown restrictions were relaxing, and the vaccination programme was being rolled out. A letter had been sent to all the volunteers thanking them for	

	their contributions over the year. He asked that some thought be given to recognising the work of the three main organisers.	
21/61	<p><b>STREET LIGHTING ELECTRICITY CONTRACT</b></p> <p>The existing electricity contract was due to end on the 30<sup>th</sup> April 2021. The clerk had circulated a paper that showed the rates from three suppliers for a minimum three-year period. One supplier, Haven Power, offered a four- or five-year option as well. After consideration it was proposed and seconded that a five-year contract with Haven Power be undertaken. This was unanimously <b>AGREED</b>.</p>	Clerk
21/62	<p><b>HARVEST CLOSE PLAY AREA, HAWKSLADE</b></p> <p>Cllr Thorn then gave a report on the children’s play area in Harvest Close on Hawkslade. The play area suffered from inadequate flooring, which made some of the items unusable when wet and it was only fenced on two sides, which meant it was not as safe as it should be. The play area was still the responsibility of the developer, Abbey Homes, and had not been transferred to Buckinghamshire Council. It was proposed and seconded that the parish council should enter discussions with Abbey Homes / Buckinghamshire Council with the aim of taking over ownership of the facility. This was unanimously <b>AGREED</b>.</p>	Assis. Clerk
21/63	<p><b>ANNUAL GOVERNANCE AND ACCOUNTS RETURN</b></p> <p>a) Section 1 of the AGAR (Annual Governance Statement) was tabled and considered, and it was <b>NOTED</b> that item 3 showed a negative response as the parish council had not waived financial regulations when considering the tender process for the playing field pathway contract. The chairman and the clerk signed the Annual Governance Statement once completion of the section 1 had been <b>AGREED</b>.</p> <p>b) Section 2 of the AGAR (Accounting Statement 2020/21) was tabled and considered. It was <b>AGREED</b> to approve the Statement as presented. This was duly signed by the Chairman.</p> <p>c) 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 – Tuesday 1<sup>st</sup> June 2021.</li> <li>• Period of Inspection starts – Monday 14<sup>th</sup> June 2021.</li> <li>• Period of Inspection finishes – Friday 23<sup>rd</sup> July 2021.</li> </ul>	
21/64	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>Cllr Clark informed the meeting that the Neighbourhood Plan had been reorganised into four workstreams, all with different leads:</p> <ul style="list-style-type: none"> <li>• Building Alliances (GS) – Canvassing support for the main ideas.</li> <li>• Preparing for Regulation 14 (PW) – Target date to start is 14<sup>th</sup> June.</li> <li>• Working with Buckinghamshire Council (AC) – AGT1, Gardenway, SEALR, VALP, Masterplan.</li> <li>• Plan Drafting (DS) – Organisation of all elements of the plan. Aim to bring the plan to a parish council meeting in May.</li> </ul>	

	Cllr Clark thanked all parish councillors and non-parish councillors who had given up their time to create the plan, especially the extraordinary contribution made by Laurence Prestage as chairman of the steering group.	
21/65	<b>PLANNING COMMITTEE</b> The draft minutes of the meeting held on the 23 <sup>rd</sup> March 2021 were <b>NOTED</b> .	
21/66	<b>FINANCE</b> <b>Payment of invoices for April 2021</b> – the list of payments, as circulated, was <b>APPROVED</b> . (See Appendix 1). On a recommendation of the internal auditor the payment listing would now include a sign off from the clerk indicating that he had checked all the invoices prior to payment. Cllr Kirve suggested that the assistant clerk could review them in addition to the clerk.	
21/67	<b>POLICIES</b> This item was deferred until the next meeting.	
21/68	<b>CLERK'S REPORT</b> The clerk's report, attached as appendix 3, was <b>NOTED</b> . Cllr Clark was pleased to see that more of the day-to-day work undertaken by the parish council was being put on Facebook.	
21/69	<b>POINTS OF INTEREST</b> <ul style="list-style-type: none"> <li>• Cllr Stewart reported that he, Cllr Hunt and David Starr had met with Andrew Harris from Fusion at the site of the new burial ground. Some good ideas and advice had come from the meeting. There was a suggestion that the site might be cleared as a sign that the PC was serious about the project. Suggestion that the designs from the old font taken from the former St Mary's church.</li> <li>• Cllr Stewart reported on the meeting with EKFB, which included news on road closures and road movements of the HS2 lorries. Peak level to last for 21 months. Cllr Hunt commented on the permanent closure of Marsh Lane, which was sooner than expected and before the relief road was completed. It was proposed, seconded, and unanimously <b>AGREED</b> that a letter be sent to Rob Butler MP.</li> </ul>	C/man
21/70	<b>DATE OF NEXT MEETING</b> The date of the next meeting of the Parish Council would be Tuesday 18 <sup>th</sup> May 2021 starting at <b>7.30pm</b> . As the regulations permitting remote meetings ends on the 7 <sup>th</sup> May, the meeting would be held in the main hall of the community centre.	

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 9.20 pm.

Signed..... Chair

Date: 20<sup>th</sup> April 2021

## Appendix 1 - Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 20th APRIL 2021						
<b>RECEIPTS</b>						
Date Received	Received from	Reference	Amount Received		Details	
			Gross	VAT	Net	
06/04/2021	LV Insurance	settlement	3,780.00	-	3,780.00	Insurance Settlement for Bus Shelter
09/04/2021	HMRC	refund 20/22	2,448.16	-	2,448.16	Refund of Vat paid in Feb/Mar 2021
30/04/2021	Buckinghamshire Council	precept	86,175.00	-	86,175.00	First Installment of Precept
<b>Total Receipts</b>			<b>92,403.16</b>	<b>-</b>	<b>92,403.16</b>	
<b>PAYMENTS - From Current Account</b>						
			Gross	VAT	Net	Transaction Detail
<b>Direct Debits</b>						
14/04/2021	BAS Associates	115166	151.20	25.20	126.00	Payroll Costs for Quarter Ending June 2021
16/04/2021	EON	H19AB78A50	542.70	90.45	452.25	Street Lighting for March 2021
19/04/2021	Peoples Pension	march	228.80	-	228.80	Pension Costs March 2021
20/04/2021	BT (SM5086 3603)	m141 va	56.39	9.40	46.99	Office Phone to 6th April 2021
<b>Standing Orders</b>						
28/04/2021	Roger Haines	SO	666.67	-	666.67	Grounds Maintenance for April 2021
			<b>1,645.76</b>	<b>125.05</b>	<b>1,520.71</b>	
<b>Online Bank Transfer - Paid 14th April</b>						
14/04/2021	Buckinghamshire Council	1018266	338.46	-	338.46	Swallow Lane Cemetery Business Rates
14/04/2021	A.Bamford	NPSG-138	150.00	-	150.00	NPSG Administration - to 5 April
14/04/2021	A.Bamford	NPSG-139	75.00	-	75.00	NPSG Administration - Extra Hours
14/04/2021	A.Bamford	NPSG-140	150.00	-	150.00	NPSG Administration - to 12 April
14/04/2021	A.Bamford	NPSG-141	150.00	-	150.00	NPSG Administration - to 19 April
14/04/2021	The Cloudy Group	18606ab	18.96	3.16	15.80	Email addresses for NPSG members
14/04/2021	JW Mowing Services	01/21	150.00	-	150.00	Grass Cutting Marsh Lane Burial Ground
14/04/2021	A.Weatherhead Ltd	73696	180.00	30.00	150.00	Clear Blocked Drain on 22 March 2021
14/04/2021	Fox Group	ifox2246	110.40	18.40	92.00	Removal of Green Waste - Plough Close
14/04/2021	Fields In Trust	membership	65.00	-	65.00	2021/22 Annual Membership
14/04/2021	Bell Cornwell	3347	1,428.00	238.00	1,190.00	NPSG Professional Fees & Expenses
14/04/2021	Stoke Mandeville VCA (F20/36)	grant	1,250.00	-	1,250.00	First half of administrator contribution
14/04/2021	Penn Court Cleaning	1862	60.00	-	60.00	Call out charge for abortive visit to courts
			<b>4,125.82</b>	<b>289.56</b>	<b>3,836.26</b>	
<b>Online Bank Transfer - To Be Paid 28th April</b>						
28/04/2021	E.Sharp Electrical	691	78.13	13.02	65.11	Repairs to Light 8 on Lower Road
28/04/2021	A.Bamford	NPSG-142	150.00	-	150.00	NPSG Administration - to 26 April
28/04/2021	A.Bamford	NPSG-143	150.00	-	150.00	NPSG Administration - to 3 May
28/04/2021	Fox Group	ifox2292	102.00	17.00	85.00	Reinstate Posts at Allotment Car Park
28/04/2021	Fox Group	ifox2319	598.80	99.80	499.00	Installing Hardstanding for Hawkslade Bench
28/04/2021	JW Mowing Services	Feb-21	120.00	-	120.00	Grass Cutting Marsh Lane Burial Ground
28/04/2021	BALC	2894	971.57	-	971.57	Annual Subscription
28/04/2021	Clerk	april	1,644.23	-	1,644.23	Salary for April 2021
28/04/2021	Assistant Clerk	april	888.05	-	888.05	Salary for April 2021
28/04/2021	HMRC	april	598.21	-	598.21	Tax and NI for April 2021
			<b>5,300.99</b>	<b>129.82</b>	<b>5,171.17</b>	
<b>From Clerks Debit Card Account</b>						
06/04/2021	Nimvelo	Debit	3.60	0.60	3.00	Covid-19 Support Group Telephone Line
			<b>3.60</b>	<b>0.60</b>	<b>3.00</b>	
<b>Total Payments</b>			<b>11,076.17</b>	<b>545.03</b>	<b>10,531.14</b>	
This list of payments has been checked by the clerk and verified for payment.						
Signed	<i>A.Skeggs</i>		(Clerk)			
Date	15 April 2021					
The above list of payments was approved by the Parish Council at its meeting on 20th April 2021.						
Signed			(Chair)			
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date	20 April 2021					

## Appendix 2 – Action Plan

Date	Minute	Action	By whom	Status
20/10/20	20/102	To investigate engaging external support.	Clerk / GS	On hold
15/12/20	20/138	Arrange for disabled friendly portable toilet.	Clerk	Completed
16/03/21	21/41	Organise meeting with Irvine Dr Residents.	Clerk	Outstanding
20/04/21	21/61	Notify utility company of contract.	Clerk	Completed
20/04/21	21/62	Contact BC/Abbey Homes on Harvest Close	Assistant	Completed
20/04/21	21/69	Write to Rob Butler MP re Marsh Lane	Chairman	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

- The power to light no.8 in Lower Road has been reconnected by UKPN and has now been fixed by E.Sharp.

### Community Centre / Playing Field -

- Water Problem on field – All of the field has been verti-drained by Agripower. Further work will be necessary to address the waterlogged corner.
- Front Door – Waiting for Hazelmere Windows to return with a new lock.

### Environmental Issues – Calls from Residents

- Ligo Avenue – Leaves and tree debris making the pavements slippery has been cleared.
- 116 Anton Way – Waste lorry continually parked on the roadway with a full cage of waste. After contacting the waste company, the lorry is being parked away from resident houses.
- Lower Road – Complaining about the mud and grit over road and pathway.
- Orchard Close – Overhanging conifers from neighbouring property. Resident referred to VAHT.
- Lower Road – Traffic accident which broke bollards and reservation light. Buckinghamshire Council have cleared away the debris and asked to re-instate the light and repair the bollards.
- Noisy Football – A resident of Irvine Drive has complained about the noise the footballers caused when playing their first match after lockdown.

### Environmental Issues

- Station Road / Lower Road Junction – The road markings, indicating the roundabout, are due to be repainted within the next 14 working days.
- Road off Brudenell Drive has had the deepest potholes filled. Others have been left.

### Allotments

- The two posts on the edge of the car park that were dislodged by a car have been replaced.

### The Ark

- The Ark have not been able to use the grant to clear the overgrown foliage around the Ark but will now use the money to clear the railings of ivy and then repaint them. It will improve the frontage of the building and be more of a benefit to the community.

### Stone Snake

- A stone snake has been started alongside the play area fence by local children. A stone snake consists of brightly painted stones put there by the children.