



Stoke Mandeville Parish Council

Minutes of the Council Meeting held on Tuesday 16th June 2020. Due to the Covid-19 pandemic the meeting was held remotely via a video link.



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

Public Attendance: Twelve members of the public. Absent: n/a

Clerk: A Skeggs Assistant Clerk: A-M Davies.

No.	Description	Action
20/55	APOLOGIES Apologies were received and accepted from Cllr A Clark.	
	OPEN FORUM FOR PARISHIONERS <ul style="list-style-type: none"> A member of the public informed the meeting that he had received plans from HS2 regarding the relief road. Start date March 2021 with a completion date in 2024. He would forward a copy to the clerk. A representative from Booker Park school updated the meeting with their plans to expand their car park and take over part of the playing field. They were still speaking to Buckinghamshire Council but were keen to work with other interested parties to achieve this. 	
20/56	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION <ol style="list-style-type: none"> Cllr Kirve declared an interest in item 20/60 as he was a member of the Aylesbury Hindu Temple. There was no other declaration of interests. There were no new requests for dispensation. 	
20/57	MINUTES OF PREVIOUS MEETING <ol style="list-style-type: none"> Minutes The minutes of the special meeting held on 4th June were AGREED and were signed by the Chairman as a correct record. Action Plan The action plan was reviewed, with completed actions being removed. 	
20/58	CO-OPTION OF COUNCILLORS On a proposal from Cllr Stewart, seconded by Cllr Hunt it was unanimously AGREED to co-opt Chris Thorn for the Hawkslade ward and on a proposal from Cllr Hunt, seconded by Cllr Pluckwell it was unanimously AGREED to co-opt Jonathan Magill for the Stoke Leys ward. Both signed their declaration of acceptance of office and joined the meeting.	
20/59	PROMOTING / MARKETING THE COUNCIL <ol style="list-style-type: none"> Newsletter – The meeting considered a proposal from a resident to produce a monthly parish newsletter. Cllr Ezra spoke from the viewpoint of the existing half yearly magazine produced by the SM&OPC. Questions relating to funding, contributions and PC involvement were raised. It was AGREED in principle to support the proposal and to the formation of a working group considering of Cllrs 	Cllr Prestage

	<p>Ezra, Hunt, Prestage and Stewart to meet with the resident. Cllr Prestage to make the arrangements.</p> <p>b) Press Officer – It was AGREED to use the press officer from the Neighbourhood Plan Steering Group for the parish council. The brief would cover one off stories, social media, publicity, and contributions to the parish magazine / newsletter. Cllr Stewart to arrange.</p> <p>c) Logo – It was to AGREED have a simpler parish council logo to be used alongside the Coat of Arms. The image of a crow was suggested and AGREED.</p>	<p>Cllr Stewart</p> <p>Clerk</p>
20/60	<p>BUCKINGHAMSHIRE COUNCIL SPORTS GROUND PROPOSALS</p> <p>Cllr Kirve presented a paper from the Aylesbury Hindu Temple as a community group interested in using part of the Sports and Social ground that had been closed for two years. He added that the parish council needed to determine its strategy, whether that be to purchase it or work with the parties interested in preserving the last piece of open space in the area. It seemed that each party was interested in using different parts of the site. The representative from Booker Park elaborated on how they saw Booker Park school would use the site.</p> <p>Various comments were made around keeping the open space but at the same time incorporating the wishes of the various parties. Suggested that the parties should get together to formalise a plan going forward. The school and football club had responded to the Buckinghamshire Council’s request to register expressions of interest to manage green spaces, both had nominated the sports ground.</p> <p>The chairman summarised the discussion, in that the proposals were supported, there were more details to be sorted but although too early money was an important factor. It was noted that Cllr Kirve volunteered to get all the interested parties together.</p> <p>The parish council had re-nominated the facility under the Assets of Community Value scheme. A decision was expected over the summer.</p>	<p>Cllr Kirve</p>
20/61	<p>HS2</p> <p>The chairman thanked everyone who attended the meeting with Eiffage Kier and Fusion. It was hoped to have a better relationship with these new engagement teams compared to those in the past. It was requested that they contact the parish council before works / surveys etc, were started. Copies of the presentations would be sent to the parish council.</p>	
20/62	<p>NEIGHBOURHOOD PLAN</p> <p>Cllr Prestage gave an update on the Neighbourhood Plan. The Covid-19 pandemic had affected the progress of the plan as Cllr Clark had to focus on other areas. The researcher had been working on getting the evidence papers into a publishable state. The next task was to draft the policy papers, which would be done in three phases:</p> <ul style="list-style-type: none"> • Drafting the National and County policy context for each policy paper, using the NPPF and VALP. • Prepare conclusions for each evidence paper. • Draft policy wording for each paper. 	

	<p>In response to a query from Cllr Hunt regarding consultation and publicity, Cllr Prestage answered that the NPSG would be compliant with regulation 14.</p> <p>It was hoped to share aspects of the plan with the parish council on a drip-fed basis rather than all at once. The chairman asked whether the group had sufficient resources to complete the plan. Cllr Prestage confirmed that there were sufficient resources.</p> <p>It was also clarified that a Neighbourhood Plan only has legal status before a referendum once it has been completed and the Planning Authority has issued a decision statement detailing its intention to send to referendum.</p>	
20/63	<p>FINANCE AND GOVERNANCE COMMITTEE</p> <p>a) Cllr Stewart gave a report of the Finance & Governance meeting held on the 9th June.</p> <p>b) It was proposed by Cllr Robinson and seconded by Cllr Pluckwell and unanimously AGREED to ratify the recommendation of the F&G committee to NOTE the auditor's letter and the Observation report.</p> <p>c) It was proposed by Cllr Stewart and seconded by Cllr Pluckwell and unanimously AGREED to confirm the recommendations of the F&G committee to:</p> <ul style="list-style-type: none"> • Adopt the Financial Regulations for the coming year. • Adopt the Asset Register. • Increase the annual councillor allowance to £325.00. <p>d) The F&G committee had recommended that the parish council</p> <ul style="list-style-type: none"> • Partake in the online auction for two areas of land in Hawkslade and that the maximum bid not to exceed £5,000. <p>Based upon the current bid price, the amount of legal fees payable, if successful, and the lack of time to examine the legal documentation, it was proposed by Cllr Robinson, seconded by Cllr Hunt, and unanimously AGREED not to partake in the auction.</p>	
20/64	<p>TWO AREAS OF OPEN SPACE IN HAWKSLADE</p> <p>This item was withdrawn following the decision made in 20/63d above.</p>	
20/65	<p>FINANCE</p> <p>a) Payment of invoices for June 2020 – the list of payments, as circulated, was APPROVED. (See Appendix 1).</p> <p>b) The bank reconciliation as at the end of May 2020 was NOTED and signed by the chairman.</p> <p>c) The monitoring statement to the 31st May was NOTED, after a request to include monthly budget and actual information was considered.</p>	
20/66	<p>RISK REGISTER</p> <p>The chairman gave an update on the draft risk register (as circulated). When finished it would be presented to the F&G committee meeting in August and then on to a Parish Council meeting.</p>	
20/67	<p>POINTS OF INTEREST</p> <ul style="list-style-type: none"> • Cllr Stewart reported on the meeting with Abbey Homes that he, Cllr Hunt and the Assistant Clerk had attended about the roadworks due to take place during July and August 2020. Cllr Hunt mentioned that Abbey 	

	<p>Homes had not yet asked for permission to replace the parish council owned streetlights in Lower Road. Some useful contacts had been made.</p> <ul style="list-style-type: none"> • Cllr Wood reported that the next Arla meeting had been cancelled and rescheduled for October. • Cllr Stewart informed the meeting that there would be a meeting with HS2 / Fusion on the burial ground on Friday 19th June at 2 o'clock. The clerk would send an invitation to all councillors. • Future Meetings – <ul style="list-style-type: none"> • 25th June – Planning Committee. • 14th July – Communities Committee. • 21st July – Parish Council. 	
20/68	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting of the Parish Council would be Tuesday 21st July 2020 starting at 7.30pm. This would be held remotely unless the current Social Distancing guidelines are changed to make it possible to meet in person.</p>	

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 9.25 pm.

Signed.....

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Chair Date: 21st July 2020

Appendix 1 - Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 16th JUNE 2020						
RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
				-	-	
Total Receipts			-	-	-	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
08/06/2020	Land Registry	2001858008	3.00	-	3.00	Hawkslade Land Sales
16/06/2020	EON	H186F42823	542.70	90.45	452.25	Street Lighting for May 2020
20/06/2020	Peoples Pension	may	222.68		222.68	Pension Costs May 2020
20/06/2020	BT (SM5086 3603)	M130 MJ	84.26	14.04	70.22	Office Phone to 6th June 2020
Standing Orders						
30/06/2020	Roger Haines	june	666.67	-	666.67	Grounds Maintenance for June 2020
			1,519.31	104.49	1,414.82	
Online Bank Transfer - Paid 12th June						
12/06/2020	ROSPA	48700	235.80	39.30	196.50	Annual play ground inspection
12/06/2020	Glyn Scott	mileage	55.60	-	55.60	SMSG Volunteer Travel Expenses
12/06/2020	A.Bamford	NPSG-088	150.00	-	150.00	NPSG Administration - to 8 June
12/06/2020	A.Bamford	NPSG-089	150.00	-	150.00	NPSG Administration - to 15 June
			591.40	39.30	552.10	
Online Bank Transfer -To be Paid 26th June						
26/06/2020	Clerk	june	1,606.65	-	1,606.65	Salary for June 2020
26/06/2020	Assistant Clerk	june	866.25	-	866.25	Salary for June 2020
26/06/2020	HMRC	june	569.73	-	569.73	Tax and NI for June 2020
26/06/2020	A.Bamford	NPSG-090	150.00	-	150.00	NPSG Administration - to 22 June
26/06/2020	A.Bamford	NPSG-091	150.00	-	150.00	NPSG Administration - to 29 June
26/06/2020	Amazon	18226	22.99	3.83	19.16	Printer cartridges
26/06/2020	Timpson	1	17.50	2.92	14.58	Three keys for allotment noticeboard
26/06/2020	JLC Carpentry	2	170.00	-	170.00	Fit fold away table to wall in office
26/06/2020	P.Kernan (c20/13)	late	300.00	50.00	250.00	Tree works in playing field - 15th March
26/06/2020	A.Clark	allowance	81.25	-	81.25	Quarterly allowance to June 2020
26/06/2020	JW Mowing Services	9	150.00	-	150.00	Marsh Lane paddock cutting / new ballcock
			4,084.37	56.75	4,027.62	
From Clerks Debit Card Account						
06/06/2020	Nimvelo	948901	3.60	-	3.60	Covid-19 Support Group Telephone Line
			3.60	-	3.60	
Cheques						
			-	-	-	
Total Payments			6,198.68	200.54	5,998.14	
The above list of payments was approved by the Parish Council at its meeting on 16th June 2020.						
Signed	<i>G.Stewart</i>		(Chair)			
	This is an electronic signature - a hard copy with a wet signature is available.					
Date	16 June 2020					

Appendix 2 - Actions

Date	Minute	Action	By whom	Status
17/12/19	19/170	To prepare a Community Engagement strategy.	Cllr Stewart	In Progress
18/02/20	20/23	Obtain two more quotes for extending the car park. Delayed due to Covid-19 restrictions.	Assistant	In Progress
19/05/20	20/43	Contact Haddenham PC regarding a visit to their Community Orchard. Delayed due to Covid-19 restrictions.	Clerk	On hold
16/06/20	20/59a	To organise a working group to meet with the resident to discuss the newsletter.	Cllr Prestage	In Progress
16/06/20	20/59b	Contact the resident regarding the position of press officer.	Cllr Stewart	Completed 2 nd July
16/06/20	20/59c	Arrange for the new logo.	Clerk	In Progress
16/06/20	20/60	To arrange a meeting of interested parties in the former Bucks CC Sports & Social Club.	Cllr Kirve	Completed 7 th July