



Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday
20th July 2021 at the Community Centre, Eskdale Road.



Present: Cllrs G Stewart (Chair), B Ezra, G Shrivastava, J Robinson, C Thorn, and P Wood.

Buckinghamshire Council Councillors: S Bowles and P Strachan.

Public Attendance: None.

Clerk: A Skeggs

Assistant Clerk: A-M Davies

Absent: None

No.	Description	Action
21/106	APOLOGIES Apologies were received and accepted from Cllrs A Clark and J Magill.	
21/107	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION There were no new declarations of interest or requests for dispensation.	
	OPEN FORUM FOR PARISHIONERS No questions were asked.	
	REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR Cllr Strachan informed the meeting of the following: <ul style="list-style-type: none"> • Buckinghamshire Council – Now settling down. All committees had now met with the cabinet meeting on a weekly basis, informally & formally. • HS2 – Engagement continues on a frequent basis, and they are challenged whenever possible. • Planning – Cllr Michael Rand is the chairman with Richard Newcombe the vice-chairman. • Community Boards – Collective budget of £3.9m available for local projects. Key focuses are improving the environment and supporting economic recovery. • Devolution – Devolution of assets and services is a key part of the localism agenda. • Town & Parish – A new “All Councils Charter” was sent to parishes last week. <i>(Will be considered at a future council meeting)</i>. • LAT Update – The new LAT for Stoke Mandeville is Lewis Minney. 	
21/108	MINUTES OF PREVIOUS MEETING <ol style="list-style-type: none"> a) <u>Minutes</u> - The minutes of the meeting held on 15th June were AGREED and signed by the Chairman as a correct record. b) <u>Action Plan</u> - The action plan was reviewed, there were no completed actions, with five in progress. c) <u>Minutes</u> - The minutes of the special council meeting held on 24th June were AGREED and signed by the Chairman as a correct record. 	
21/109	CO-OPTION ONTO THE COUNCIL On a proposal from Cllr Stewart, seconded by Cllr Wood it was unanimously AGREED to co-opt Christopher Reeves to represent the Hawkslade Ward. He then signed his declaration of acceptance of office and joined the meeting.	

21/110	PATHWAY LIGHTING – ABBEY HOMES The parish council had been approached by Abbey Homes to consider the installation of solar lights and hardstanding surround on the footpath no. 3 across the new estate. The installation of solar lights with a hard standing to fit the footpath material was AGREED .	
21/111	COMMUNITY CENTRE – INCREASE OF CAR PARKING AREA The meeting was informed that a second quote had been received on the day of the meeting. However, before a decision could be made the original quote needed to be refreshed as it was a year old. The clerk explained that to adequately position the bays and to provide a safe walkway, the conifer hedge would have to be removed. This was AGREED by the meeting.	
21/112	MOBILE PHONES It had previously been agreed that mobile phones should be provided for the clerk and assistant clerk, but no budget had been agreed. After consideration it was suggested that a “Pay As You Go” option would offer the best value for money. The assistant clerk was to investigate possible contracts.	
21/113	NEIGHBOURHOOD PLAN Cllr Stewart informed the meeting that the Draft Neighbourhood Plan was now in a six-week period of consultation. A leaflet had been delivered to every property in the parish to make residents aware. The draft plan, policy and evidence papers were on the website along with seven promotional videos, which were professionally put together. A number were also on the council’s Facebook page. Over hundred different bodies had been written to alerting them to the draft plan. All councillors, as residents, were urged to complete the online survey. The consultation meetings held by Buckinghamshire Council were about to start up again in the coming weeks.	
21/114	POLICIES a) Standing Orders - It was proposed by Cllr Stewart, seconded by Cllr Thorn that the meeting continue with the current Parish Council Standing Orders without amendments or changes as such time as the clerk and council wished to make changes. This was AGREED . b) Financial Regulations - It was proposed by Cllr Stewart, seconded by Cllr Shrivastava that the following amendments be made to the financial regulations: 5.3 – The monthly schedule of payments to the Parish Council meeting will include a sign off by the RFO to indicate that all invoices for payment have been shall be examined, and verified and certified by the RFO to confirm that the work, goods, or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council. 5.5c – Change payments to transfers . These were AGREED .	
21/113	FINANCE a) <u>Inter Account Bank Transfer</u> – It was NOTED that the following transfer had been carried out since the last meeting:	

	<ul style="list-style-type: none"> • 8 July - £5,000 from Deposit account to the Treasurers Account. <p>b) <u>Payment of invoices for July 2021</u> – the list of payments, as circulated, was APPROVED. (See Appendix 1).</p> <p>c) <u>Bank Reconciliation</u> – the bank reconciliation as at the 30th June 2021 was NOTED.</p> <p>d) <u>Budget Monitoring</u> – The clerk presented the first monitoring statement for 2021/22, for the period ended 30th June 2021. He highlighted:</p> <ul style="list-style-type: none"> • The first half of the precept had been received - £86,175, • The council had an insurance pay-out of £3,780 for the demolished bus shelter, • The devolved services payment for the ex-VAHT verges had been paid - £2,092. • Two new benches had been provided, paid from the insurance pay-out - £2,654. • Neighbourhood Plan expenditure was as expected. • Cllr Stewart highlighted that there was a budget for councillor training that should be made use of. The clerk was to circulate information on available training. <p>e) <u>Play Area</u> – It was NOTED that the clerk had authorised expenditure (under Fin Reg 4.5) of £721.50 for new climbing nets following the ROSPA report.</p> <p>f) <u>Relining</u> – The meeting then considered quotes from F1 Lining of £1,290 to reline the tennis courts & patio steps and £1,050 to reline the car park. It was proposed, seconded, and AGREED to accept the quotes. The dates for the work to be set after liaising with SMVCA.</p>	
21/114	<p>POLLYANNA PRE-SCHOOL</p> <p>The clerk informed the meeting that the Pre-School had applied to VAHT for a grant to fund an all-weather surface for their outside space. But as the Pre-School did not own the land VAHT would not consider the application but suggested that the parish council make an application as the landowners. It was proposed, seconded, and unanimously AGREED that the parish council make an application on behalf of the Pollyanna Pre-School.</p>	
21/115	<p>BURIAL GROUND / SOLAR PANELS</p> <p><u>Marsh Lane Burial Ground</u> - Cllr Stewart informed the meeting that he and the clerk had been through the CDS project management quote and believed that not everything listed was required or needed to be provided at the grade indicated. HS2 needed to be contacted to see if the two parties could work together and were they happy to contribute to the costs.</p> <p><u>Solar Panels, Charging Points etc</u> – Cllr Stewart and the clerk had been through the presentation from BCE and had decided that it was best not to proceed with their suggestions. The complication of the parish council paying for any installation but all the benefit going to a third party, SMVCA, was a key factor, as was the potential of the cost of heat pumps falling sharply in the coming years by comparison with the current cost.</p> <p>This suggestion from Cllr Stewart was AGREED. BCE to be informed of the decision.</p>	

21/116	PLANNING COMMITTEE The draft minutes of the meeting held on the 22 nd June 2021 were NOTED .	
21/117	CLERK'S REPORT The clerk's report, attached as appendix 3, was NOTED . The clerk highlighted: <ul style="list-style-type: none"> • The leak on the playing field was down to a broken Thames Water surface water main. They had been contacted but no reply. • Buckinghamshire Council grass cutters had broken a manhole cover. Photographic evidence had been provided to Buckinghamshire Council who had admitted liability. • Some letters had gone to residents regarding overgrown foliage. Cllr Ezra requested that Network Rail be contacted to clear the brambles/foilage along the Station Road pavement. 	Assist.
21/118	DATE OF NEXT MEETING The date of the next meeting of the Parish Council would be Tuesday 21 st September 2021 starting at <u>7.30pm</u> .	

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 9.10 pm.

Signed.....Chair

Date: 21st September 2021

Appendix 1 - Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 20th JULY 2021						
RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
01/07/2021	G.Danel	plot 12b	30.00	-	30.00	Allotment Rent
05/07/2021	C.Stepto	12021	60.00	-	60.00	Three Fitness in the Community Sessions
		Total Receipts	90.00	-	90.00	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
14/07/2021	BAS Associates	115702	151.20	25.20	126.00	Payroll Costs for Quarter Ending Sept 2021
16/07/2021	Haven Power	1105272780	25.21	1.20	24.01	Street Lighting for June 2021 (5% vat)
	Haven Power	1105272781	598.39	99.73	498.66	Street Lighting for June 2021
20/07/2021	Peoples Pension	june	228.80	-	228.80	Pension Costs June 2021
20/07/2021	BT (SM5086 3603)	M144 65	56.39	14.04	42.35	Office Phone to 6th July 2021
30/07/2021	Altdigital	584289	241.68	40.28	201.40	Parts Warranty 06/07/2021 to 05/07/2022
Standing Orders						
31/07/2021	Roger Haines	july	666.67	-	666.67	Grounds Maintenance for July 2021
			1,968.34	180.45	1,787.89	
Faster Payments - Paid 8th July						
08/07/2021	A. Bamford	NPSG-153	150.00	-	150.00	NPSG Administration - to 5 July
08/07/2021	A. Bamford	NPSG-154	120.00	-	120.00	NPSG Administration - to 28 June - Extra
08/07/2021	A. Bamford	NPSG-155	150.00	-	150.00	NPSG Administration - to 13 July
08/07/2021	A. Bamford	NPSG-156	75.00	-	75.00	NPSG Administration - to 5 July - Extra
08/07/2021	Jamtastic	5169	198.00	33.00	165.00	NPSG - A3 Posters design and print
08/07/2021	Jamtastic	5170	864.00	144.00	720.00	NPSG - A5 Leaflet design and print
08/07/2021	Jamtastic	5171	33.60	5.60	28.00	NPSG - Stock vector images
08/07/2021	A. Weatherhead Ltd	74659	270.00	45.00	225.00	Call out to unblock drains 28/06/21
08/07/2021	The Cloudy Group	19280ab	14.22	2.37	11.85	NPSG Email addresses
08/07/2021	Dor-2-Dor	1992	540.00	90.00	450.00	NPSG Distribution of 3,500 leaflets
08/07/2021	Bell Cornwall	3934	3,060.00	510.00	2,550.00	NPSG Professional Fees & Expenses
08/07/2021	Tulu Toilet Hire	24652	128.57	21.43	107.14	Portable Toilet for Playing Field - June
08/07/2021	Cllr G Stewart	expenses	17.84	-	17.84	NPSG - Stamps and Envelopes
			5,621.23	851.40	4,769.83	
Faster Payments - To be Paid 28th July						
28/07/2021	A. Bamford	NPSG-157	150.00	-	150.00	NPSG Administration - to 20 July
28/07/2021	A. Bamford	NPSG-158	150.00	-	150.00	NPSG Administration - to 27 July
28/07/2021	A. Bamford	NPSG-159	150.00	-	150.00	NPSG Administration - to 2 August
28/07/2021	JW Mowing Services	05/21	120.00	-	120.00	Marsh Lane paddock grass cutting
28/07/2021	Class Picks	10066	2,100.00	-	2,100.00	Seven Promotional Videos for NP
28/07/2021	Fox Group	ifox2590	300.00	50.00	250.00	Clearing Swallow Lane Compost Heap
28/07/2021	Chesham Town Council	567	180.00	30.00	150.00	Repairs to Skate Park Fence
28/07/2021	Clerk	july	1,644.23	-	1,644.23	Salary for July 2021
28/07/2021	Assistant Clerk	july	888.05	-	888.05	Salary for July 2021
28/07/2021	HMRC	july	598.21	-	598.21	Tax and NI for July 2021
			6,280.49	80.00	6,200.49	
From Clerks Debit Card Account						
06/07/2021	Nimvelo	969517	3.60	0.60	3.00	Covid-19 Support Group Telephone Line
13/07/2021	Freethought	38809	120.00	20.00	100.00	Domain renewal July 2021 to July 2023
14/07/2021	Drainage Superstore	199600	111.30	18.55	92.75	Iron Manhole Cover and Frame
16/07/2021	Amazon	46330	25.32	4.23	21.09	Three packets A4 paper
16/07/2021	Post Office	115102	31.68	-	31.68	48 Second Class Stamps
28/07/2021	Microsoft Office 365	25888261119	59.90	-	59.90	Annual subscription to microsoft 365
			351.80	43.38	308.42	
		Total Payments	14,221.86	1,155.23	13,066.63	
This list of payments has been checked by the clerk and verified for payment.						
Signed	<i>A. Skeggs</i>		(Clerk)			
Date	15 July	2021				
The above list of payments was approved by the Parish Council at its meeting on 20th July 2021.						
Signed	<i>Graham Stewart</i>		(Chair)			
	<i>This is an electronic signature - a hard copy with a wet signature is available.</i>					
Date	20 July	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
16/03/21	21/41	Organise meeting with Irvine Dr Residents.	Clerk	On Hold
15/06/21	21/93	Contact ATC social media officer.	Clerk	Outstanding
15/06/21	21/94	S.106 funding proposal.	Clerk / Chair	Outstanding
20/07/21	21/112	Investigate mobile phone deals.	Assis Clerk	In progress
20/07/21	21/114	Grant application to VAHT.	Clerk	Completed
20/07/21	21/115	Write to CDS to arrange meeting.	Clerk	Completed
20/07/21	21/115	Contact BCE re solar panels,	Clerk	Outstanding

APPENDIX 3 – 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.

Streetlights

- Meadow Park – Light no.2 following inspection by E-Sharp Electrical, the fault has been referred to UKPN.
- Eskdale Road - Light no.2 has been reported to E-Sharp Electrical.

Community Centre / Playing Field -

- Playing Field – Buckinghamshire Council have been out to the playing field. We think that it is a Thames Water surface water drain that runs along Eskdale Road and then across the playing field. Thames Water have been contacted. Yet no reply.
- Manhole Cover – Buckinghamshire Council grass cutters have broken a metal manhole cover close to the office entrance. A replacement cover has been received and will be fitted asap. The incident has been reported to Buckinghamshire Council as evidence proves it was one of their operatives.

Environmental Issues – Calls from Residents

- Ravensbourne Road Alleyway – A yearlong problem of fly tipping / grass not being cut in a pathway is still a problem.
- Station Road – Over hanging foliage along both sides of Station Road. This has now been cut back.
- Castlefields – A resident reported that the grass and hedges need cutting. The hedges are encroaching over the pathways. Has been reported to Cala Homes.
- 73 Westfields – Pathway alongside the house is overgrown with foliage from 12 and 14 Batt Furlong. Letters have been sent requesting action.
- Marsh Lane resident – Requesting clarification as to where the boundary is between his property and the allotments.

Environmental Issues

- Station Road / Lower Road Junction – The road markings, indicating the roundabout, have been painted.

Other

- The MVAS machine has been returned to Weston Turville PC for them to use.
- The compost heap at the Swallow Lane burial ground has been cleared.