



# Stoke Mandeville Parish Council

Minutes of the PARISH COUNCIL meeting held on Tuesday  
20<sup>th</sup> September 2022 at the Community Centre, Eskdale Rd.



Present: Cllrs B Ezra, D Field, S Kirve, J Magill, J Robinson, K Shanahan, G Shrivastava, D Willmer and P Wood.

Public Attendance: Five plus PCSO Peter Hall.

Clerk: A Skeggs

Assistant Clerk: P Rayner

Absent: n/a

No.	Description	Action
<b>22/118</b>	<b>ELECTION OF CHAIRMAN</b> a) It was proposed by Cllr Shanahan and seconded by Cllr Robinson that Cllr Magill be elected as Chairman. Before the vote was taken Cllr Magill addressed the meeting. He wanted there to be a return to a polite and dignified atmosphere at the meetings, he also outlined his work commitments that meant he would not be able to allocate the time during the day that previous Chairmans had been able. It was unanimously <b>AGREED</b> that Cllr Magill be elected as Chairman. A declaration of acceptance of office was then signed by Cllr Magill. b) The resignation of Cllr Stewart on the 21 <sup>st</sup> July 2022 was <b>NOTED</b> .	
<b>22/119</b>	<b>ELECTION OF VICE CHAIR</b> a) It was proposed by Cllr Magill, seconded by Cllr Shrivastava that Cllr Shanahan be elected as Vice Chair. After a vote of seven in favour and two against Cllr Shanahan was elected as Vice Chair. b) The resignation of Cllr Clark on the 31 <sup>st</sup> August 2022 was <b>NOTED</b>	
<b>22/120</b>	<b>APOLOGIES</b> There were no apologies from parish councillors. The Buckinghamshire Council councillors Bowles, Newcombe and Strachan all gave their apologies.	
<b>22/121</b>	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> There were no new declarations of interest or requests for dispensation.	
	<b>OPEN FORUM FOR RESIDENTS</b> The Chair reminded the meeting that there was a time limit of 15 minutes which he intended to keep to. <ul style="list-style-type: none"><li>• A resident raised the issue of overgrown hedges on Stoke Leys. The clerk replied that issues were referred to Buckinghamshire Council, but residents must report via fixmystreet.</li><li>• Two residents wished to thank the assistant clerk, in the absence of the clerk, for all his work in implementing the "London Bridge" protocol following the death of Queen Elizabeth II.</li><li>• Thanks were expressed to Cllr Wood for enlisting the help of ex-Council Chairman Jenny Hunt to read the proclamation.</li><li>• Comments were made regarding adherence to financial regulations and the future of the Neighbourhood Plan.</li><li>• Congratulations were expressed to the new Chair and Vice-Chair.</li><li>• PCSO Peter Hall gave a brief report for the area. Burglaries were down but individuals were targeting unlocked cars, so a reminder for residents to take all valuables from their cars and ensure they are locked.</li></ul>	

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**22/122 MINUTES OF PREVIOUS MEETING**

- a) The minutes of the meeting held on 9<sup>th</sup> August were **AGREED** and signed by the Chair as a correct record, after Cllr Shanahan reminded the meeting that the financial regulations should be adhered to for all work over £25,000. Cllr Shanahan requested that the draft minutes be published on the website within seven days of the meeting.
- b) The action plan was reviewed.

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**22/123 CO-OPTION**

- a) The clerk had received an application to join the parish council from Darren Smith to represent the Hawkslade ward. As there were no questions, it was proposed by Cllr Field, seconded by Cllr Shanahan, and unanimously **AGREED** that Darren Smith be co-opted on the parish council. After signing the Declaration of Acceptance of Office Darren joined the meeting.
- b) The clerk had received an application to join the parish council from Laurence Prestage to represent the Village ward. Cllr Shanahan asked what was different now as opposed to the last time he was on the council. After Laurence had replied, it was proposed by Cllr Wood, seconded by Cllr Field, and unanimously **AGREED** that Laurence Prestage be co-opted on the parish council. After signing the Declaration of Acceptance of Office Laurence joined the meeting.

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**22/124 NEIGHBOURHOOD PLAN**

- a) It was proposed by Cllr Field, seconded by Cllr Robinson that the appointment of Cllr Shanahan to the Neighbourhood Plan Steering Group be confirmed. After the vote of nine in favour, one against and one abstention this was **AGREED**.
- b) The minutes of the meetings of the Neighbourhood Plan Steering Group held on the 2<sup>nd</sup> and 8<sup>th</sup> September 2022 were **NOTED**. Cllr Kirve asked for an update on the action points.
- c) After consideration, it was proposed by Cllr Robinson and seconded by Cllr Shanahan that the updated Terms of Reference of the steering group, as circulated, be approved. This was unanimously **AGREED**. Clerk
- d) The steering group had recommended that the administrator's contract be extended to the 31<sup>st</sup> May 2023, with the addition of a termination clause, and the hourly rate be increased from £15 to £20. After consideration it was proposed and seconded and **AGREED** that the contract be extended to the 31<sup>st</sup> May 2023, the hourly rate be increased from £15 to £20, effective from the 1<sup>st</sup> October 2022. Clerk
- e) The steering group had agreed that they needed direction going forward and so had produced a "Next Steps on the Neighbourhood Plan" document, which had been circulated. This focussed on three options for consideration. The options were:
  - 1. Submit the Plan as it stands today.
  - 2. Update the Plan and submit within a defined timeframe.
  - 3. Redraft the Plan to incorporate all new ideas and deliver when ready.

After consideration it was agreed that option 3 was not an option. It was felt that talks should continue with developers to protect open space as detrimental otherwise. It was proposed by Cllr Magill and seconded by Cllr Shanahan that option 2 be accepted and that the Neighbourhood Plan should be ready for submission to Buckinghamshire Council by the 20<sup>th</sup> December 2022. This was unanimously **AGREED**.

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- f) The decision of the steering group to retain the designation of the former site of the Bucks CC S&S Club as a “Local Green Space” within the Neighbourhood Plan was **NOTED**.
  - g) The decision of the steering group to create a Task & Finish Group to work on an alternative proposal in conjunction with the Save the BCC S&S Campaign Group was **NOTED**.
  - h) Cllr Shanahan then gave an update from the first meeting of the Task & Finish Group which included the following.
    - The site is still designated as green open space,
    - What do Buckinghamshire Council need from the site,
    - Creating a business plan with realistic costings, which would be circulated when ready,
    - What would be the price Buckinghamshire Council would consider if they would to sell / lease the site to the parish council,
    - Need to consider Booker Park school as a stakeholder.
    - The alternative proposal, which includes housing development on the back field rather than the front field, needed to be presented and approved by the steering group.

It was proposed that a ½ hour presentation on the business plan be held before the October parish council meeting. This was **AGREED** by seven votes in favour with two abstentions.

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**22/125 STOKE MANDEVILLE VILLAGE COMMUNITY ASSOCIATION**

- a) Cllr Shrivastava reported that a draft lease had been received and was being reviewed before independent legal advice is taken. He had received a quote of up to £1,750 from a solicitor. Other solicitors had been approached and were not in position to assist. It was **AGREED** to give Cllr Shrivastava delegated authority to accept the quote, if required.
- b) The membership of the working group was deferred until the new lease was ready.

Cllr  
Shriv

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**22/126 MEMBERSHIP OF COMMITTEES AND WORKING GROUPS**

Following the recent co-options and resignations the membership of the council’s committees and working groups was confirmed. The following updates were **NOTED**:

- NPSG – Cllr Prestage would replace Cllr Shrivastava.
- F&G – Cllr Smith to join. Cllr Kirve to chair.
- Marsh Lane Burial Ground – Cllr Field to join.

Cllr Magill advised the meeting that due to work commitments he may step down from some of the committees he was currently on.

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**22/127 EXTERNAL AUDIT 2021/22 ACCOUNTS and FUTURE YEARS**

- a) It was **NOTED** that no issues had been raised by the external auditor. It was proposed, seconded, and unanimously **AGREED** that the external auditor report be accepted.
  - b) It was **NOTED** that the 2021/22 audit was now concluded and the required notice had been displayed on the website and noticeboards.
  - c) After consideration it was proposed to reject the option of opting out of the external auditor appointment arrangements. This was **AGREED**.
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**22/128 COMMUNITIES COMMITTEE**

- a) The minutes of the meeting held on the 13<sup>th</sup> September 2022 were **NOTED**.
- b) The committee had made a recommendation to the council to accept a quote from Sparkx of £7,350 plus VAT for the provision of Christmas tree lights on the village green. The assistant clerk would clarify the plug installation with Sparkx, so that power would be available for other events. After consideration it was proposed by Cllr Wood, seconded by Cllr Ezra, and unanimously **AGREED** to accept the quote.
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**22/129 FINANCE**

- a) The list of payments made since the last meeting, as circulated, was **APPROVED** (See appendix 2).
- b) The following transfers made between the 19<sup>th</sup> July and the 14<sup>th</sup> September were **NOTED**:
- 25 August - £10,000 from Deposit Account to Treasurers Account.
  - 14 September - £20,000 from Deposit Account to Treasurers Account.
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**22/130 CLERKS REPORT**

The clerk's report, attached as appendix 3, was **NOTED**.

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**22/131 POINTS OF INTEREST**

- Marsh Lane Burial Ground – A positive meeting had been held with HS2 on the site. They were keen to get the construction underway and were aware of the contamination issue. Another meeting was arranged for the 5<sup>th</sup> October.
  - All Councillor Training – The clerk reminded all councillors that a training session to be run by BALC had been arranged for Tuesday 4<sup>th</sup> October at 7 o'clock.
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**22/132 DATE OF NEXT MEETING**

It was **AGREED** that the date of the next meeting of the Parish Council would be Tuesday 18<sup>th</sup> October 2022. The meeting would start at 7 o'clock to allow for a presentation from the Save the BCC S&S Club Campaign Group.

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The meeting finished at 10.00 pm.

Signed.....Chair

Date: 18<sup>th</sup> October 2022

**APPENDIX 1 – ACTION PLAN**

Date	Minute	Action	By whom	Status
28/06/22	22/90a	Offer £500 to Affairs of HM Treasury for Brudenell Dr.	Cllr Shrivastava	In Progress
19/07/22	22/101	Write to BC regarding ex-BCC S&S Club.	?	Outstanding
19/07/22	22/102	Establish PC as Corporate Trustees for SMVCA.	Cllr Shrivastava	In Progress
19/07/22	22/103	Continue process to engage solicitors.	Cllr Shrivastava	In Progress
09/08/22	22/115	Obtain tenders for contamination work.	Clerk	In Progress
20/09/22	22/124c	Prepare new T of R for Neighbourhood Plan SG	Clerk	Completed
20/09/22	22/124d	Prepare new contract for Neighbourhood Plan administrator.	Clerk	Completed
20/09/22	22/125a	Accept legal quote for SMVCA lease work	Cllr Shrivastava	On Hold

## APPENDIX 2 – PAYMENTS

### LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 20th SEPTEMBER 2022

RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
18/08/2022	Allotment Holders	rent	100.00	-	100.00	Allotment plots 8, 12b and 26.
01/09/2022	Allotment Holders	rent	220.00	-	220.00	Allotment plots 2, 9b, 25, 32a/b, 34, and 37.
14/09/2022	Allotment Holders	rent	520.00	-	520.00	Various plots
<b>Total Receipts</b>			<b>840.00</b>	<b>-</b>	<b>840.00</b>	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
25/08/2022	Drax	1106291580	618.37	103.06	515.31	Street Lighting for May 2022
25/08/2022	Drax	1106291581	598.39	99.73	498.66	Street Lighting for June 2022
25/08/2022	Drax	1106291582	618.37	103.06	515.31	Street Lighting for July 2022
25/08/2022	Drax	1106291577	31.18	5.20	25.98	Street Lighting for May 2022
25/08/2022	Drax	1106291578	30.18	5.03	25.15	Street Lighting for June 2022
25/08/2022	Drax	1106291579	31.18	5.20	25.98	Street Lighting for July 2022
31/08/2022	Onecom	667252	49.74	8.29	41.45	Office Phone to 31st July 2022
18/09/2022	ICO	z2855737	35.00	-	35.00	Annual Data Protection Fee
19/09/2022	Peoples Pension	august	232.79	-	232.79	Pension Costs August 2022
17/09/2022	PEAC Finance (Current)	23-0047161	390.94	65.16	325.78	Photocopier Rental 17/09/22 to 16/12/2022
			<b>2,636.14</b>	<b>394.73</b>	<b>2,241.41</b>	
Standing Orders						
28/09/2022	Clerk	august	1,683.81	-	1,683.81	Salary for September 2022
28/09/2022	Assistant Clerk	august	687.05	-	687.05	Salary for September 2022
28/09/2022	Roger Haines	september	666.67	-	666.67	Grounds Maintenance for September 2022
			<b>3,037.53</b>	<b>-</b>	<b>3,037.53</b>	
Online Transfer - Paid 30th August						
30/08/2022	A.Bamford	NPSG-210	150.00	-	150.00	NPSG Administration - to 15 August
30/08/2022	A.Bamford	NPSG-211	150.00	-	150.00	NPSG Administration - to 22 August
30/08/2022	A.Bamford	NPSG-212	150.00	-	150.00	NPSG Administration - to 29 August
30/08/2022	A.Bamford	NPSG-213	150.00	-	150.00	NPSG Administration - to 5 September
30/08/2022	BALC	3536	45.00	-	45.00	S106 & Cil Training - G Stewart
30/08/2022	BALC	3571	45.00	-	45.00	S106 & Cil Training - Clerk
30/08/2022	Smiths Garden Services	17763	2,340.00	390.00	1,950.00	Clearing four allotment plots in 2020
30/08/2022	HMRC	august	765.39	-	765.39	PAYE & NIC for month 5 (6 September 2022)
			<b>3,795.39</b>	<b>390.00</b>	<b>3,405.39</b>	
Online Transfer - Paid 14th September						
14/09/2022	A.Bamford	NPSG-214	150.00	-	150.00	NPSG Administration - to 4 October
14/09/2022	A.Bamford	NPSG-215	150.00	-	150.00	NPSG Administration - to 11 October
14/09/2022	CDS Group	73696	5,760.00	960.00	4,800.00	Ecology, Cost & Project Management
14/09/2022	CloudyIT	2121	36.48	6.08	30.40	Email addresses for NPSG members
14/09/2022	Tulu Toilet Hire	31602	132.85	22.14	110.71	Portable Toilet for Playing Field - August
14/09/2022	A Weatherhead	79115	270.00	45.00	225.00	Clear Blocked Drain on 16 June 2022
14/09/2022	A.Clark	allowance	54.16	-	54.16	Two Months Allowance to end August 2022
14/09/2022	Bell Cornwell	7273	372.00	62.00	310.00	Planning Advice on Neighbourhood Plan
14/09/2022	Greenbarnes Ltd	16921	188.51	31.42	157.09	Self-healing Pinboard for Community Board
14/09/2022	Assistant Clerk	expenses	15.79	-	15.79	Drill Bits, Bolts and Washers for Bollard
14/09/2022	Assistant Clerk	expenses	86.18	-	86.18	Scaffold Hire for Removal of Village Sign
14/09/2022	R Hamlyn	refund	40.00	-	40.00	Allotment Rent paid twice 2nd & 6th Sept
			<b>7,255.97</b>	<b>1,126.64</b>	<b>6,129.33</b>	
From Clerks Debit Card Account						
12/08/2022	Post Office Counters Ltd		32.64	-	32.64	Postage Stamps for Allotment Letters
			<b>32.64</b>	<b>-</b>	<b>32.64</b>	
<b>Total Payments</b>			<b>16,757.67</b>	<b>1,911.37</b>	<b>14,846.30</b>	
This list of payments has been checked by the clerk and verified for payment.						
Signed	<i>A.Skeggs</i>		(Clerk)			
Date	14th September 2022					
The above list of payments was approved by the Parish Council at its meeting on 20th September 2022.						
Signed	<i>Jonathan Magill</i>		(Chair)			
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date	20th September 2022					
RECONCILED BANK BALANCES AS AT 31 AUGUST 2022						
	Treasurers Account	£ 4,592.87				
	Deposit Account	£ 336,365.63				
	Debit Card Account	£ 300.00				
		<b>£ 341,258.50</b>				

## **APPENDIX 3**

### **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 –**

- Lower Road – Seven streetlights along Lower Road have been converted to LEDs. There is one outside Weston Industrial Estate still to be done.
- Old Risborough Road – HS2 will be removing four streetlights in Old Risborough Road.
- Carters Ride – Streetlight no.6 has been reported to E-Sharp for repair.

#### **Community Centre / Playing Field -**

- Surface Water – Thames Water has yet to visit and fix the problem.
- Drainage – Agripower has been contacted and asked to arrange a site meeting, the earliest they can make is October.
- Playarea – The seat on the large seesaw has been repaired by the assistant clerk.

#### **Environmental Issues – Calls from Residents**

- Hampden Road – A resident has complained about his neighbour's conifers. Not a PC issue but a letter has been sent and the neighbour is taking some action. Now resolved.
- Carters Ride – Overhanging tree branches from the open space. Resident is in dialogue with Buckinghamshire Council to resolve the problem.
- 16 Otway Close – Referral from Aylesbury Town Council. Overhanging bush on to the pathway needs cutting back. Two letters have been sent. Parish Council will now do the work and recover cost.
- 4 Misbourne Close - Referral from Aylesbury Town Council. Overhanging bush on to the pathway needs cutting back. Letter has been sent.
- Stoke Grange – A resident has complained about dirt bike riders using the SEALR site for motocross in the evenings and at weekends. Buckinghamshire Council are aware of the problem and has CCTV cameras on the site and they will be installing larger barriers.

#### **Environmental Issues -**

- Bollard at Irvine Drive entrance – One bollard had been knocked from down and was loose. It has been refitted by the Assistant clerk.

#### **Allotments –**

- Fence Alongside School Field – Assistant clerk has met with the school caretaker and the matter is a school decision as to whether they wish to screen the playing field from the allotments.
- A request has been received to fit a combination padlock to the entrance gate. Most of the allotment holders were against the idea. So, no action.

#### **Other**

- Poster Competition – The new “No Smoking” play area signs were put up on the 3<sup>rd</sup> August along with a bigger poster advertising the scheme.