



Stoke Mandeville Parish Council
Minutes of the Council Meeting held on 19th May 2020.
Due to the Covid-19 pandemic the meeting was held
remotely via video links.



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

Public Attendance: one resident and one member of the public.

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

No.	Description	Action
20/32	<p>ELECTION OF CHAIRMAN</p> <p>On a proposal from Cllr Wood, seconded by Cllr Hunt, Cllr Stewart was, unanimously, elected as Chairman for the forthcoming year.</p> <p>A declaration of acceptance of office was signed by Cllr Stewart on Wednesday 20th May 2020.</p>	
20/33	<p>APOLOGIES</p> <p>There were no apologies.</p>	
20/34	<p>ELECTION OF VICE CHAIRMAN – On a proposal from Cllr Prestage, seconded Cllr Wood, Cllr Clark was elected as Vice Chairman for the forthcoming year.</p>	
	<p>OPEN FORUM FOR PARISHIONERS</p> <ul style="list-style-type: none"> • A resident raised a question on footpaths and would they be diverted or closed once HS2 started their work. Cllr Hunt replied that no footpaths should be closed but some may be diverted to start with and then returned to normal, if possible. • It was also raised that garden waste was being dumped in the stream that ran under Marsh Lane, thus blocking the culvert. • A member of the public requested to see the papers that accompanied the agenda. The clerk replied that all papers were on the parish council website under a new page – 2020 Meeting Papers. 	
20/35	<p>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</p> <p>a) There was no declaration of interests.</p> <p>b) There were no new requests for dispensation.</p>	
20/36	<p>MINUTES OF PREVIOUS MEETING</p> <p>a) Minutes</p> <p>The minutes of the last meeting held on 18th February were AGREED and were signed by the Chairman as a correct record on Wednesday 20th May 2020.</p> <p>b) Action Plan</p> <p>The action plan was updated, with completed actions being removed.</p>	

20/37	<p>SEALR (South East Aylesbury Link Road)</p> <p>The meeting was asked to consider its response to the application for the construction of the SEALR submitted by Buckinghamshire Council. The following are the key points raised:</p> <ul style="list-style-type: none"> • A response was required by the 10th June 2020. • It was the key factor for unlocking the growth strategy areas and was part of the strategic road network. • Primary use was for through traffic not local traffic, so there were no ‘off ramps’ on either side of the dual carriageway. • Developers will challenge the no ‘off ramp’ design. • The design can be influenced by the Neighbourhood Plan, which has information on what is not wanted – do not want a huge barrier between the village and the Stoke Grange and Stoke Leys wards. Needs to have a low environmental impact. • The parish council has questioned Buckinghamshire Council on the timing of the submission of the application. • Buckinghamshire Council and HS2 need to work together to coordinate delivery of the two roads. • Linking up with A41 trunk road to meet capacity of new houses. • Has the parish council spoken to Weston Turville PC and Aylesbury Town Council. • Need to protect the residents of Stoke Grange and Lower Road. • Part of Stoke Grange open space to be lost to accommodate the roundabout on the Wendover Road. <p>It was AGREED that a leaflet would be produced for circulation to residents of Stoke Grange and Lower Road, a special parish council to be arranged for the first week of June and that Cllr Clark would arrange a virtual meeting with residents.</p>	Clerk / AC/ LP / GS
20/38	<p>HS2</p> <p>The chairman presented a paper on recent developments following meetings with a few external bodies. The aim was to establish a clearer means of communication on HS2 issues. It was AGREED that “Responses” would be conducted via email and then reported to the next Parish Council meeting. Also, it was AGREED to disband the HS2 Working Group.</p>	
20/39	<p>MEMBERSHIP AND REMIT OF COMMITTEES</p> <p>The membership of the committees was reviewed, and AGREED as follows:</p> <p><u>Communities</u>: R Butler, B Ezra, J Hunt, S Pluckwell, and P Wood.</p> <p><u>Finance & Governance</u>: R Butler, A Clark, J Hunt, S Kirve, G Stewart & P Wood.</p> <p><u>Planning</u>: A Clark, B Ezra, J Hunt, S Pluckwell, L Prestage and J Robinson.</p> <p><u>Neighbourhood PSG</u>: R Butler, A Clark, L Prestage and J Robinson.</p> <p>There were vacancies on the Communities and Planning committees.</p>	
20/40	<p>APPOINTMENT TO EXTERNAL BODIES</p> <p>The current appointments, shown below, were ACCEPTED.</p> <p>a) Wendover Community Board (Cllr J Hunt, deputy Cllr G Stewart)</p> <p>b) ARLA Liaison Group (Cllr P Wood)</p>	

	c) Stoke Mandeville Combined School Governor (Cllr S Pluckwell)	
20/41	<p>BANKING ARRANGEMENTS</p> <p>a) Direct Debits and Standing Orders: The direct debits and standing orders were reviewed and AGREED that they should remain in place.</p> <ul style="list-style-type: none"> • Direct Debits – Altodigital, BAS Associates, BT, Castle Water, Eon, ICO, Land Registry, PEAC Finance and Peoples Pension. • Standing Orders – R Haines Grounds Maintenance. <p>b) Bank Signatories: Cllrs Ezra, Hunt and Wood were the current cheque signatories and Cllrs Ezra, Kirve and Wood were the current online payment authorisers.</p> <p>Arrangements had been made to add Cllr Stewart as a cheque signatory and online authoriser. This was taking longer than normal due to the Covid-19 restrictions.</p>	
20/42	<p>DONATIONS</p> <p>The parish council had received requests from the British Red Cross and Bucks Citizens Advice Bureau for financial donations. Cllr Clark said that if the parish council was to make donations then they should be to local charities and not national/countywide charities. It was AGREED not to make any donations to these bodies but an offer to put up posters etc would be made. The parish council's grant policy would be reviewed as part of the policy review programme currently being undertaken.</p>	Clerk
20/43	<p>COMMUNITY ORCHARD</p> <p>The meeting considered an approach to provide a community orchard in the parish. After discussion, the provision of a community orchard was AGREED in principle, but the clerk was requested to obtain further information from the provider.</p> <p>It was, also, AGREED that as Haddenham PC had a community orchard, it would be worthwhile talking to them.</p>	Clerk
20/44	<p>FINANCE</p> <p>a) Inter Account Bank Transfers. It was NOTED the following transfers were performed between 13th February and the 19th May 2020:</p> <ul style="list-style-type: none"> • 26 February - £15,000 from Deposit Account to Treasurers Account. • 3 March - £20,000 from Treasurers Account to Deposit Account. • 14 April - £25,000 from Treasurers Account to Deposit Account. • 1 May - £75,000 from Treasurers Account to Deposit Account. <p>b) Payment of invoices for March, April, and May 2020 – the list of payments as circulated was APPROVED. (See Appendix 1).</p> <p>c) It was unanimously AGREED to renew the following memberships:</p> <ul style="list-style-type: none"> • North Bucks Parishes Planning Consortium - £20 per annum, • BALC - £976 per annum, • Fields in Trust - £65 per annum. <p>Cllr Kirve asked if there were other subscriptions due in the year and, if so, could a list be produced.</p>	Clerk
20/45	<p>ELECTRIC VEHICLE CHARGING LOCATIONS</p> <p>The meeting considered a request from Buckinghamshire Council to identify locations for electric vehicle charging locations within the parish, where</p>	

	there was only on-street parking available. It was AGREED that the following roads be put forward: Anton Way, Eskdale Road and Hampden Road. The clerk to inform Buckinghamshire Council.	Clerk
20/46	ANNUAL REPORT It was proposed by Cllr Hunt, seconded by Cllr Pluckwell and unanimously AGREED to formally adopt the 2019/20 Annual Report. It was suggested that a copy be sent to the Aylesbury MP and local councillors.	Clerk
20/47	DATE OF NEXT MEETING The date of the next meeting of the Council would be Tuesday 16 th June 2020 starting at 7.30pm. Once again this would be held remotely. Cllr Kirve commented on the smooth running of the meeting and said thanks should go to David Starr and Keith Gomm for their forethought in pushing for a change in how the council worked using IT.	Clerk

The chairman thanked everyone for their contributions during the evening. Cllr Hunt congratulated the chairman on his re-election and for controlling the meeting.

The meeting finished at 9.00 pm.

Signed.....*Graham Stewart*.....

Chair Date: 4th June 2020

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 19th MAY 2020

RECEIPTS

Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
09/04/2020	HMRC	refund 19/20	30,176.84	-	30,176.84	Refund of Vat paid in 2019/20
Total Receipts			30,176.84	-	30,176.84	

PAYMENTS - From Current Account

			Gross	VAT	Net	Transaction Detail
Direct Debits						
14/04/2020	BAS Associates	113366	151.20	25.20	126.00	Payroll Costs for Quarter Ending June 2020
16/04/2020	EON	H1853DE51F	543.96	90.66	453.30	Street Lighting for March 2020
20/04/2020	Peoples Pension	march	222.68	-	222.68	Pension Costs March 2020
20/04/2020	BT (SM5086 3603)	M128 C7	83.81	13.97	69.84	Office Phone to 6th April 2020
29/04/2020	Altdigital	2551442	51.70	8.62	43.08	Photocopying 08/01/2020 to 07/04/2020

Standing Orders

28/04/2020	Roger Haines	SO	666.67	-	666.67	Grounds Maintenance for April 2020
			1,720.02	138.45	1,581.57	

Online Bank Transfer - Paid 9th April

09/04/2020	AVDC	1018266	294.31	-	294.31	Swallow Lane Cemetery Business Rates
09/04/2020	A.Bamford	NPSG-079	150.00	-	150.00	NPSG Administration - to 6 April
09/04/2020	A.Bamford	NPSG-080	150.00	-	150.00	NPSG Administration - to 13 April
09/04/2020	Aylesbury Grammar School	ACSI1615	17.34	2.89	14.45	One Box of Photocopier Paper (Covid-19)
09/04/2020	BALC	Ann Sub	976.08	-	976.08	2020/21 Annual Subscription
09/04/2020	Chesham Town Council	256	90.00	15.00	75.00	Repair to Playarea fencing
09/04/2020	North Bucks Parishes P.C.	membership	20.00	-	20.00	2020/21 Annual Membership
09/04/2020	Fields In Trust	membership	65.00	-	65.00	2020/21 Annual Membership
09/04/2020	Bell Cornwell	1015	510.00	85.00	425.00	NPSG Professional Fees & Expenses
09/04/2020	Caloo	2813	228.00	38.00	190.00	Supply & Install Cradle Swing Seat
			2,500.73	140.89	2,359.84	

Online Bank Transfer - Paid 30th April

30/04/2020	A.Bamford	NPSG-081	150.00	-	150.00	NPSG Administration - to 20 April
30/04/2020	A.Bamford	NPSG-082	150.00	-	150.00	NPSG Administration - to 27 April
30/04/2020	A.Bamford	NPSG-083	150.00	-	150.00	NPSG Administration - to 4 May
30/04/2020	E.Sharp Electrical	344	365.69	60.94	304.75	Repairs to Lights 2 & 8 Lower Road
30/04/2020	Stoke Mandeville VCA (F19/19)	grant	2,500.00	-	2,500.00	First half of contribution for administrator
30/04/2020	Clerk	april	1,606.65	-	1,606.65	Salary for April 2020
30/04/2020	Assistant Clerk	april	866.25	-	866.25	Salary for April 2020
30/04/2020	HMRC	april	569.73	-	569.73	Tax and NI for April 2020
			6,358.32	60.94	6,297.38	

From Clerks Debit Card Account

06/04/2020	Nimvelo	Debit	3.60	0.60	3.00	Clovid-19 Support Group Telephone Line
			3.60	0.60	3.00	

Cheques

			-	-	-	
			-	-	-	

Total Payments

			10,582.67	340.88	10,241.79	
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The above list of payments was approved by the Parish Council at its meeting on 19th May 2020.

Signed

G.Stewart

(Chair)

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Date

20 May 2020

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 19th MAY 2020

RECEIPTS

Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
01/05/2020	Buckinghamshire Council	precept	83,000.00	-	83,000.00	First Installment of Precept
11/05/2020	Buckinghamshire Council	grant	515.00	-	515.00	SM Community Support Group
Total Receipts			83,515.00	-	83,515.00	

PAYMENTS - From Current Account

			Gross	VAT	Net	Transaction Detail
Direct Debits						
01/05/2020	PEAC Finance	38381	385.12	64.19	320.93	Photocopier Rental 01/05/20 to 31/07/2020
16/05/2020	EON	H186F42823	525.19	87.53	437.66	Street Lighting for April 2020
19/05/2020	Peoples Pension	april	222.68	-	222.68	Pension Costs April 2020
19/05/2020	BT (SM5086 3603)	M129 GT	81.58	13.60	67.98	Office Phone to 6th May 2020
Standing Orders						
28/05/2020	Roger Haines	May	666.67	-	666.67	Grounds Maintenance for May 2020
			1,881.24	165.32	1,715.92	
Online Bank Transfer - Paid 15th May						
15/05/2020	JW Mowing Services	7	100.00	-	100.00	Grass Cutting Marsh Lane
15/05/2020	A.Bamford	NPSG-084	150.00	-	150.00	NPSG Administration - to 11 May
15/05/2020	E.Sharp Electrical	352	161.14	26.86	134.28	External Lights at Community Centre
15/05/2020	RBS Rialtas	21624	148.80	24.80	124.00	Annual Accounts Software Support-20/21
15/05/2020	A.Bamford	NPSG-085	150.00	-	150.00	NPSG Administration - to 18 May
			709.94	51.66	658.28	
Online Bank Transfer - To Be Paid 29th May						
29/05/2020	Clerk	may	1,606.65	-	1,606.65	Salary for May 2020
29/05/2020	Assistant Clerk	may	866.25	-	866.25	Salary for May 2020
29/05/2020	HMRC	may	569.73	-	569.73	Tax and NI for May 2020
29/05/2020	A.Bamford	NPSG-086	150.00	-	150.00	NPSG Administration - to 25 May
29/05/2020	A.Bamford	NPSG-087	150.00	-	150.00	NPSG Administration - to 1 June
29/05/2020	IAC Audit & Consultancy	inv-0958	420.00	70.00	350.00	Internal Audit for 2020 Annual Return
29/05/2020	JW Mowing Services	8	100.00	-	100.00	Grass Cutting Marsh Lane
			3,862.63	70.00	3,792.63	
From Clerks Debit Card Account						
06/05/2020	Nirvelo	947668	3.60	0.60	3.00	Clouid-19 Support Group Telephone Line
			3.60	0.60	3.00	
Cheques						
			-	-	-	
			-	-	-	
Total Payments			6,457.41	287.58	6,169.83	

The above list of payments was approved by the Parish Council at its meeting on 19th May 2020.

Signed G.Stewart (Chair)
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Date 20 May 2020

Appendix 2 - Actions

Date	Minute	Action	By whom	Status
19/11/19	19/148 20/04	To prepare a monthly Construction Bulletin. Contact Developers. Delayed due to Covid-19.	Clerk / Assistant	On hold
17/12/19	19/170	To prepare a Community Engagement strategy.	Cllr Stewart	In Progress
18/02/20	20/22	Approach NPSG press officer.	Cllr Prestage	Completed
18/02/20	20/23	Obtain two more quotes for extending the car park. Delayed due to Covid-19.	Assistant	On hold
19/05/20	20/37	SEALR prepare a leaflet for residents.	AC & LP	Outstanding
19/05/20	20/37	SEALR arrange a special parish council meeting before the 10 th June.	Clerk & GS	Completed 22 May
19/05/20	20/37	SEALR contact Weston Turville PC and Aylesbury TC	Clerk	Completed 22 May
19/05/20	20/42	Reply to charities requesting a donation.	Clerk	Completed 20 May
19/05/20	20/43	Reply to resident on the Community Orchard.	Clerk	Completed 21 May
19/05/20	20/43	Contact Haddenham PC regarding a visit to their Community Orchard.	Clerk	Outstanding
19/05/20	20/44	Prepare a list of subscriptions	Clerk	Completed 20 May
19/05/20	20/45	Respond to Buckinghamshire Council with the roads for charging points	Clerk	Completed 20 May
19/05/20	20/46	Send a copy of the Annual Report to local MP and local councillors.	Clerk	Completed 20 May
19/05/20	20/47	Write letters to D Starr and K Gomm regarding "New Ways of Working".	Clerk	Completed 22 May