



# Stoke Mandeville Parish Council

Minutes of the Council Meeting held on Tuesday 19<sup>th</sup> January 2021. Due to the Covid-19 pandemic 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, L Prestage, C Thorn, and P Wood.

Public Attendance: Two members of the public plus Buckinghamshire Council Cllr P Strachan.

Clerk: A Skeggs

Assistant Clerk: A-M Davies

Absent: None

No.	Description	Action
21/01	<p><b>APOLOGIES</b></p> <p>Apologies were received and accepted from Cllr J Robinson.</p>	
	<p><b>OPEN FORUM FOR PARISHIONERS</b></p> <p>Cllr Butler raised the issue of defective lights in Lower Road, the clerk responded that two had been repaired but one had no power so had to be reported to UKPN. Cllr Butler also raised the issue of an unlit “Keep Left” sign in the central reservation outside the Abbey Homes development. The assistant clerk said she would investigate.</p>	
21/02	<p><b>REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR</b></p> <p>Buckinghamshire Councillor Peter Strachan gave an update covering the following areas:</p> <ul style="list-style-type: none"> <li>• Website – An advantage of the unitary council was that there was now only one website with everything on – <a href="http://www.buckinghamshire.gov.uk">www.buckinghamshire.gov.uk</a></li> <li>• Covid-19 – Information is on the website with details of support for residents and businesses. Cllr Tett, Leader, issues a weekly update on case numbers, restrictions etc. The vaccination programme is the responsibility of the NHS, not Buckinghamshire Council. Details of how to sign up to the weekly update are on the website.</li> <li>• Flooding – Again website is a useful point for information. Potholes can only be temporarily repaired at this time of year. Make use of <a href="http://www.fixmystreet.com">www.fixmystreet.com</a> for reporting problems. The Brudenell Drive flooding is still under investigation but seemed to have improved recently.</li> <li>• VALP – Has reached the Further Main Modification Consultation stage.</li> <li>• Development – Please report any developer transgressions directly to Buckinghamshire Council or through your BC councillors.</li> <li>• S106 Funds – Buckinghamshire Council will be in touch soon.</li> <li>• Community Boards – The March Community Board was on the same day as the Parish Council meeting.</li> <li>• Contact Details – Residents can contact the three BC councillors via email <a href="mailto:peter.strachan@buckinghamshire.gov.uk">peter.strachan@buckinghamshire.gov.uk</a>, <a href="mailto:steve.bowles@buckinghamshire.gov.uk">steve.bowles@buckinghamshire.gov.uk</a>, <a href="mailto:richard.newcombe@buckinghamshire.gov.uk">richard.newcombe@buckinghamshire.gov.uk</a></li> </ul>	

	Cllr Clark asked for Cllr Strachan to report back that the SPD timetable was too short to allow meaningful consultation.	
21/03	<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.	
21/04	<b>MINUTES OF PREVIOUS MEETING</b> a) Minutes - The minutes of the meeting held on 15 <sup>th</sup> December 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.	
21/05	<b>DIGITAL MAPPING</b> Cllr Prestage gave a demonstration on the versatility of the Parish Online system and how it could be used to plot a whole range of items on to a map of the parish. He then showed a map that had the route of HS2, the SEALR, the location of the AGT sites and land ownership layered on top of a basic plan of the parish. You could also add external links to the map e.g., Land Registry. He would grant reader only access to the system for the councillors. Cllr Prestage was thanked for his presentation.	
21/06	<b>COMMUNICATION / ENGAGEMENT</b> The chairman gave an update of a meeting he; the clerk and assistant clerk had had with Breakthrough Communications on how to take the production of a Communications Strategy forward. The initial part would be a survey asking for councillors' views on what works well, what does not and what the priorities are. This would then be followed up with a workshop, from this would come some recommendations for the best way of producing the strategy. No date had been set yet for the workshop. It was <b>AGREED</b> that Thursday 11 <sup>th</sup> February would be a convenient date. The chairman to contact Breakthrough Communications to confirm a date.	GS
21/07	<b>SUPPORTING LOCAL BUSINESSES</b> Cllr Wood highlighted how the pandemic had seen residents resort to online shopping at the expense of local businesses and suggested that the parish council should make residents aware of local businesses that existed in the parish. One suggestion was a trader's day where local businesses got together to advertise their business.	
21/08	<b>E-SCOOTER TRIALS</b> Buckinghamshire Council were currently running an e-scooter trial focussed on Aylesbury town centre but were wishing to expand into the neighbouring villages. The parish council had been asked to consider parking bays for the e-scooters within the village and Stoke Grange ward. It was <b>AGREED</b> that before any sites were put forward it would be good to know how the trial was progressing and what issues had arisen. Cllr Strachan said he would contact the officers responsible and find out the latest information. This would then be discussed at a later meeting.	
21/09	<b>PLANNING COMMITTEE</b>	

	The draft minutes of the meeting held on the 17 <sup>th</sup> December 2020 were <b>NOTED</b> .	
21/10	<p><b>COMMUNITIES COMMITTEE</b></p> <p>The draft minutes of the meeting held on the 9<sup>th</sup> January 2021 were <b>NOTED</b> after Cllr Ezra highlighted that an exercise would be undertaken to determine an up-to-date cost of providing the new burial ground as the current cost was over two years old.</p>	
21/11	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>a) Cllr Prestage gave an update on the Neighbourhood Plan following the recent steering group.</p> <ul style="list-style-type: none"> <li>• There had been two meetings on AGT1 where the NPSG had been engaging with Buckinghamshire Council and the developer consortium.</li> <li>• Location of the parish centre was being discussed of which there were three options. The detailed work of what would make up the centre had still to be done. The Chairman noted that ‘parish centre’ did not equate to a community centre building such as found at Eskdale Road</li> <li>• Buckinghamshire Council had been made aware that the population of Stoke Mandeville parish was set to double and that their culture of thinking that residents would be able to walk to facilities will be difficult to change.</li> <li>• The design of the SEALR was being challenged.</li> <li>• The route of the proposed Gardenway through the parish had to negotiate two railways and major roads.</li> <li>• The Regulation 14 consultation could go ahead, subject to clarification on the Purdah period before the May elections.</li> <li>• An example of the leaflet that was to be distributed in January was given.</li> </ul> <p>Cllr Clark then raised some key issues that needed to be considered.</p> <ul style="list-style-type: none"> <li>• The Buckinghamshire Council timetable for producing the SPD was too short. They were expected it to be completed by the July 2021 when a normal process would be 12 to 18 months. It was proposed and seconded that Cllr Stewart and Cllr Prestage write to Buckinghamshire Council and formally object to the timetable for the SPD. This was unanimously <b>AGREED</b>.</li> <li>• The land either side of Stoke Brook was going to be designated as an ecology / landscape and green zone. To be considered at a future meeting: the adoption of the Stoke Brook Corridor as a strategic project.</li> <li>• The land to the South of the parish was to be designated as a landscape, amenity, and green open space zone. To be considered at a future meeting: the adoption of the Southern Boundary as a strategic project.</li> <li>• The date of the 19<sup>th</sup> March had been set to start the Regulation 14 consultation which meant that a draft of the NP needed to be ready by the 15<sup>th</sup> March 2021.</li> </ul>	<p>GS/LP</p> <p>Clerk</p>

	<ul style="list-style-type: none"> <li>The Main Modifications on the VALP consultation ends on the 9<sup>th</sup> February. Some of the modifications will affect the parish council, so a response is required from the parish council. It was <b>AGREED</b> that the clerk write to Buckinghamshire Council asking for a ten-day extension. If this was not forthcoming the response would be circulated by email for comments before submission.</li> </ul> <p>Cllr Clark clarified what was meant by Regulation 14 consultation. This would then be followed by a Regulation 16 consultation then the referendum.</p> <p>b) A statement of the expenditure that had been incurred on the NP since 2015 was presented. The statement showed a total expenditure figure of £56, 011. Cllr Hunt asked whether Bell Cornwell was paid on an hourly rate. Cllr Clark replied that it was on a fixed fee basis. The statement was <b>NOTED</b>. Cllr Prestage then requested the release of the £10,000 held in reserves to cover expenditure for the remainder of the year. This was <b>AGREED</b>.</p>	
21/12	<p><b>DEVELOPMENT PLAN</b></p> <p>This item was deferred until the next meeting.</p>	
21/13	<p><b>FINANCE</b></p> <p>a) <b>Inter Account Bank Transfers</b>. It was <b>NOTED</b> the following transfers had been done between 11<sup>th</sup> December 2020 and 14<sup>th</sup> January 2021:</p> <ul style="list-style-type: none"> <li>22 December - £10,000 from Deposit Account to Treasurers Account.</li> <li>13 January - £90,000 from Deposit Account to Treasurers Account.</li> </ul> <p>b) <b>Payment of invoices for January 2021</b> – the list of payments, as circulated, was <b>APPROVED</b>. (See Appendix 1).</p> <p>c) <b>The bank reconciliation</b> as at the end of December 2020 was <b>NOTED</b> and signed by the chairman.</p> <p>d) <b>The monitoring statement</b> to 31<sup>st</sup> December was <b>NOTED</b>.</p>	
21/14	<p><b>CLERK’S REPORT</b></p> <p>The clerk’s report, attached as appendix 3, was <b>NOTED</b>. Cllr Clark suggested that parish gates be installed at the parish boundaries of Stoke Mandeville. This would be added to the development plan as a potential project. Cllr Stewart commented on the great success of the pathway around the playing field and apologised to Cllr Ezra for his negativity towards the project. Cllr Prestage had measured the pathway, which was 0.31 miles or 500 metres.</p>	
21/15	<p><b>TRUSTEES OF STOKE MANDEVILLE AND OTHER PARISHES CHARITY</b></p> <p>The meeting <b>CONFIRMED</b> the appointment of Cllr Erza, P Walter and M Reeves as trustees of the Stoke Mandeville and Other Parishes Charity for a further four years.</p>	Clerk
21/16	<p><b>POINTS OF INTEREST</b></p> <ul style="list-style-type: none"> <li>Cllr Hunt had attended an Infrastructure Group which was part of the Wendover Community Board.</li> </ul>	
21/17	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting of the Parish Council would be Tuesday 16<sup>th</sup> February 2021 starting at 7.30pm. This would be held remotely.</p>	

	<p><b>CONFIDENTIAL ITEM</b></p> <p>In accordance with the “The Openness of Local Government Bodies Regulations 2014” and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.</p>	
21/18	<p><b>NEW WEBSITE</b></p> <p>The proposals of the four web designers that had been shortlisted were considered aided by a paper from the chairman that listed the pros and cons of each proposal. After consideration of the four proposals, it was proposed by Cllr Butler, seconded by Cllr Clark that quotes from other designers should be obtained. This was <b>AGREED</b>.</p>	Clerk
21/19	<p><b>STAFFING MATTERS</b></p> <p>The meeting received a report from the Staff Working group meeting held on the 14<sup>th</sup> January 2021 where the following items were discussed:</p> <ul style="list-style-type: none"> <li>• Working from Home Allowance,</li> <li>• Untaken Holiday Entitlement,</li> <li>• Future Holiday Requests,</li> <li>• Appraisal Year,</li> <li>• Eye Tests.</li> </ul> <p>The proposals of the Staff Working Group were <b>AGREED</b>.</p>	

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 10.00 pm.

Signed..... Chair

Date: 16<sup>th</sup> February 2021

## Appendix 1 - Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 19th JANUARY 2021						
<b>RECEIPTS</b>						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
19/01/2021	Buckinghamshire Council	s106	70,000.00	-	70,000.00	S.106 Interim Contribution to the Pathway
<b>Total Receipts</b>			<b>70,000.00</b>	<b>-</b>	<b>70,000.00</b>	
<b>PAYMENTS - From Current Account</b>						
<b>Direct Debits</b>			Gross	VAT	Net	Transaction Detail
14/01/2020	BAS Associates	114750	151.20	25.20	126.00	Payroll January to March 2021
15/01/2020	EON		542.70	90.45	452.25	Street Lighting for December 2020
19/01/2020	Peoples Pension	december	228.80	-	228.80	Pension Costs December 2020
19/01/2020	BT (SM5086 3603)	M138 HY	56.39	9.40	46.99	Office Phone to 6th January 2021
19/01/2020	Land Registry	2002597479	12.00	-	12.00	NPSG Search Fee
<b>Standing Orders</b>						
31/01/2020	Roger Haines	january	666.67	-	666.67	Grounds Maintenance for January 2021
			<b>1,657.76</b>	<b>125.05</b>	<b>1,532.71</b>	
<b>Online Transfer - Paid 14 January</b>						
14/01/2021	CloudyIT	17950ab	14.22	2.37	11.85	Email addresses for NPSG members
14/01/2021	A.Bamford	NPSG-122	150.00	-	150.00	NPSG Administration - to 4 January
14/01/2021	A.Bamford	NPSG-123	75.00	-	75.00	NPSG Administration - to 4 January Extra
14/01/2021	A.Bamford	NPSG-124	150.00	-	150.00	NPSG Administration - to 11 January
14/01/2021	Sparkx	3071	80.40	13.40	67.00	Repair to light in Marsh Lane
14/01/2021	UK Security Group (C20/58b)	995	420.00	70.00	350.00	New Camera in Outside Porch
14/01/2021	SLN (20/97)	213	84,000.00	14,000.00	70,000.00	Interim Invoice for Perimeter Pathway
14/01/2021	A.Bamford	NPSG-125	150.00	-	150.00	NPSG Administration - to 18 January
14/01/2021	Bell Cornwell	2707	2,727.00	454.50	2,272.50	NP Professional Services for December
			<b>87,766.62</b>	<b>14,540.27</b>	<b>73,226.35</b>	
<b>Online Transfer - To be Paid 28 January</b>						
28/01/2020	SLN (20/97)	215	15,474.00	2,579.00	12,895.00	Final Invoice for Perimeter Pathway
28/01/2020	SMVCA	water	65.43	-	65.43	Water used for tarmacing Pathway
28/01/2020	Smiths Garden Services (E19/42)	16098	600.00	100.00	500.00	Clearing allotment plots 12b & 19a (Jan 2020)
28/01/2020	E.Sharp	608	267.14	44.52	222.62	Light repairs - 11 & 12 Lower Road
28/01/2020	A.Bamford	NPSG-126	150.00	-	150.00	NPSG Administration - to 25 January
28/01/2020	A.Bamford	NPSG-127	75.00	-	75.00	NPSG Administration - to 17 January Extra
28/01/2020	A-M.Davies	january	887.45	-	887.45	January Salary
28/01/2020	A.Skeggs	january	1,642.43	-	1,642.43	January Salary
28/01/2020	HMRC	january	601.99	-	601.99	PAYE & NIC for month 10 (6 February 2021)
			<b>19,763.44</b>	<b>2,723.52</b>	<b>17,039.92</b>	
<b>From Clerks Debit Card Account</b>						
03/01/2021	Nimvelo	959492	3.60	0.60	3.00	Covid-19 Support Group Phone
			<b>3.60</b>	<b>0.60</b>	<b>3.00</b>	
<b>Total Payments</b>			<b>109,191.42</b>	<b>17,389.44</b>	<b>91,801.98</b>	
The above list of payments was approved by the Parish Council at its meeting on 19th January 2021.						
Signed	<i>Graham Stewart</i>		(Chair)			
This is an electronic signature - a hard copy with a wet signature is available.						
Date	19th January 2020					

## Appendix 2 – Action Plan

Date	Minute	Action	By whom	Status
21/07/20	20/74c	Engage an arborist for mature tree audit.	Clerk	On Hold
15/09/20	20/90b	Obtain likely cost of mature tree audit.	Clerk	In Progress
20/10/20	20/102	To investigate engaging external support	Clerk / GS	In Progress
15/12/20	20/138	Arrange for disabled friendly portable toilet.	Clerk	On Hold
19/01/21	21/06	Arrange workshop date with Breakthrough.	GS	Completed
19/01/21	21/11a	Write to BC objecting to SDP timetable.	GS/LP	Completed
19/01/21	21/11a	Write to BC requesting deadline extension.	Clerk	Completed
19/01/21	21/15	Confirm trustee appointments with SMOPC.	Clerk	Completed
19/01/21	21/18	Obtain further website options.	Clerk	Completed

## APPENDIX 3 – CLERKS REPORT

### Image of 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.

#### **Stoke Mandeville Support Group**

- The Support Group are gearing themselves up for an increase in requests as we go through the third lockdown.
- Beth Stark and I accepted the award from Buckinghamshire Council in a black-tie event held in the community centre car park. The certificate and glass shield are in the office.

#### **Streetlights**

- The light in Marsh Lane has been repaired.
- The two lights in Lower Road, reported last month, should be repaired shortly.

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

- Car Park Extension – No response to the follow up letter from Juniper Investments Ltd.
- Noticeboard – A glass panel has been replaced after it was shattered recently.
- Perimeter Pathway – This has been completed and is being well used, with positive feedback on Facebook.

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

- Station Road – The water leak close to the Post Office was an ongoing problem in that Thames Water are not giving it priority. Buckinghamshire Council Steve Bowles contacted to ask officers to put pressure on Thames Water.
- Yew Tree Close – A resident had complained about the notices that had been added to Yew Tree Close indicating that it was a Private Road when it was not.

#### **Environmental Issues**

- Castlefields / Petersfield – No progress to date, waiting for Cala Homes to send through the paperwork.
- Station Road / Ligo Avenue junction – Part of the conifer that broke off during the high winds over Christmas has been removed.
- Speed Limit – The speed limit on a stretch of the Risborough Road adjacent to the new HS2 junction has changed. New signage will be going up at some stage.
- The noticeboard in Dalesford Road had offensive graffiti sprayed over it. Most of the graffiti has been removed. Just needs a good clean now.

#### **Allotments**

- Allotment holders have been reminded about holding bonfires at the current time. Need to be aware of the wind direction to avoid the smoke drifting over to the school.

#### **Other**

- The village sign at the edge of Stoke Grange on the Wendover Road that used to say “Stoke Mandeville” has now been replaced with a “Weston Turville” village sign.