



Stoke Mandeville Parish Council

Minutes of the Council Meeting held on Tuesday 15th

September 2020. Due to the Covid-19 pandemic the meeting was held remotely via a video link.



Present: Cllrs G Stewart (Chair), R Butler, A Clark, B Ezra, J Hunt, S Kirve, J Magill, L Prestage and C Thorn.

Public Attendance: Seven members of the public plus Buckinghamshire Council Cllr R Newcombe.

Clerk: A Skeggs

Assistant Clerk: A-M Davies

Absent: None

The chairman opened the meeting by saying that this was the first full council meeting since Cllr Stephen Pluckwell died suddenly at the end of August. It was felt that he was missed already and so as a mark of recognition a minute's silence was held to reflect on his contribution to the parish council.

No.	Description	Action
20/83	APOLOGIES Apologies were received and accepted from Cllrs J Robinson and P Wood.	
	OPEN FORUM FOR PARISHIONERS 1. Buckinghamshire Councillor Richard Newcombe introduced himself and gave some background as to how he, Cllr Steve Bowles and Cllr Peter Strachan were now representing Stoke Mandeville PC as well as their main responsibilities for Buckinghamshire Council. He gave an update on S.106 and Community Board funding and what was happening at Buckinghamshire Council in the coming months. 2. A resident asked about the cost of the proposed footpath around the playing field. Were the public aware of the project, should not there be a consultation with the residents and what will be the implications of the work on the green space? He also spoke about the lack of toilet facilities at the playing field citing an incident the previous weekend. Both items were on the agenda for consideration. 3. Cllr Magill asked if had the decision been made on the footpath. Were there other potential projects of more benefit to the community that could be considered?	
20/84	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION a) Cllrs Ezra and Hunt declared an interest in items relating to the community centre and allotments. b) There were no new requests for dispensation.	
20/85	MINUTES OF PREVIOUS MEETING a) Minutes The minutes of the meeting held on 21 st July were AGREED and were signed by the Chairman as a correct record. b) Action Plan The action plan was reviewed, with some of the actions removed as they had been completed.	
20/86	FINANCE AND GOVERNANCE COMMITTEE	

	<p>a) The draft minutes of the meeting held on the 18th August 2020 were NOTED.</p> <p>b) The recommendation of the F&G committee to adopt the Risk Register for 2020 was NOTED. Risks relating to Planning and the Neighbourhood Plan would be added later.</p> <p>c) The recommendation of the F&G committee to adopt the updated policies on Complaints, Co-option, and the Publication Scheme for 2020 was NOTED.</p> <p>d) The current position on the amount of S.106 funds was NOTED. The chairman wanted to make councillors aware of the amount available and the need to think about possible projects. It was AGREED that the community should be asked for their views, making use of social media. Cllr Clark added that the Neighbourhood Plan had highlighted needs across the parish. It was AGREED to arrange a separate meeting to identify projects and discuss the use of the funds.</p>	Clerk
20/87	<p>FORMER BUCKS CC SPORTS AND SOCIAL CLUB</p> <p>A draft proposal had been circulated for information and comment. Any comments should be fed back to the author of the proposal. It was suggested that it could be improved with a clearer map and some photographs of the site. A copy would be sent to the Buckinghamshire Council councillors once it had been finalised.</p> <p>Cllr Thorn asked why the original club had failed, which was down to not enough people using it and a strategic decision by the then Bucks County Council not to invest in the asset. Cllr Clark called for the asset to be transferred to the parish council under a devolved services agreement, then it could be leased to the community group. This would maintain the land in public ownership. The author of the proposal gave an update emphasizing the inclusivity of the project. A decision was expected by the 15th September as to whether the site would be part of a devolved service pilot.</p> <p>The parish council fully supported the proposal.</p>	
20/88	<p>COMMUNITIES COMMITTEE</p> <p>a) The draft minutes of the meeting held on the 8th September 2020 were NOTED. Thanks to the Assistant Clerk for circulating.</p> <p>Cllr Ezra asked whether the football club had submitted a Covid-19 plan to the parish council as there was a large crowd watching the matches at the weekend (13 Sept). The chairman of SMFC replied that the club did have a plan, which has been lodged with the FA, and should be being followed. He said he would investigate the complaint from the weekend.</p> <p>Cllr Hunt raised the issue of parking at the allotments where there had been problems with availability for allotment holders at certain times of the day due to parking by school parents.</p> <p>Cllr Clark was disappointed to see that the committee had rejected the offer of a community orchard from the Chiltern Conservation Board.</p> <p>b) Playing Field Footpath - Cllr Clark queried why this item was being discussed as the decision had already made and the Council's standing orders stated that a decision could not be reversed within six months. The clerk replied that whilst the decision had been made, that due to the</p>	

	<p>sums involved it needed to be discussed by Full Council as the Communities committee did not have the authority to commit the parish council to that level of expenditure. Cllr Clark gave some background information on why a footpath had been considered, one of which was to make the playing field more accessible to all residents, it was intended to be funded from s.106 funds. A suggestion was made to ask Abbey Homes to part fund the footpath as their development will link to the playing field. It was proposed by Cllr Clark, seconded by Cllr Butler to agree with the recommendation from the Communities committee to construct a footpath around the playing field. This was AGREED by six votes to three.</p>	
20/89	<p>PLANNING COMMITTEE</p> <p>a) The draft minutes of the meeting held on the 27th August 2020 were NOTED. The council chairman passed on thanks from some residents for the interest and consideration the Planning committee had shown in a couple of the applications.</p> <p>b) Cllr Clark outlined some major changes that Central Government proposed to make to planning regulations, some as early as November 2020, whilst others required issuing a White Paper. Both proposed changes would have a major impact on the parish council. As the consultation deadline for the White Paper was not until the end of October, it was AGREED to consider the White Paper response at the October meeting.</p> <p>He then went through a draft response to the proposed changes to current planning policy and regulations. The main proposal was to build more houses through:</p> <ul style="list-style-type: none"> • Changing the calculation method for houses required, • Changing the affordability adjustment calculation. <p>The requirement to make more sites available could be as early as 2021. The new BC VALP will use the new calculation methods. It was advised that the calculation methods be opposed.</p> <p>Affordable housing would now have a category called “First Home”, of which 25% would have to be included in new housing developments. This would come from the existing social housing allocation.</p> <p>Planning policy to change so affordable housing development can be brought forward on sites not in the local plan, with no fixed limit so this would allow very large starter home sites to be built bypassing planning controls. It was advised that this change be opposed.</p> <p>It is intended to raise the “Small Site Exemption” from 10 houses to 50 houses, which means the developer would no longer have to contribute to infrastructure costs or facilities. It was advised that this change be opposed.</p> <p>It was AGREED that a response be drafted by the Chairman, Vice-Chairman, and the clerk.</p>	Chair / VC / Clerk
20/90	<p>NEIGHBOURHOOD PLAN</p> <p>a) Cllr Prestage gave an update on the Neighbourhood Plan. Draft evidence papers have been sent to all councillors for comment,</p>	

	<p>currently only the chairman had commented. To date 90% of the evidence papers and 15% of the policy papers have been completed. The drafts have been sent to Buckinghamshire Council for scrutiny; useful and detailed comments have been received back, not all of which the NPSG agreed with. These will be discussed at a meeting once all the evidence papers have been completed. The proposed new planning laws are a concern. There have been no meetings for the last six months, but online meetings are due to start in September with face to face meetings starting in the New Year.</p> <p>b) The clerk gave an update on the progress of producing a Mature Tree Audit. A specification had been prepared for submitting to potential companies. Also, the clerk had spoken to Buckinghamshire Council – Wycombe Tree Department - who had advised that only trees that had an amenity benefit by way of their appearance / visibility are considered for a TPO, so rather than identifying all mature trees the audit should concentrate on those at imminent risk of being lost. Also, no TPOs can be assigned to trees on the route of HS2. The parish council did have a list of trees within the parish with a TPO assigned, the list would be forwarded to the Communities Committee. It was AGREED that an indication of the likely cost of an audit be obtained before any audit was carried out.</p>	Clerk
20/91	<p>TOILET FACILITIES AT THE ESKDALE ROAD PLAYING FIELD</p> <p>This was originally discussed prior to lockdown but nothing had been progressed. Several councillors spoke in favour of providing facilities for use by the public / football club as there was a need especially with a growing population. Cllr Clark reminded everyone that there were wards that did not have a community centre / playing field so everything should not be focussed on the village. He had previously given details of renting a portable unit, which would highlight if there was a permanent need, plus they could be installed relatively quickly. Cllr Ezra commented that the pandemic would mean extra problems around cleaning and that previously the rental costs were considered too much. After further discussion it was proposed by Cllr Hunt and seconded by Cllr Clark that in the short term a portable facility be rented, and that consideration be given for a more permanent solution. This was AGREED by six votes to three.</p>	Clerk
20/92	<p>WEBSITE ACCESSIBILITY</p> <p>The clerk presented a paper on website accessibility. The parish council was required to have a website accessible to all users and a Website Accessibility Statement under the <i>Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018</i>, by 23rd September 2020. Work had started on assessing the current website, but the existing website was old and would require a substantial rebuild to meet the requirements. After consideration it was AGREED to prepare a specification to enable a new website to be procured. Cllr Prestage offered his technical knowledge to help in the process.</p>	Clerk
20/93	<p>STAFFING</p> <p>a) The use of the parish council office was considered following the publication of Covid-19 guidance on returning to work. It was AGREED that the clerk and assistant clerk could continue to work from home and</p>	

	<p>attend the office when required. It was AGREED that a Use of Office risk assessment be prepared. Cllr Clark paid tribute to the flexibility shown by the clerk and assistant clerk during the pandemic.</p> <p>b) It was AGREED that any unused leave at the end of 2020/21 could be carried over to 2022/23, if required. Cllr Clark said consideration should be given to making a payment in lieu for any unused leave, whilst Cllr Ezra added that shutting down the office over the Christmas period could be an option.</p> <p>c) The meeting AGREED to apply the NALC pay award of 2.75% for the 2020/21 financial year. The increase to be backdated so as to apply from 1st April 2020.</p>	Clerk
20/94	<p>FINANCE</p> <p>a) Inter Account Bank Transfers. It was NOTED the following transfers were performed between 20th May and 10th September 2020:</p> <ul style="list-style-type: none"> • 24 June - £5,000 from Deposit Account to Treasurers Account. • 28 July - £10,000 from Deposit Account to Treasurers Account. • 12 August - £24,000 from Deposit Account to Treasurers Account. <p>b) Payment of invoices for August and September 2020 – the list of payments, as circulated, was APPROVED. (See Appendix 1).</p> <p>c) The bank reconciliation as at the end of August 2020 was NOTED and signed by the chairman.</p> <p>d) The monitoring statement to 31st August was NOTED. Cllr Hunt commented on the clear layout which made it easier to follow.</p> <p>e) Insurance Renewal – The renewal premium for 2020/21, final year of the three agreement, of £4,032.55 (2019/20 - £4,895.12) was NOTED.</p>	
20/95	<p>POINTS OF INTEREST</p> <ul style="list-style-type: none"> • The chairman reported on a number of meetings, the first was with the new councillors from Buckinghamshire Council now supporting the parish council; another on an E-scooter trial which probably wouldn't impact on the village and the last was with HS2/EKFB. • Cllr Clark reported on the first Aylesbury Garden Town board meeting following the change of governance. He was representing the parish councils in the south of the area. • Cllr Hunt reported on the first Wendover Community Board. The parishes had no voting rights, there were funds available for projects, sub-groups were being established, of which she had chosen the Transport group. But the key aim was public engagement. • Cllr Kirve asked if councillors would complete a questionnaire on Organisational Energy as part of his master's degree. • Future Meetings – <ul style="list-style-type: none"> • 24th September – Planning Committee. • 13th October – Finance and Governance Committee. • 20th October – Parish Council. 	
20/96	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting of the Parish Council would be Tuesday 20th October 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>	

	<p>CONFIDENTIAL ITEM</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>	
20/97	<p>FOOTPATH AROUND ESKDALE ROAD PLAYING FIELD CONTRACT</p> <p>The three quotes that had been received were considered by the committee. The details were:</p> <ul style="list-style-type: none"> a) Contractor A - £82,461 (ex-vat). b) Contractor B - £90,916 (ex-vat). c) Contractor C - £84,955 (ex-vat) <p>Cllr Hunt was against the tarmac specification and wanted something like the existing pathway down to the skate park. Cllr Clark outlined three options in relation to accessibility.</p> <p>It was proposed by Cllr Clark, seconded by Cllr Ezra that the specification as quoted be accepted. This was AGREED by five votes to two with one abstention.</p> <p>It was proposed by Cllr Clark, seconded by Cllr Ezra that the quote from contractor C be accepted due to their previous track record. This was AGREED by seven votes to nil with one abstention.</p> <p>The successful contractor to be asked to add one passing bay to the footpath and would they be prepared to match the price of contractor A.</p>	

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 10.25 pm.

Signed..... Chair

Date: 20th October 2020

Appendix 1 - Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 15th SEPTEMBER 2020						
RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
13/08/2020	SM&OPC	grant	12,000.00	-	12,000.00	Full year grant
13/08/2020	Dignity Funeral Services		100.00	-	100.00	Kidnee - memorial stone
		Total Receipts	12,100.00	-	12,100.00	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
30/07/2020	Altodigital	2553433	212.04	35.34	176.70	Parts Warranty 06/07/2020 to 05/07/2021
01/08/2020	PEAC Finance	92081	415.12	69.19	345.93	Photocopier Rental 01/08/20 to 31/10/2020
16/08/2020	EON	H18C330696	542.70	90.45	452.25	Street Lighting for July 2020
20/08/2020	Peoples Pension	july	222.68	-	222.68	Pension Costs July 2020
20/08/2020	BT (SM5086 3603)	M133 YA	3.35	0.56	2.79	Office Phone to 6th August 2020
Standing Orders						
30/08/2020	Roger Haines	august	666.67	-	666.67	Grounds Maintenance for August 2020
			2,062.56	195.54	1,867.02	
Online Bank Transfer - Paid 14th August						
14/08/2020	A.Bamford	NPSG-097	150.00	-	150.00	NPSG Administration - to 10 August
14/08/2020	A.Bamford	NPSG-098	150.00	-	150.00	NPSG Administration - to 17 August
14/08/2020	CloudyIT	16943b	14.22	2.37	11.85	Email addresses for NPSG members
14/08/2020	Windowflowers	34116	476.40	79.40	397.00	Summer Planting
14/08/2020	Bucks Recycling (20/76b)	85225	390.00	65.00	325.00	Skip Hire for Clearance Work - 22 August
14/08/2020	Smoking Rocket	19985	180.00	-	180.00	Email addresses ending @sm-pc.org.uk
			1,360.62	146.77	1,213.85	
Online Bank Transfer -To be Paid 28th August						
28/08/2020	A2Z Roofing (19/163)	835	22,450.00	3,741.66	18,708.34	Retailing the Community Centre Roof
28/08/2020	A.Bamford	NPSG-099	150.00	-	150.00	NPSG Administration - to 24 August
28/08/2020	A.Bamford	NPSG-100	150.00	-	150.00	NPSG Administration - to 31 August
28/08/2020	Tom Audley (E19/50e)	SM1	95.00	-	95.00	Grounds Maintenance - Lower Road
28/08/2020	Roger Haines (C20/49)	extra	45.00	-	45.00	Strimming Station Road / Church yard paths
28/08/2020	Clerk	august	1,606.65	-	1,606.65	Salary for August 2020
28/08/2020	Assistant Clerk	august	866.25	-	866.25	Salary for August 2020
28/08/2020	HMRC	august	569.73	-	569.73	Tax and NI for August 2020
			25,932.63	3,741.66	22,190.97	
From Clerks Debit Card Account						
28/07/2020	Microsoft Office 365	25888261119	59.90	-	59.90	Annual subscription to microsoft 365
06/08/2020	Nimvelo	951697	3.60	0.60	3.00	Covid-19 Support Group Telephone Line
			63.50	0.60	62.90	
		Total Payments	29,419.31	4,084.57	25,334.74	
The above list of payments was approved by the Parish Council at its meeting on 15th September 2020.						
Signed	<i>G.Stewart</i>		(Chair)			
	This is an electronic signature - a hard copy with a wet signature is available.					
Date	15th September 2020					

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 15th SEPTEMBER 2020

RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
26/09/2020	Buckinghamshire Council		83,000.00	-	83,000.00	Second Installment of Precept
23/08/2020	Char Char Chimps		140.00	-	140.00	Use of Playing Field 23 August 2020
08/09/2020	SMVCA		7.50	-	7.50	Reimburse cost of confidential shredding
Total Receipts			83,147.50	-	83,147.50	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
15/09/2020	EON	H18E136282	542.70	90.45	452.25	Street Lighting for August 2020
18/09/2020	ICO	z2855737	35.00	-	35.00	Annual Data Protection Fee
19/09/2020	Peoples Pension	august	210.10	-	210.10	Pension Costs August 2020
20/09/2020	BT (SM5086 3603)	M134 17	55.81	9.30	46.51	Office Phone to 6th September 2020
Standing Orders						
30/09/2020	Roger Haines	september	666.67	-	666.67	Grounds Maintenance for September 2020
			1,510.28	99.75	1,410.53	
Online Transfer - Paid 11th September						
11/09/2020	JW Mowing Services	11	100.00	-	100.00	Marsh Lane paddock grass cutting
11/09/2020	A.Bamford	NPSG-101	150.00	-	150.00	NPSG Administration - to 7 September
11/09/2020	A.Bamford	NPSG-102	150.00	-	150.00	NPSG Administration - to 14 September
11/09/2020	Sparkx (20/51)	2806	540.00	90.00	450.00	Repair to Chapel Lane street light
11/09/2020	Chiltern Secure Shredding	62118	18.00	3.00	15.00	Shredding for SMVCA / SMOPC - 2 bags
11/09/2020	CloudyIT	17129b	14.22	2.37	11.85	Email addresses for NPSG members
11/09/2020	Moonpig (Paid by Assistant Clerk)		24.99	-	24.99	Card and Gift for Cllr Stephen Pluckwell
11/09/2020	Amazon (Paid by Clerk)	23667	24.97	4.18	20.79	Wireless mouse * 2
11/09/2020	BALC	1979	41.55	-	41.55	Website Accessibility Awareness Course
11/09/2020	Bell Cornwell	1852	357.00	59.50	297.50	NPSG Professional Services - Evidence
11/09/2020	Sparkx	2848	198.00	33.00	165.00	Investigative work no.3 Eskdale Road
11/09/2020	Char Char Chimps	refund	100.00	-	100.00	Refund hire of playing field deposit
			1,718.73	192.05	1,526.68	
Online Transfer - To be Paid 25th September						
25/09/2020	A.Bamford	NPSG-103	150.00	-	150.00	NPSG Administration - to 21 September
25/09/2020	A.Bamford	NPSG-104	150.00	-	150.00	NPSG Administration - to 28 September
25/09/2020	Gallagher Insurance (20/-)	2251666	4,032.55	-	4,032.55	Insurance 10/10/2020 to 09/10/2021
25/09/2020	Stoke Mandeville VCA (F19/19)	grant	2,500.00	-	2,500.00	Second half of contribution for administrator
25/09/2020	Paul Jarvis	11262	229.00	-	229.00	Painting of Park Room ceiling - roofing
25/09/2020	Paul Jarvis	11263	100.00	-	100.00	Painting of Committee Room ceiling - roofing
25/09/2020	Bell Cornwell	1715	380.80	63.47	317.33	NPSG Professional Services - Policy Papers
25/09/2020	A-M.Davies	September	866.25	-	866.25	September salary
25/09/2020	A.Skeggs	September	1,606.65	-	1,606.65	September salary
25/09/2020	HMRC	September	575.53	-	575.53	PAYE & NIC for month 6 (6 October 2020)
25/09/2020	Cllr A Clark	allowance	69.65	-	69.65	Quarterly allowance to September 2020
			10,660.43	63.47	10,596.96	
From Clerks Debit Card Account						
06/09/2020	Nirvelo		3.60	0.60	3.00	Covid-19 Support Group Telephone Line
			3.60	0.60	3.00	
Total Payments			13,893.04	355.87	13,537.17	
The above list of payments was approved by the Parish Council at its meeting on 15th September 2020.						
Signed	<i>G.Stewart</i>		(Chair)			
	<i>This is an electronic signature - a hard copy with a wet signature is available.</i>					
Date	15 September 2020					

Appendix 2 - Actions

Date	Minute	Action	By whom	Status
16/06/20	20/59c	Arrange for the new logo.	Clerk	In Progress
21/07/20	20/74c	Engage an arborist for mature tree audit.	Clerk	In Progress
21/07/20	20/75a	Contact democratic services regarding mixed format meetings.	Clerk	Outstanding
15/09/20	20/86d	Arrange a meeting to discuss s.106 projects	Clerk	Completed
15/09/20	20/89b	Prepare response to planning consultations.	Clerk	In Progress
15/09/20	20/90b	Obtain likely cost of mature tree audit.	Clerk	In Progress
15/09/20	20/91	Arrange provision of portable toilets.	Clerk	In Progress
15/09/20	20/92	Prepare new website specification.	Clerk	Outstanding
15/09/20	20/93a	Prepare office risk assessment.	Clerk	Completed
15/09/20	20/93c	Inform payroll provider of pay award	Clerk	Completed
15/09/20	20/97	Inform successful footpath contractor	Assistant	Completed