



Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday
28th June 2022 at the Community Centre, Eskdale Road.



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

Buckinghamshire Council Councillor: S Bowles and P Strachan.

Public Attendance: Nine.

Clerk: A Skeggs

Assistant Clerk: Holiday

Absent: n/a

No.	Description	Action
22/83	<p>APOLOGIES</p> <p>Apologies were received and accepted from Cllrs Clark and Ezra.</p> <p>Apologies were received from Buckinghamshire Council Cllr R Newcombe.</p> <p>The chairman informed the meeting that this was the last meeting for Cllr Thorn who was standing down. He was thanked for all his work within the Hawkslade ward and his contribution to the parish council.</p>	
22/84	<p>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</p> <p>There were no new declarations of interest or requests for dispensation.</p>	
	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC</p> <p>There were no items raised by the residents present.</p>	
	<p>REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR</p> <p>The following was reported by Cllr Bowles –</p> <ul style="list-style-type: none"> • <u>Parish Charter</u> – A revised charter would be considered by the Full Council of Buckinghamshire Council and then distributed to parishes. • <u>SEALR</u> – Enabling works were still in progress with occasional delays. <p>The following questions were directed at the Buckinghamshire Council councillors:</p> <ul style="list-style-type: none"> • Were they aware of the residents’ feelings towards the plans for the ex-BCC S&S Club? • Would the facility be re-opened and why was the grass being cut on a weekly basis? • Was Buckinghamshire Council required to respond to requests / questions within a given time? 	
22/85	<p>MINUTES OF PREVIOUS MEETING</p> <p>a) <u>Minutes</u> - The minutes of the meeting held on 17th May were AGREED and signed by the Chair as a correct record.</p> <p>b) <u>Action Plan</u> - The action plan was reviewed, there was only one action still to be completed.</p> <p>c) <u>Minutes</u> - The minutes of the special parish council meeting held on 14th June were AGREED and signed by the Chair as a correct record</p>	
22/86	<p>CO-OPTION ON TO THE COUNCIL</p> <p>The council had received an application to join the parish council from resident Kirsty Shanahan. After answering a question on a possible conflict of</p>	

	interest, it was proposed by Cllr Stewart, seconded by Cllr Magill that Kirsty Shanahan be co-opted to represent the Stoke Leys ward. This was AGREED by five votes in favour with one against. After signing the Declaration of Acceptance of Office Cllr Shanahan joined the meeting.	
22/87	<p>2021/22 INTERNAL AUDIT REPORT</p> <p>a) The internal audit report was considered, and it was NOTED that there were no issues raised.</p> <p>b) The internal audit year-end observations report was considered, along with the comments from the clerk. The observations related to the high level of reserves, which should be reviewed and monthly bank reconciliations. The observation report was NOTED.</p> <p>The chair proposed that the report and findings be accepted, and the recommendations be acted on. This was seconded by Cllr Robinson and unanimously AGREED.</p>	
22/88	<p>PLAY AREA REFURBISHMENT</p> <p>a) Following the award of the contract and site visit it was felt that additional mulch was required under more play equipment and the picnic benches. The cost would be £11,070. After consideration it was AGREED that this extra surfacing was required to enable better access to the equipment.</p> <p>b) Consideration was then given to the funding. Should a request for further s.106 funds be made or would the parish council fund it from reserves? It was AGREED to approach Buckinghamshire Council to increase the s.106 funding but to avoid any delays, it was AGREED to meet the extra cost from reserves.</p>	Clerk
22/89	<p>GRANT APPLICATION – POLLYANNA PRESCHOOL</p> <p>The parish council had received a grant request from the Pre-School to fund new fencing to their outside space. The fencing installed recently was inadequate and the company were not prepared to rectify the situation. Two quotes had been obtained for £3,900 and £5,000. After consideration it was proposed by Cllr Stewart, seconded by Cllr Thorn and unanimously AGREED that the Pre-School be assisted in making applications to the Community Board, Heart of Bucks and the Stoke Mandeville & Other Parishes Charity and that the parish council be minded to match fund up to £1,000.</p>	Clerk
22/90	<p>BRUDENELL DRIVE OPEN SPACE</p> <p>a) Since the last meeting, the Solicitor for the Affairs of HM Treasury had been in touch with the parish council indicating that their solicitor costs would be £500 plus VAT. After consideration it was proposed by Cllr Stewart, seconded by Cllr Magill that an offer of £500 be made to the Solicitor for the Affairs of HM Treasury after legal advice had been obtained. This was unanimously AGREED.</p> <p>b) Cllr Stewart informed the meeting that it may be desirable for the parish council to seek legal advice on some of its other projects. After consideration it was AGREED to ask some local town and parish councils if they had used any solicitors.</p>	Clerk
22/91	<p>LAND AT REAR OF IRVINE DRIVE</p> <p>The parish council had received a request from the residents of Irvine Drive for reimbursement of a proportion of the legal costs that they had incurred in</p>	

	relation to the land at the rear of their properties. After consideration it was proposed by Cllr Thorn, seconded by Cllr Magill that the parish council makes a “Without Prejudice” payment of £549. This was AGREED .	Clerk
22/92	FINANCE The list of payments made since the last meeting, as circulated, was APPROVED . (See Appendix 2).	
22/93	CLERK’S REPORT The clerk’s report, attached as appendix 3, was NOTED .	
22/94	POINTS OF INTEREST <ul style="list-style-type: none"> • Wendover and Village Community Board – The clerk reported on the last Community Board meeting that had focussed on a review of the 2021/22 projects, setting the scene for 2022/23 and discussing the priorities of the Board, • University of Liverpool – The clerk reported on a meeting with the University of Liverpool who were undertaking a review on the “Perception of Reburials from HS2”. The parish council should receive a copy of the report. • Arla Liaison Group – Cllr Wood reported on the latest Arla Liaison group meeting. There was nothing to bring to the parish council’s attention. • HS2 / EKFB – Cllr Stewart reported on the latest meeting with HS2 / EKFB. The HS2 Mobile Visitor Centre would be in the Hawkslade Community Centre car park on the 21st July from 10am-3pm and that an Anglo-Saxon burial ground had been discovered on the edge of Wendover. The exact location was not disclosed. 	
22/95	DATE OF NEXT MEETING The date of the next meeting of the Parish Council would be Tuesday 19 th July 2022.	
	EXCLUSION OF THE PUBLIC – Confidential Item To resolve that under the Public Bodies (Admissions to Meetings) Act, the public and press be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.	
22/96	STOKE MANDEVILLE VILLAGE COMMUNITY ASSOCIATION (SMVCA) Cllr Stewart reported on a meeting that the parish council had had with SMVCA, which had led to the circulation of a document – “Parish Council (PC) as Sole Charity Trustee”. A review of the document had raised several questions: <ul style="list-style-type: none"> • Should the PC take over as a Corporate Trustee or as the Parish Council? • Potential conflict of interests between the PC Charity and the PC. • Could external / independent trustees be appointed? • What happens to the reserves of the Charity? • The advantages / disadvantages of running as a PC Charity or the PC needed to be documented. Cllr Stewart would draft a discussion / round up paper for agreement by the parish council before forwarding to the chairman of SMVCA.	Cllr Stewart

The Chair thanked everyone for their contributions during the evening.

The meeting finished at 9.50 pm.

Signed.....Chair

Date: 19th July 2022

APPENDIX 1 – ACTION PLAN

Date	Minute	Action	By whom	Status
17/05/22	22/71	Add Cllr Stewart as cheque signatory.	Clerk	
17/05/22	22/76	Inform play companies of decision	Clerk	Completed
28/06/22	22/88b	Contact Buckinghamshire Council regarding further s.106 funding.	Clerk	
28/06/22	22/89	Offer assistance to Pollyanna Pre-school in making grant applications.	Clerk	
28/06/22	22/90	Contact parish councils for advice on solicitor firms.	Clerk	Completed
28/06/22	22/91	Send letter and payment to resident of Irvine Drive.	Clerk	
28/06/22	22/96	Prepare discussion paper on PC views on SMVCA transfer.	Cllr Stewart	Completed.

APPENDIX 2 - PAYMENTS

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 28th JUNE 2022

INCOME - Since the last meeting						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
28/04/2022	FDS Group	fds-2022-005	487.30	-	487.30	Reimbursement Old Copier Leasing Costs
16/05/2022	Dignity Funeral Directors	memorial	100.00	-	100.00	John Brown Memorial Fee
18/05/2022	FDS Group	fds-2022-006	1,283.72	-	1,283.72	Reimbursement Old Copier Leasing Costs
20/05/2022	Buckinghamshire Council	nhb-2022-003	4,550.00	-	4,550.00	Third NHB Burial Ground Payment
24/05/2022	Pollyanna Pre-school	field hire	140.00	-	140.00	Field Hire 3rd July (includes £100 deposit)
24/05/2022	Heritage & Sons	interment	100.00	-	100.00	Rosalind Rochefort Interment Fee
14/06/2022	Buckinghamshire Council	nhb-2022-004	3,615.00	-	3,615.00	Fourth NHB Burial Ground Payment
17/06/2022	Buckinghamshire Council	15/04341/AOP	21,928.58	-	21,928.58	S.106 Funding for Additional Car Parking
		Total Receipts	32,204.60	-	32,204.60	
EXPENDITURE - Since the last meeting						
Direct Debits			Gross	VAT	Net	Transaction Detail
01/06/2022	Drax	1106065749	30.18	5.03	25.15	Street Lighting for April 2022
01/06/2022	Drax	1106065750	598.39	99.73	498.66	Street Lighting for April 2022
17/06/2022	PEAC Finance (Current)	23-0022883	390.94	65.16	325.78	Photocopier Rental 17/06/22 to 16/09/2022
20/06/2022	Peoples Pension	may	232.79	-	232.79	Pension Costs May 2022
31/05/2022	Onecom	627753	49.74	8.29	41.45	Office Phone to 30th April 2022
Standing Orders						
30/06/2022	Roger Haines	june	666.67	-	666.67	Grounds Maintenance for June 2022
			1,968.71	178.21	1,790.50	
Faster Payment - Paid 25th May						
25/05/2022	Dream & Believe Events	k playford	75.00	-	75.00	Personalised Balloon Columns
25/05/2022	RBS Rialtas	sm29690	420.00	70.00	350.00	Conversion from R & P to I & E Basis
25/05/2022	Play Safety (ROSPA)	62491	239.40	39.90	199.50	Annual Inspection of Playarea and Gym
25/05/2022	JW Mowing Service	22/002	120.00	-	120.00	Mowing of Marsh Lane Paddock - May
25/05/2022	Cllr P Wood	craft	67.54	-	67.54	Craft Supplies for Platinum Jubilee
25/05/2022	IAC Audit & Consultancy	1412	420.00	70.00	350.00	Internal Audit for 2022 Annual Return
25/05/2022	A.Bamford	NPSG-198	150.00	-	150.00	NPSG Administration - to 23 May
25/05/2022	A.Bamford	NPSG-199	150.00	-	150.00	NPSG Administration - to 30 May
25/05/2022	AP Productions Events Ltd	balance	600.00	-	600.00	Entertainment Services Jubilee Event
			2,241.94	179.90	2,062.04	
Faster Payments - Paid 31st May						
31/05/2022	Ellesborough Silver Band	performance	150.00	-	150.00	Band Performance Jubilee Event
31/05/2022	CDS Group	73528	900.00	150.00	750.00	Project Mangement Fees May
31/05/2022	Clerk	may	1,654.00	-	1,654.00	Salary for May 2022
31/05/2022	Assistant Clerk	may	682.33	-	682.33	Salary for May 2022
31/05/2022	HMRC	may	754.27	-	754.27	Tax and NI for May 2022
31/05/2022	A.Bamford	NPSG-200	150.00	-	150.00	NPSG Administration - to 6 June
			4,290.60	150.00	4,140.60	
Faster Payments - To be Paid 29th June						
29/06/2022	Tulu Toilet Hire	29968	132.85	22.14	110.71	Portable Toilet for Playing Field - May
29/06/2022	The Cloudy Group	1513	22.80	3.80	19.00	NPSG Email addresses
29/06/2022	CDS Group	73549	3,438.00	573.00	2,865.00	Engineering Site Visit
29/06/2022	A.Bamford	NPSG-201	150.00	-	150.00	NPSG Administration - to 13 June
29/06/2022	A.Bamford	NPSG-202	150.00	-	150.00	NPSG Administration - to 20 June
29/06/2022	A.Bamford	NPSG-203	150.00	-	150.00	NPSG Administration - to 27 June
29/06/2022	RCF Windows & Glazing	56315	225.00	37.50	187.50	Supply and Fit New Mirror
29/06/2022	Kompan	240838	270.00	45.00	225.00	New End Section of Main Slide
29/06/2022	Bell Cornwell	6570	240.00	40.00	200.00	Advice over Teams Meeting
29/06/2022	Nolan Support Services Ltd	243	145.00	24.17	120.83	Disposal of Green Waste from Burial Ground
29/06/2022	Stoke Mandeville PCC	ark2022/8	40.00	-	40.00	Room Hire 18th June for Neighbourhood Plan
29/06/2022	JW Mowing Service	22/003	120.00	-	120.00	Mowing of Marsh Lane Paddock - June
29/06/2022	CDS Group	73568	3,994.56	665.76	3,328.80	Contamination / Utilities Assessments
			9,078.21	1,411.37	7,666.84	
From Clerks Debit Card Account						
10/05/2022	B&Q	1022087656	30.85	5.15	25.70	Ready Mixed Concrete for Bench
18/05/2022	B&Q	1025244974	15.78	2.63	13.15	Ready Mixed Concrete for Bench
06/06/2022	B&Q	1305130501	25.00	4.17	20.83	New Combination Padlock for Playing Field
			71.63	11.95	59.68	
		Total Payments	17,651.09	1,931.43	15,719.66	
This list of payments has been checked by the clerk and verified for payment.						
Signed	<i>A.Skeggs</i>		(Clerk)			
Date	23 June 2022					
The above list of payments was approved by the Parish Council at its meeting on 28th June 2022.						
Signed	<i>Graham Stewart</i>		(Chair)			
	<i>This is an electronic signature - a hard copy with a wet signature is available.</i>					
Date	28 June 2022					
RECONCILED BANK BALANCES AS AT 23 JUNE 2022						
	Treasurers Account	£	36,606.04			
	Deposit Account	£	336,351.53			
	Debit Card Account	£	300.00			
		£	373,257.57			

APPENDIX 3 – CLERKS REPORT

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 – Nothing to report.

Community Centre / Playing Field -

- Surface Water – Thames Water has been out, and they have identified the problem. There is a blockage just up from the stream, which has caused the blow hole where the fountain appeared. The blockage and blow hole will both require digging out repairing. Another team will be out to do the repairs at some stage.
- The bottom section of the slide is broken. A new part has been ordered and is due on 29th June.
- The ROSPA inspection highlighted a worn bush on a piece of gym equipment and the supplier has been contacted for a quote to repair it.
- Field Letting – There is a booking on the 16th July.

Environmental Issues – Calls from Residents

- Station Road / Brudenell Drive Passageway – Condition of the surface. This is now inspected regularly by Buckinghamshire Council but doesn't meet the threshold for repair.
- Station Road – A request for a waste bin to be placed close to the bench opposite the Post Office. It is proposed that the bin on the corner of Hampden Road be moved.
- Brudenell Drive – The double yellow lines on the bend had been reported as they had faded badly. This was posted on fixmystreet and emailed to the LAT and have now been repainted.
- The alleyway between Brudenell Drive and Station Road – the weeds have been cut back.

Environmental Issues -

- Eskdale Road – Ridgepoint Homes have completed the repairs to the two roundabouts in Eskdale Road and put up the 15-mph sign.

Allotments –

- Grow to Give – The parish council was contacted by this organization to provide spare fruit and veg to the Vineyard Foodbank. It requires an allotment champion to take the items to the food bank, but nobody has come forward.
- Overgrown Allotments - The assistant clerk has written to two tenants who have not been tending their plots. One has replied and has a good reason. Awaiting a response from the other.
- Waiting List – There are now 11 residents on the waiting list.

Other

- Platinum Jubilee – The Picnic in the Park event proved a success and was well attended.
- Carters Ride, Dorchester Close and Walnut Close – Posted questionnaires to residents asking whether they wanted a parking review. There was a 50% response and of those 77% wanted a review. How this is taken forward will be discussed with the Community Board coordinator.