



Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday
18th May 2021 at the Community Centre, Eskdale Road.



Present: Cllrs G Stewart (Chair), A Clark, B Ezra, J Magill, G Shrivastava, C Thorn, and P Wood.

Buckinghamshire Council Councillors: S Bowles and P Strachan.

Public Attendance: One member of the public plus five via a Teams link. Two residents attended for item 21/77 to present the 'Reclaim the Parish' proposal.

Clerk: A Skeggs

Assistant Clerk: A-M Davies

Absent: None

No.	Description	Action
21/71	ELECTION OF CHAIRMAN On a proposal from Cllr Wood, seconded by Cllr Clark, Cllr Stewart was, unanimously, elected as Chairman for the forthcoming year. A declaration of acceptance of office was then signed by Cllr Stewart.	
21/72	ELECTION OF VICE CHAIRMAN On a proposal from Cllr Stewart, seconded Cllr Wood, Cllr Clark was elected as Vice Chairman for the forthcoming year.	
21/73	APOLOGIES Apologies were received and accepted from Cllr J Robinson.	
21/74	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION a) There were no new declarations of interest or requests for dispensation. b) The clerk received and signed the Acceptance of Office Declarations from those councillors present.	
	OPEN FORUM FOR PARISHIONERS Two points had been submitted by a resident in advance of the meeting: 1) The Brudenell Drive / Station Road alleyway was still a concern despite Buckinghamshire Council advising that the depth of the holes did not meet the threshold for repair. Cllr Bowles informed the meeting that he had received an email from the resident, and that he had been in contact with officers at the council. 2) The yellow lines at the end of Brudenell Drive had faded so much that cars and vans were now parking over them. Cllr Magill raised an issue from a manager of Stoke Mandeville FC regarding parking at football matches following a request from the clerk to the FC that they park outside the school / in Irvine Drive, to free up some spaces at the community centre.	
21/75	REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR No report was given other than all three previous councillors had been re-elected to the Buckinghamshire Council and that they were looking forward to continually working with the parish council.	

21/76	<p>MINUTES OF PREVIOUS MEETING</p> <p>a) <u>Minutes</u> - The minutes of the meeting held on 20th April were AGREED and signed by the Chairman as a correct record.</p> <p>b) <u>Action Plan</u> - The action plan was reviewed, with completed actions removed.</p>	
21/77	<p>RECLAIMING STOKE MANDEVILLE PARISH</p> <p>a) The meeting received a presentation from a resident, the aim of which was to “Reclaim the Parish”. The proposal included the following:</p> <ul style="list-style-type: none"> • Providing “Village Gates” at the entrances to the parish and improving signage throughout the four wards. • Setting up a “Stoke Mandeville Historical Society” and a “Historic Plaque” scheme to promote the history of the parish. • Host a “Celebratory Fete” on the village green to create a sense of “Village Pride”. Follow this up with a Christmas event. <p>The chairman thanked the resident for the presentation and the amount of work that she had put into it.</p> <p>b) The meeting was supportive of the proposal as some of the suggestions had been incorporated in the Neighbourhood Plan. It was proposed by Cllr Stewart, seconded by Cllr Magill that the ideas should be taken forward and investigated further. This was unanimously AGREED.</p>	
21/78	<p>PARISH COUNCIL ELECTION</p> <p>a) It was NOTED that following the uncontested election there were now only eight councillors from a possible twelve. It was AGREED that the vacancies be advertised on the noticeboards and social media. The notice should emphasise the positive impact a councillor can make and stress the outcomes. The chairman and clerk would prepare the notice.</p> <p>b) Two councillors who recently stood down from the council had expressed an interest in continuing being part of the working groups in which they were members - Richard Butler on the NPSG and Jenny Hunt on the New Burial Ground. This was AGREED.</p>	Clerk
21/79	<p>GENERAL POWERS OF COMPETENCE</p> <p>The clerk explained what the General Power was and how it could benefit the parish council. After consideration it was AGREED that the parish council met the eligibility to take the powers of General Power of Competence relating to the Electoral Mandate and Qualified clerk.</p>	
21/80	<p>MEMBERSHIP OF COMMITTEES</p> <p>The membership of committees was reviewed and AGREED as:</p> <ul style="list-style-type: none"> • Communities – Cllrs Ezra, Magill, Thorn, and Wood. • Finance and Governance – Cllrs Clark, Shrivastava, Stewart, and Wood. • Planning – Cllrs Clark, Ezra, Magill, Robinson, and Thorn. • Staffing – Cllrs Clark, Ezra, Magill, Stewart, and Wood. • Neighbourhood Plan – Cllrs Clark, Magill, Robinson, and Stewart. <p>To enable remote meetings to continue it was proposed, seconded, and unanimously AGREED to change the status of the committees to working groups until the end of August.</p>	

21/81	<p>APPOINTMENT TO EXTERNAL BODIES</p> <p>The following current appointments, shown below, were AGREED.</p> <p>a) Wendover and Villages Community Board - Cllr G Stewart & Clerk. b) ARLA Liaison Group - Cllr P Wood.</p>	
21/82	<p>BANKING ARRANGEMENTS</p> <p>a) <u>Direct Debits and Standing Orders</u> - The direct debits and standing orders were reviewed and CONFIRMED that they should remain in place.</p> <ul style="list-style-type: none"> • Altodigital – Photocopying Costs – paid quarterly, • BAS Associates – Payroll Provider – paid quarterly, • BT – Office Telephone and Broadband – paid monthly, • Castle Water – Allotment Water – paid half yearly, • Haven Power – Street Lighting Electricity – paid monthly, • Information Commissioners Office – GDPR – paid annually, • Land Registry – Land Searches – paid ad hoc, • PEAC Finance – Photocopier Lease – paid quarterly, • Peoples Pension – Pension Deductions – paid monthly. • Standing Orders – R Haines Grounds Maintenance – paid monthly. <p>b) <u>Bank Signatories</u> – The current bank signatories were Cllrs Ezra, Stewart, and Wood. It was AGREED to add Cllrs Clark and Magill as signatories.</p>	Clerk
21/83	<p>MARSH LANE BURIAL GROUND PROJECT</p> <p>a) The meeting considered a quote from the CDS Group to project manage the construction of the Marsh Lane burial ground. The quote was comprehensive and indicated a construction period of seven months. The quote of £55k would have to be met from reserves as it was not budgeted and there was no new income expected to cover the cost.</p> <p>It was AGREED to take accept the quote in principle and to arrange a meeting with CDS to go through the details and explain the HS2 involvement, then approach HS2 regarding funding the proposal.</p> <p>b) <u>Waiving of Financial Regulation 11.1.b</u> - As the quote was not accepted, this item was no longer considered.</p>	Clerk
21/84	<p>FINANCE</p> <p>a) <u>Inter Account Bank Transfers</u> – It was NOTED that the following transfer can be carried since the last meeting:</p> <ul style="list-style-type: none"> • 22 April - £70,000 from Treasurer’s account to Deposit account. <p>b) <u>Payment of invoices for May 2021</u> – the list of payments, as circulated, was APPROVED. (See Appendix 1).</p> <p>c) <u>Subscriptions</u> – it was NOTED that the following subscriptions had been renewed in April.</p> <ul style="list-style-type: none"> • BALC - £971.57 per annum (no increase on 2020/21). • Fields in Trust - £65.00 per annum. <p>d) <u>North Bucks Parishes Planning Consortium</u> – It was AGREED not to renew the membership of the NBPPC.</p>	
21/85	<p>NEIGHBOURHOOD PLAN</p> <p>a) Cllr Clark informed the meeting that the Neighbourhood Plan was on target to start the Regulation 14 consultation and to get a draft plan to a parish council meeting in June.</p>	

	<p>Buckinghamshire Council were holding a series of four consultation meetings every Friday. These were being attended by G Stewart and D Starr. The aim was that the outcomes would feed into the Supplementary Planning Document. One part of Buckinghamshire Council policy was that there should be a green buffer between the village settlement and any new development. The Gardenway Team had suggested a second green bridge over the railway line.</p> <p>To support the Village Centre concept artist impression drawings were required. Two companies had submitted quotes of £13,500 and £4,500. Further clarification was needed as to why there the was such a large disparity. As a decision was needed before the next meeting, it was AGREED to delegate authority to the Chairman, Vice-Chairman and Clerk to appoint a design company to produce drawings for the Village Centre, up to a maximum of £4,500.</p> <p>b) The draft Regulation 14 leaflet was NOTED.</p>	All
21/86	<p>CLERK'S REPORT</p> <p>The clerk's report, attached as appendix 3, was NOTED. Cllr Wood commented that the graffiti on the skate park was only removed if it was offensive whilst Cllr Stewart asked about the heap of grass cuttings in the burial ground.</p>	
21/87	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting of the Parish Council would be Tuesday 15th June 2021 starting at 7.30pm.</p>	

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 9.25 pm.

Signed..... Chair

Date: 15th June 2021

Appendix 1 - Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 18th MAY 2021						
RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
30/04/2021	Studd and Warne	rent	15.00	-	15.00	Allotment Rents * 2
				-	-	
		Total Receipts	15.00	-	15.00	
PAYMENTS - From Current Account						
			Gross	VAT	Net	Transaction Detail
Direct Debits						
01/05/2021	PEAC Finance	22-0028720	385.12	64.19	320.93	Photocopier Rental 01/05/21 to 31/07/2021
16/05/2021	EON	H19CA58C69	523.98	87.33	436.65	Street Lighting for April 2021
18/05/2021	Castle Water	5439974	115.90	-	115.90	Allotment Water - 1 March to 31 August
19/05/2021	Peoples Pension	april	228.80	-	228.80	Pension Costs April 2021
19/05/2021	BT (SM5086 3603)	m142 zx	56.39	9.40	46.99	Office Phone to 6th May 2021
Standing Orders						
28/05/2021	Roger Haines	May	666.67	-	666.67	Grounds Maintenance for May 2021
			1,976.86	160.92	1,815.94	
Online Bank Transfer - Paid 13th May						
13/05/2021	A.Bamford	NPSG-144	150.00	-	150.00	NPSG Administration - to 10 May
13/05/2021	A.Bamford	NPSG-145	150.00	-	150.00	NPSG Administration - to 17 May
13/05/2021	Fox Group (C21/06)	ifox2347	1,494.00	249.00	1,245.00	Clearing of Playing Field Ditch
13/05/2021	RBS Rialtas	23504	148.80	24.80	124.00	Annual Accounts Software Support - 21/22
13/05/2021	Classic Garden Furniture (C21/10d)	3739	1,768.00	328.00	1,440.00	Two Benches - Lower Road & Station Road
13/05/2021	IAC Audit & Consultancy	1141	420.00	70.00	350.00	Internal Audit for 2021 Annual Return
13/05/2021	E.Sharp Electrical	713	76.10	12.68	63.42	Repairs to Light 8 on Carters Ride
13/05/2021	Bell Cornwell	3445	2,040.00	340.00	1,700.00	NPSG Professional Fees & Expenses
			6,246.90	1,024.48	5,222.42	
Online Bank Transfer - To Be Paid 27th May						
27/05/2021	SLN (C21/10d)	287	858.00	143.00	715.00	Lay concrete slabs for Lower Road bench
27/05/2021	JW Mowing Services	03/21	120.00	-	120.00	Grass Cutting Marsh Lane Burial Ground
27/05/2021	ROSPA	55259	235.80	39.30	196.50	Annual play ground and gym area inspection
27/05/2021	A.Bamford	NPSG-146	150.00	-	150.00	NPSG Administration - to 24 May
27/05/2021	A.Bamford	NPSG-147	150.00	-	150.00	NPSG Administration - to 31 May
27/05/2021	Sign Wizzard (20/97)	35023	128.92	21.49	107.43	Playing Field Pathway Signage
27/05/2021	Clerk	may	1,644.23	-	1,644.23	Salary for May 2021
27/05/2021	Assistant Clerk	may	888.05	-	888.05	Salary for May 2021
27/05/2021	HMRC	may	598.21	-	598.21	Tax and NI for May 2021
			4,773.21	203.79	4,569.42	
From Clerks Debit Card Account						
06/05/2021	Nimvelo	966194	3.60	0.60	3.00	Covid-19 Support Group Telephone Line
01/05/2021	Tulu Toilet Hire	9247	156.00	26.00	130.00	Portable Toilet for Playing Field
			159.60	26.60	133.00	
		Total Payments	13,156.57	1,415.79	11,740.78	
This list of payments has been checked by the clerk and verified for payment.						
Signed	<i>A.Skeggs</i>		(Clerk)			
Date	13 May 2021					
The above list of payments was approved by the Parish Council at its meeting on 18th May 2020.						
Signed	<i>Graham Stewart</i>		(Chair)			
	<i>This is an electronic signature - a hard copy with a wet signature is available.</i>					
Date	18 May 2021					

Appendix 2 – Action Plan

Date	Minute	Action	By whom	Status
20/10/20	20/102	To investigate engaging external support.	Clerk / GS	On hold
16/03/21	21/41	Organise meeting with Irvine Dr Residents.	Clerk	Outstanding
18/05/21	21/78	Prepare Co-option advert.	Clerk/Chair	In Progress
18/05/21	21/82b	Add Cllrs Clark & Magill to bank mandate.	Clerk	In Progress
18/05/21	21/83a	Write to CDS to arrange meeting.	Clerk	Outstanding
18/05/21	21/85a	Appoint external designers for NPSG	Chr/VChr/Clk	Not Required

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

- Carters Ride – Light no.8 has been reported and repaired but there still seems to be a fault, so re-reported.

Community Centre / Playing Field -

- Portable Toilet – A portable toilet is now available in the playing field. No disabled toilet available at the time but the current one will be replaced when a disabled one becomes available.

Environmental Issues – Calls from Residents

- Station Road – The leaves making the pavements slippery have been cleared.
- Lower Road – A request has been made to do some speed monitoring along the road either by the police or the parish council.
- Deverill Road – An area of open space has been identified as belonging to a resident. A letter had been sent asking him to clear the fallen tree and dead branches.
- Skatepark – A resident has commented on the graffiti on the skate park and has offered her services to remove it, if needed.

Environmental Issues

- Station Road / Lower Road Junction – The road markings, indicating the roundabout, are due to be repainted.
- Playing Field Ditch – This has been cleared, although some loose branches need removing.
- Swallow Lane burial ground – the heap of grass cuttings is now quite large and needs to be removed as it will soon impact on the nearby graves.

Allotments

- Several plots have been let. Work on plot 4 (previously unused) is still progressing.
- The tenant with the beehive will be bringing back the bees to his allotment.