



Stoke Mandeville Parish Council

Minutes of the **PARISH COUNCIL** meeting held on Tuesday
21st September 2021 at the Community Centre, Eskdale Road.



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

Buckinghamshire Council Councillors: R Newcombe.

Public Attendance: One.

Clerk: A Skeggs

Assistant Clerk: A-M Davies

Absent: Cllr C Reeves

No.	Description	Action
21/119	APOLOGIES Apologies were received and accepted from Cllrs Clark and Thorn. Despite best efforts nothing had been heard from Chris Reeves, so it was taken that he was no longer interested in being a councillor.	
21/120	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION There were no new declarations of interest or requests for dispensation.	
	OPEN FORUM FOR PARISHIONERS No questions were asked.	
	REPORT FROM BUCKINGHAMSHIRE COUNCIL COUNCILLOR Cllr Newcombe informed the meeting of the following: <ul style="list-style-type: none"> • Environmental Initiatives – Detailed instructions on safely planting trees in the correct area are to be issued. • Planning Service – Due to a lack of staff and a high number of applications, the service is under severe pressure. • All Councils Charter – Keen for local councils to sign up. • HS2 – Lorry route approvals are under appeal. The minister, Andrew Stephenson, visited Aylesbury on the 23rd July. Two marshals have been appointed to monitor activity. • Planning Enforcement – Over 70 notices issued, and 1,400 enquiries closed, placing the Council 11th overall in a performance league table. • Vale of Aylesbury Local Plan – Adopted on the 15th September. • Speeding – Cllr Newcombe is a representative on the Thames Valley Police and Crime Panel. Speedwatch had been relaunched and will now be actively supported by Thames Valley police. 	
21/121	MINUTES OF PREVIOUS MEETING a) <u>Minutes</u> - The minutes of the meeting held on 20 th July were AGREED and signed by the Chairman as a correct record. b) <u>Action Plan</u> - The action plan was reviewed, with some completed actions being removed.	
21/122	2020/21 AGAR – EXTERNAL AUDITOR REPORT It was NOTED that no issues had been raised by the external auditor and that the 2020/21 audit was now concluded, and the required notice had been displayed on the website and noticeboards. It was proposed, seconded, and unanimously AGREED that the external auditor report be accepted.	

21/123	<p>TOWN AND PARISH CHARTER</p> <p>The meeting considered the updated All Councils Charter, which formalised existing arrangements. It was noted that the Charter did not mention response deadlines. It was proposed by Cllr Stewart and seconded by Cllr Shrivastava that the parish council should sign up to the Charter. This was unanimously AGREED.</p>	
21/124	<p>BURIAL GROUND PROJECT MANAGEMENT</p> <p>a) The meeting considered a report of a meeting with CDS (Cemetery Development Services), which resulted in them submitting a revised proposal. The new cost for managing the project was now £48,000. It was proposed by Cllr Stewart and seconded by Cllr Robinson that this proposal be accepted. This was unanimously AGREED by the meeting.</p> <p>b) Following the decision in 'a' above it was proposed by Cllr Stewart, seconded by Cllr Wood that the Parish Council waive financial regulation 11.1.b due to the specialist nature of the project. This was unanimously AGREED.</p> <p>c) A schedule of fees and charges for the Marsh Lane burial ground was presented to the meeting. After consideration the schedule as presented was AGREED with following amendments. The fees for non-residents to be 1 $\frac{1}{2}$ times that of the residents' fee and that there would be no charge for pre-24 weeks babies.</p>	<p>Clerk</p> <p>Clerk</p>
21/125	<p>NEIGHBOURHOOD PLAN</p> <p>Cllr Stewart informed the meeting that the consultation period had been held over the summer and that around 200 responses had been received, of which 170 had come from individuals (around 3% of residents). There had been a limited response from statutory bodies and landowners. The questionnaire had been received positively with all questions receiving a response of at least 75% in favour. Overall, 86% supported the plan. There had been several comments on why the Bucks CC S&S Club was not being used. As the VALP had now been adopted by Buckinghamshire Council the plan needed to be cross checked to ensure it complied.</p>	
21/126	<p>CODE OF CONDUCT</p> <p>The Code of Conduct, first adopted in 2012, was last considered back in 2016 but it was still relevant today. It was proposed by Cllr Stewart, seconded by Cllr Wood that the meeting adopt the updated Code of Conduct. This was AGREED.</p>	
21/127	<p>FINANCE</p> <p>a) <u>Inter Account Bank Transfer</u> – It was NOTED that the following transfers had been carried out since the last meeting:</p> <ul style="list-style-type: none"> • 28 July - £10,000 from Deposit Account to the Treasurers Account. • 18 August - £10,000 from Deposit Account to the Treasurers Account. • 15 September - £75,000 from Current Account to the Deposit Account. <p>b) <u>Payment of invoices for August and September 2021</u> – the list of payments, as circulated, was APPROVED. (See Appendix 1).</p> <p>c) <u>Insurance Renewal</u> – The renewal premium for 2021/22, first year of a three agreement, of £3,582.13 (2020/21 - £3,982.55) was NOTED.</p> <p>d) <u>Mobile Phones</u> – It was AGREED to look at sim only options.</p>	<p>Assis.</p>

	e) <u>Budget</u> – It was NOTED that the 2021/22 budget would be presented and considered at the next Finance & Governance meeting on the 12 th October.	
21/128	PLANNING COMMITTEE The draft minutes of the meeting held on the 24th August 2021 were NOTED .	
21/129	COMMUNITIES COMMITTEE The draft minutes of the meeting held on the 14th September 2021 were NOTED . Cllr Stewart commented that HS2 funding should be considered for the play area alongside s.106 funds, and asked questions on the Pollyanna Pre-school grant and the provision of a Christmas Tree.	
21/130	WEBSITE Cllr Stewart reminded councillors that there was a long-standing intention to review the website, so this would be an item on next month's agenda.	
21/131	GRANTS Cllr Stewart reminded councillors that there were several potential sources for grants, so there was a need to consider suitable projects to take advantage of the available funding.	
21/132	CLERK'S REPORT The clerk's report, attached as appendix 3, was NOTED . The clerk highlighted: <ul style="list-style-type: none"> • Thames Water were due out to inspect the playing field leak. • The "Clear your Allotment Day" had been very successful. • The route 55 Bus Service along Station Road had been reinstated. 	
21/133	POINTS OF INTEREST <ul style="list-style-type: none"> • Cllr Wood informed the meeting that she had a meeting of the Arla Liaison Group on the 22nd September. • Cllr Stewart reported on the meeting with EKFB/Fusion. There would be another open weekend at the old church site on the 25th / 26th September. • Cllr Stewart reported on the meeting with Fusion/RPS on the memorial design for the Marsh Lane burial ground. He would circulate the details to all councillors. • Cllr Stewart reported on the meeting with Buckinghamshire Council on the SEALR. Based on current plans, phase 2 would be completed before phase 1. • Cllr Stewart reported that he had been to the site of the Rainbow Sculpture to view it being installed. 	
21/134	DATE OF NEXT MEETING The date of the next meeting of the Parish Council would be Tuesday 19 th October 2021 starting at 7.30pm .	

The chairman thanked everyone for their contributions during the evening.

The meeting finished at 9.25 pm.

Signed.....Chair

Date: 19th October 2021

Chair Init.....

Appendix 1 - Payments

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 21st SEPTEMBER 2021						
RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
16/07/2021	SMVCA	smvca-2	7.50	-	7.50	Disposal of confidential waste
	C.Stepto	22021	40.00	-	40.00	Two fitness in the Community sessions
10/08/2021	Buckinghamshire Council		340.49	-	340.49	Cost on new manhole cover and installation
17/08/2021	Digital Funeral Services		100.00	-	100.00	Memorial Stone
25/08/2021	Stoke Mandeville FC		200.00	-	200.00	Pitch Hire for 2021/22 season
Total Receipts			687.99	-	687.99	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
02/08/2021	PEAC Finance	22/0071044	385.12	69.19	315.93	Photocopier Rental 01/08/21 to 31/10/2021
02/08/2021	PEAC Finance	22/0071044	30.00	5.00	25.00	Photocopier Annual Service Fee
16/08/2021	Haven Power	1105345088	26.03	1.24	24.79	Street Lighting for July 2021 (5% vat)
16/08/2021	Haven Power	1105345089	618.31	103.05	515.26	Street Lighting for July 2021
20/08/2021	Peoples Pension	july	228.80	-	228.80	Pension Costs July 2021
20/08/2021	BT (SM5086 3603)	M145 AS	56.39	14.04	42.35	Office Phone to 6th August 2021
24/08/2021	Land Registry	2002597479	3.00	-	3.00	NPSG Search Fee
Standing Orders						
30/08/2021	Roger Haines	august	666.67	-	666.67	Grounds Maintenance for August 2021
			2,014.32	192.52	1,821.80	
Online Bank Transfer - Paid 18th August						
18/08/2021	A.Bamford	NPSG-160	150.00	-	150.00	NPSG Administration - to 9 August
18/08/2021	A.Bamford	NPSG-161	150.00	-	150.00	NPSG Administration - to 16 August
18/08/2021	A.Bamford	NPSG-162	150.00	-	150.00	NPSG Administration - to 23 August
18/08/2021	Fox Group	ifox2660	180.00	30.00	150.00	Lay new manhole cover and cement in
18/08/2021	PKF Littlejohn	20210004	960.00	160.00	800.00	External Audit of 2020/21 Annual Return
18/08/2021	CloudyIT	19509ab	14.22	2.37	11.85	Email addresses for NPSG members
18/08/2021	Nolan Support Services (C21/29a)	48	481.80	80.30	401.50	Removal of Allotment Waste - 31st July
18/08/2021	Kompan (21/113e)	235930	865.80	144.30	721.50	Netting and Gate Buffers for Play Area
18/08/2021	Tulu Toilet Hire	25228	132.85	22.14	110.71	Portable Toilet for Playing Field - July
18/08/2021	F1 Lining Limited (21/113f)	F1230626	2,808.00	468.00	2,340.00	Relining Car Park, Tennis Courts & Steps
			5,892.67	907.11	4,985.56	
Online Bank Transfer -To be Paid 28th August						
27/08/2021	Windowflowers	41137	476.40	79.40	397.00	Winter / Spring Planting 2020/21
27/08/2021	Windowflowers	41138	476.40	79.40	397.00	Summer Planting 2021
27/08/2021	A.Bamford	NPSG-163	150.00	-	150.00	NPSG Administration - to 30 August
27/08/2021	JW Mowing Services	06/21	120.00	-	120.00	Marsh Lane paddock grass cutting
27/08/2021	Buckinghamshire Council	2205033478	871.14	-	871.14	Uncontested Election Cost May 2021
27/08/2021	Clerk	august	1,644.03	-	1,644.03	Salary for August 2021
27/08/2021	Assistant Clerk	august	888.05	-	888.05	Salary for August 2021
27/08/2021	HMRC	august	598.41	-	598.41	Tax and NI for August 2021
			5,224.43	158.80	5,065.63	
From Clerks Debit Card Account						
06/08/2021	Nimvelo	973496	3.60	0.60	3.00	Covid-19 Support Group Telephone Line
			3.60	0.60	3.00	
Total Payments			13,135.02	1,259.03	11,875.99	
This list of payments has been checked by the clerk and verified for payment.						
Signed	<i>A.Skeggs</i>		(Clerk)			
Date	16th September 2021					
The above list of payments was approved by the Parish Council at its meeting on 20th July 2021.						
Signed	<i>G.Stewart</i>		(Chair)			
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date	21st September 2021					

Appendix 1 – Payments cont.

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 21st SEPTEMBER 2021						
RECEIPTS						
Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
15/09/2021	Buckinghamshire Council		83,000.00	-	83,000.00	Second Installment of Precept
08/09/2021	Jeziak / Balnaves / Edwards	2021-22	110.00	-	110.00	Allotment Rent Plot 3, 4 and 16.
08/09/2021	Digital Funeral Services		100.00	-	100.00	D Leach Memorial Stone
20/09/2021	Allotment Rents		260.00	-	260.00	Eight Allotment Holders
20/09/2021	VAHT		6,811.00	-	6,811.00	Grant for Pollyanna Pre-School Project
Total Receipts			90,281.00	-	90,281.00	
PAYMENTS - From Current Account						
Direct Debits			Gross	VAT	Net	Transaction Detail
16/09/2021	Haven Power	1105416114	26.03	1.24	24.79	Street Lighting for August 2021 (5% vat)
16/09/2021	Haven Power	1105416115	618.31	103.05	515.26	Street Lighting for August 2021
18/09/2021	ICO	z2855737	35.00	-	35.00	Annual Data Protection Fee
19/09/2021	Peoples Pension	august	228.80	-	228.80	Pension Costs August 2021
20/09/2021	BT (SM5086 3603)	M146 EE	56.39	9.40	46.99	Office Phone to 6th September 2021
Standing Orders						
28/09/2021	Roger Haines	september	666.67	-	666.67	Grounds Maintenance for September 2021
			1,631.20	113.69	1,517.51	
Online Transfer - Paid 15th September						
15/09/2021	A.Bamford	NPSG-164	150.00	-	150.00	NPSG Administration - to 6 September
15/09/2021	A.Bamford	NPSG-165	150.00	-	150.00	NPSG Administration - to 13 September
15/09/2021	A.Bamford	NPSG-166	150.00	-	150.00	NPSG Administration - to 20 September
15/09/2021	CloudyIT	19774b	18.96	3.16	15.80	Email addresses for NPSG members
15/09/2021	People & Places	2021-006	480.00	80.00	400.00	Neighbourhood Plan survey
15/09/2021	Tulu Toilet Hire	25756	132.85	22.14	110.71	Portable Toilet for Playing Field - August
15/09/2021	Stoke Mandeville VCA (F20/36)	grant	1,250.00	-	1,250.00	Second half of administrator contribution
			2,331.81	105.30	2,226.51	
Online Transfer - Paid 22nd September						
22/09/2021	Weston Turville PC	swarco	186.61	-	186.61	MVAS Radar repair 50% contribution
22/09/2021	JW Mowing Services	07/21	120.00	-	120.00	Marsh Lane paddock grass cutting
22/09/2021	New Group Ltd	3659	3,405.50	567.58	2,837.92	Installation of artificial grass for Pollyanna
			3,712.11	567.58	3,144.53	
Online Transfer - Paid 30th September						
30/09/2021	A.Bamford	NPSG-167	150.00	-	150.00	NPSG Administration - to 27 September
30/09/2021	A.Bamford	NPSG-168	150.00	-	150.00	NPSG Administration - to 4 October
30/09/2021	Gallagher Insurance (21/127c)	2251666	3,632.13	-	3,632.13	Insurance 10/10/2021 to 09/10/2022
30/09/2021	CloudyIT	18831ab	23.70	3.95	19.75	Email addresses for NPSG members
30/09/2021	A-M.Davies	expenses	39.98	-	39.98	Two Mobile Phones With Simcards
30/09/2021	Zipwireshop	4658	569.95	95.00	474.95	New Playarea Zipwire Kit
30/09/2021	Cllr A Clark	allowance	81.25	-	81.25	Quarterly allowance to September 2021
30/09/2021	HMRC	September	598.21	-	598.21	PAYE & NIC for month 6 (6 October 2021)
30/09/2021	A-M.Davies	September	888.05	-	888.05	September salary
30/09/2021	A.Skeggs	September	1,644.23	-	1,644.23	September salary
			7,777.50	98.95	7,678.55	
From Clerks Debit Card Account						
06/09/2021	Nimvelo	978479	3.60	0.60	3.00	Covid-19 Support Group Telephone Line
			3.60	0.60	3.00	
Total Payments			15,456.22	886.12	14,570.10	
This list of payments has been checked by the clerk and verified for payment.						
Signed	<i>A.Skeggs</i>		(Clerk)			
Date	16th September 2021					
The above list of payments was approved by the Parish Council at its meeting on 20th July 2021.						
Signed	<i>G.Stewart</i>		(Chair)			
<i>This is an electronic signature - a hard copy with a wet signature is available.</i>						
Date	21st September 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	On Hold
15/06/21	21/93	Contact ATC social media officer.	Clerk	Outstanding
15/06/21	21/94	S.106 funding proposal.	Clerk / Chair	Outstanding
20/07/21	21/112	Investigate mobile phone deals.	Assis Clerk	Completed
20/07/21	21/115	Contact BCE re solar panels,	Clerk	Outstanding
21/09/21	21/124a	Write to CDS to accept their proposal	Clerk	Completed
21/09/21	21/124c	Amend Marsh Lane burial fees schedule	Clerk	Completed

APPENDIX 3 – 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.

Streetlights

- Meadow Park – Light no.2 still waiting for UKPN.
- Abbey Homes have installed their road side lights at the entrance to their estate.

Community Centre / Playing Field -

- Playing Field – Have managed to contact Thames Water via Twitter and it has been referred to their Waste Team to investigate.
- Manhole Cover – A new cover has been re-laid and cemented in with the cost being met by Buckinghamshire Council.
- Stoke Mandeville Football Club – Only the U-9s and U-10s will be playing at Eskdale Road this season.

Environmental Issues – Calls from Residents

- Station Road – Over hanging foliage along both sides of Station Road. Network Rail have registered our request, but the clerk has had it cut back in the meantime.
- Castlefields – The grass and hedges were cut on the 3rd August with the work expected to take 4 to 5 days. Negotiations with Cala Homes for one area of land to be started up again. A gate has been installed off one of the open spaces. Currently being investigated as to who wanted the gate.
- 18 Claydon Path – Pathway problems in front of her house opposite Booker Park school.
- Wiseman Close – Overgrown foliage from pathway cut back by clerk.
- 11 & 13 Kynaston Avenue – Footpath between the two properties has been strimmed by PC contractor.
- 14 Lambourne Avenue – Area of land needs tidying up. Working with landowner to get this done.
- Lower Road – Overgrown foliage and brambles from the Bell to houses reported to Buckinghamshire Council.

Environmental Issues

- Allotments – The “Clear your Allotment of Rubbish” day was a success, with 2010 kg of rubbish disposed of. Will look to have this as an annual event.

Other

- Two unknown males decided to have a bonfire of pallets on the playing field early one morning. It was reported to the police and the fire brigade came out to damp it down.
- Aylesbury United Juniors FC turned up for a day long football camp. No notice, no permission given for the 40-50 kids who were there. Have spoken to the FC chairman and outlined the position.
- Bus service 55 is now back running up and down Station Road. Bus stops still showing as “Out of Use”.