**Padbury Parish Council**

Telephone: 07961 827302 – Website address: www.padburyparishcouncil.com

Email: padburyparishcouncil@gmail.com

22nd September 2022

Dear Councillors and Residents of Padbury,

I hereby give you notice that the Parish Council meeting will be held at the Springfields Pavilion on **Tuesday 27th September 2022 at 7pm**.

All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out below. The public are also invited and are welcome to attend and before the Parish Council meeting there will be a period of public questions.

*P Molloy*

Pam Molloy, Parish Clerk

# AGENDA

# Apologies

Members are asked to receive apologies.

# Declarations of Interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 section 32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations.

# Minutes

Members are asked to approve the minutes of the meeting of the Parish Council held on the 12th July as a correct record – copy attached PPC/02/22-23.

# To receive updates from Buckinghamshire Councillors

* Update required as to when the repairs will be carried out on Ox Lane.
* Advise if any repairs will be carried out to Main Street.

# Sports Field, Play Area and Woodland

* 1. Pavilion – Revised plans received and circulated on 1/9/22. Members to resolve a separate meeting to be arranged to discuss in detail – date to be agreed.
	2. Section 106 funding – Requested plans and costs. Authorisation form to be updated for members to review and resolve – will be circulated prior to the meeting.
	3. Pavilion insurance claim – Drainage works completed in July. Chased financial settlement for internal repairs on 20/9/22, await response.
	4. Slide at the playing fields – Members to note that the caretaker has painted it. Need to monitor condition of some of the supports.
	5. Slides - Members to note rubber matting to be fitted in September/October.
	6. Ride on mower – Members to resolve to replace one of the belts that drive the blades.
	7. Woods – Inspection carried out on 11/8/22, update to be provided and members to resolve works required. Also coppicing of Willows to be reviewed and members to resolve works required.
	8. Land at side of right of way, on way to the woods – Response circulated 2/8/22. Developer will review again in 6 months.
	9. Multi use games area – Quotes for the fencing by the goal (pavilion end) – clerk to update as received a verbal estimate of £1,800 + VAT.
	10. Quotes for a new zip wire in the playground. Only received one quote to date – clerk to update.
	11. Members to resolve purchasing tyres for the tractor. Cost £550 + VAT.
	12. Members to consider the purchase of bike racks, cost approximately from £25.
	13. Windmill Piece sign – frame needs repairing/replacing.
	14. Members to resolve the request from the pre-school to hold an event on the 4/12/22, using the pavilion, playing fields and woods – as email circulated on 19/9/22.
	15. Members to resolve the request for cricket pitch hire from 2023 season – as email circulated on 21/9/22.

# Planning

* 1. Members to resolve new applications to be considered at this meeting:
* 22/03101/ALB – Listed building application for proposed timber decking to rear garden – 27 Main Street
	1. Members to resolve any applications received following the issue of this agenda.
	2. Members to note applications dealt with under delegated procedures – see list at end of agenda.
	3. Members to note decisions made by Buckinghamshire Council and applicants since the last meeting – see list at end of agenda.
	4. Members to note applications that are pending consideration by Buckinghamshire Council – see list at end of agenda.
	5. Members to note a representative from Cerda Planning will be attending to update the council regarding the potential new development off the A413. Members to review the information provided.

# Finance

* 1. Members to note the balances for the bank accounts as at the 31st August 2022, are as follows:
* Barclays Community Current account ending 959 £25,689.23
* Barclays savings account ending 970 £18,438.79
* Barclays Millennium Wood account ending 198 £15,628.51
	1. Members to note payments paid between meetings – see list at end of agenda.
	2. Members to resolve to make the following payments:
* F R Morris: £660 (£550 + £110 VAT) – 2 wheels and tyres for the tractor. Cheque 102345
* NPower: £11.63 (£11.04 + 59p VAT) – Street lighting for August. Direct debit 9/10/22
* NPower: £212.70 (£177.25 + £35.45 VAT) – Street lighting for August. Direct debit 9/10/22
	1. Members to note the following income:
* July: None. August: £10,000 from the National Lottery Community Fund (for pavilion refurb); £55 and £5.88 transfer from Millennium Woods account (for fuel for the mowing and spray paint for marking trees)
	1. Members are asked to review and agree the Income, Expenditure, Summary and Budget year to date statements as of 31st August 2022.
	2. Members to resolve the appointment of the internal auditor for 2022-23, cost £250 as details circulated on 25/7/22.
	3. Internal Audit 2021-22 – Members to review recommendations:
* The Council should undertake a review of effectiveness – blank form has been requested.
* Clerk and Councillors to carry out regular training. Council resolved clerk to complete ILCA.
* Debit/Charge card to purchase council items.
* Review long term agreements ie pump printing at least every 3 years
* Create a list of regular expenditure ie annual subscriptions to be agreed at the April meeting.
* Risk Assessment to be reviewed annually – To be reviewed/approved annually at the May meeting (already resolved).
* Reserves – allocate earmarked reserves.
* Old minute books should be stored at the county archive. Consider a Document Retention Policy.
* All councillors should have email addresses provided by the Council using the formal padburyparishcouncil.com domain.
* Website – all documents published should be prepared in PDF format.
* Asset Register – ensure that the Land Registry reference number is included.
	1. Members to note that the bank mandate needs to be updated.
	2. Members to note, annual renewal for Microsoft subscription £59.99 – paid on 5/9/22.
	3. Members to resolve email circulated 16/8/22 – Option to opt out of the SAAA central external auditor appointment arrangements.
	4. Annual Governance and Accountability Return 2021-22 – Members are advised that the external auditors have completed the review of the annual accounts for year ending 31st March 2022. Notice of conclusion of audit has been published.
	5. Members to resolve paying Savills/All Souls College by standing order for the annual playground rent and wayleaves and sundry/right of way.

# Other Parish Council Business

* 1. A consultation on draft recommendations for ward boundaries in Buckinghamshire – Consultation closes on 10th October, now extended to 5/12/22. As emails circulated on 2/8/22 and 19/9/22.
	2. Members to resolve to sign up to the civility and respect pledge and to resolve the Dignity at Work policy – as email circulated 8/8/22.
	3. Members to resolve the following training courses: Planning Framework, 8/12/22 at 6.30pm, online, cost £45 – Councillor Green attending. Section 106 and Community Infrastructure Levy, 24/11/22 at 6.30pm, online, cost £45 – currently sold out, on waiting list.
	4. Members to resolve the request for metal detection around the woods, as email circulated 1/9/22.
	5. Members to review/resolve information received from our insurers regarding the use of volunteers – circulated 22/9/22.
	6. Buckinghamshire Council email circulated on 21/9/22 – Supplementary Planning Document consultation for Aylesbury Garden Town 1 and Affordable Housing and Design. Consultation open from 21/9/22 to 2/11/22.
	7. Members to consider a neighbourhood plan.

# Funding

* 1. Members to note HS2 Road Safety Fund application was declined.
	2. Members to note application made for £50,000 via the FCC Communities on 24/8/22. Enquiries raised and answered on the 20th and 21st September.
	3. Members to note funding applied for to date – see attached.

# Contracts and Similar Matters – None

# Village Organisations – oral reports on matters relevant to the Parish Council

* Village Hall – Councillor Morris
* School/Preschool – Councillors Miah and Smith
* Greener Padbury Group – Councillor Murray

# Meetings and Events

* 1. Buckinghamshire Council Highways Stakeholder Conference – 13th October, 11.30-2pm in Aylesbury. Details circulated 22/9/22
	2. Parish Liaison Meeting – 19th October
	3. NBPPC meeting – 20th October at 7.30pm in person in Winslow
	4. EWR Buckinghamshire Local Representatives Group – 20th October at 7pm, online
	5. BMKALC Climate Change conference, 25th October, tickets £25 – as email circulated 22/8/22.
	6. Community Boards Meeting – 2nd November, 6.30pm at Winslow Bowls Club

# Maintenance/Environmental Issues

* 1. Jobs around the village – Updated list to be circulated.
	2. Greener Padbury Group/Woods – Response received from the Woodland Trust and circulated on 21/9/22, members to review. Members to resolve a storage box being placed in the forest school area at the top of the woods, made of polypropylene, size H140, W178 and D109cm – details circulated 22/9/22. Insurance details to be confirmed.
	3. Greener Padbury Group/Verges and Playground – various verges and an area at the back of the playground offered to them, which they have accepted, await proposals.
	4. Buckinghamshire Council trees project – requested 5 trees which if available will need to be collected from High Wycombe at the end of November.

# Highways

* 1. Traffic Calming Measures – Members to note our funding application was refused by HS2 Road Safety Fund. Police speed van on Main Street – the police are awaiting Buckinghamshire Council to change the Traffic Regulation Order, no update as of 21/9/22. August monthly traffic reports sent to the police on 21/9/22.
	2. Community Speed Watch – Equipment now available and await delivery date. Clerk to provide update with regards to volunteers.
	3. Springfields footpaths – Area missed unlikely to be looked at until the next financial year. Weeds growing through new tarmac – being investigated.
	4. Members to resolve the purchase of a battery charger for the speed signs, cost £95 + VAT.

# Matters dealt with between meetings

* 1. Potential new development – response to planning agent agreed. Details posted on website and Facebook agreed.
	2. Electricity provider for the pavilion, following various quotes, decision made to stay with EON.
	3. Response to Greener Padbury Groups letter dated 9/8/22.
	4. Response to Greener Padbury Groups request for a storage box/shed to be placed in the woods.

# Dates of next meetings – Members noted:

13th December, 14th February, 18th April and 23rd May

Signed…….………………………………Chairman / Date…………………………

Schedule of planning applications dealt with under delegated procedures:

* 22/02296/ALB, 15 Old End – Listed building application to undertake repairs to timber frame and infill panels, removal of impermeable paint to timber frame and footings. No objection.

Schedule of planning decisions made by Buckinghamshire Council or the applicant since the last meeting:

* 22/00857/APP**,** Wesley Cottage Main Street-Householder application to replace existing kitchen window with French door. APPROVED
* 22/01739/APP, Well House, Lower Way – Householder application for proposed two storey rear extension, attached open car port and garden store, garage conversion with associated internal and external works. APPROVED
* 22/01283/APP – Householder application for proposed demolition of single storey linked outbuilding at rear. Single storey replacement linked extension to form new kitchen with associated alterations to include extended raised patio at side of extension – Bennetts Farmhouse, Main Street. APPROVED
* 22/01284/ALB – Listed building application for proposed demolition of single storey linked outbuilding at rear. Single storey replacement linked extension to form new kitchen with associated alterations to include extended raised patio at side of extension – Bennetts Farmhouse, Main Street. CONSENT GRANTED
* 22/01343/ALB – Listing building application for removal and replacement of existing fibre cement slates to main roof, catslide roof and porch roof, lower sill to central dormer window, new windows and associated leadwork to 3 No. dormer windows and PV panels (inset) to rear roof slope (South East) – Bennetts Farmhouse, Main Street. CONSENT GRANTED
* 22/02071/APP – Householder application for erection of summer house – Sunny Hill Farm, Old End. APPROVED
* 22/02072/ALB – Listed building application for erection of summer house – Sunny Hill Farm, Old End. APPLICATION WITHDRAWN
* 22/01333/APP – Householder application for erection of garage and garden store building to rear – Bennetts Farmhouse, Main Street. APPLICATION WITHDRAWN

Schedule of planning applications pending consideration by Buckinghamshire Council:

* 20/04298/APP**,** The Ramblers, Main Street-Alterations to boundary treatment at front and rear of property to include removal of finials and paint from existing front palisade fence, removal of woven willow fence panel from rear garden and replacement with 1.2 metre post and rail fence with wire behind (retrospective).
* 22/01342/APP – Householder application for removal and replacement of existing fibre cement slates to main roof, catslide roof and porch roof, lower sill to central dormer window, new windows and associated leadwork to 3 No. dormer windows and PV panels (inset) to rear roof slope (South East) – Bennetts Farmhouse, Main Street

Payments paid between meetings:

* Wave – Pavilion water £25.83, direct debit 29/07/22
* P Molloy – July salary & expenses £413.90, cheque 102329
* R Gough – July caretaker £47.50, standing order 01/08/22
* R Gough - Mowing playing fields, strimming sections of RoW & painting the slide £176.50, cheque 102330
* M Jackson – Securing the gate in July £45.00, cheque 102331
* BMKALC – Training: writing grant applications & sourcing funding £45.00, cheque 102332
* ACS Services – Fuel for mowing the woods £55.00, cheque 102333
* NPower – Street lighting for June £11.16, direct debit 07/08/22
* NPower – Street lighting for June £212.39, direct debit 07/08/22
* P Molloy – August salary & expenses £416.60, cheque 102334
* M Jackson – Securing the gate in August £45, cheque 102335
* R Gough – August caretaker £47.50, standing order 01/09/22
* M Tweed – August cleaning of the pavilion £19, cheque 102336
* D Green – Can of spray paint £5.88, cheque 102337
* R S Dickens Ltd – Work carried out to tractor £180, cheque 102338
* Phillips Print – August/September Padbury Pump £237.64, cheque 102339
* EON Next – Pavilion electricity 27/6/22 to 31/7/22 £64.56, cheque 102340
* Lynch Garden Services – Park and village grass cutting in August £420, cheque 102341
* PKF Littlejohn LLP – External audit for 2021-22 £240, cheque 102342
* Traffic Technology – Additional bracket for speed sign £180, cheque 102343
* NPower – Street lighting for July £11.66, direct debit 05/09/22
* NPower – Street lighting for July £241.28, direct debit 05/09/22
* A P Electrical – For repairing the power cable at the pavilion £290, cheque 102344 – CHEQUE NOW VOID (as payment made direct by contractor)