**Padbury Parish Council**

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18th May 2023

Dear Councillors and Residents of Padbury,

I hereby give you notice that the Annual Meeting of the Parish Council will be held at the Springfields Pavilion on **Tuesday 23rd May 2023** 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 participation.

*Pam Molloy -* Parish Clerk

# AGENDA

# Election of Chairman

Nomination and election of Chairman, followed by the signing of Acceptance of Office.

# Election of Vice Chairman

Nomination and election of Vice Chairman, followed by the signing of Acceptance of Office.

# Period of Public Participation

# 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 18th April as a correct record – copy attached PPC/07/22-23.

# To receive updates from Buckinghamshire Councillors

* Restrictions on 7.5 tonne lorries
* Mobile camera at junction of A413 and Lower Way

# Appointments to Committees/Groups

Village Hall

Planning / NBPPC

BMKALC / BALC / NALC

School / Preschool representative

Community Boards

Greener Padbury Group

# Review Policies

Review and adoption of Standing Orders, Financial Regulations, Complaints Procedure and Risk Assessment/Management – as emails circulated on 10/5/23 and 17/5/23.

# Asset Register 2023-24

Review and adopt Asset Register – members to resolve to add unique property reference number for the pavilion.

# Sports Field, Play Area and Woodland

* 1. Pavilion – Members to note/resolve the following:
* Ad placed in local newspaper. Tender went live on Contracts Finder website on the 28/4/23 – 5 enquiries so far. Local builders also contacted (x10), clerk to update.
* Members to note works to kitchen commence on the 5/6/23. Our insurers have been notified.
* Members to note darker worktop now being fitted, as email circulated 11/5/23.
  1. Members to note site visit took place with Wicksteed, await updated quote.
  2. Members to resolve Padbury School using the playing fields for their sports day on 7/7/23.
  3. Members to review/resolve possible funding via the football club/football association.

# Planning

* 1. Members to resolve new applications to be considered at this meeting:
* 23/01269/APP – Householder application for timber decking to rear garden – 27 Main Street
* 23/01423/ALB – Listing building application for garage loft conversion into home office, addition of two roof lights and gable window – Vine Cottage, Old End
* 23/01422/APP – Householder application for garage loft conversion into home office, addition of two roof lights and gable window – Vine Cottage, Old End
* 23/01352/ALB - Listed building consent for conversion of outbuilding to habitable space. Single storey rear extension. Including repair and reinstatement works and off street parking – 14 Old End
* 23/01351/APP – Householder application for conversion of outbuilding to habitable space. Single storey rear extension. Including repair and reinstatement works and off street parking – 14 Old End
  1. Members to resolve any applications received following the issue of this agenda.
  2. Members to note applications pending consideration and decisions made by Buckinghamshire Council, see list at end of agenda.
  3. Appeal reference: 23/00011/NONDET, Land adjacent to West Bourn – Members to review and resolve commenting.
  4. Members to discuss the issue of a neighbourhood plan.

# Finance

* 1. Members to note the balances for the bank accounts as at the 30th April 2023, are as follows:
* Barclays Community Current account ending 959 £54,493.65
* Barclays savings account ending 970 £18,477.65
* Barclays Millennium Wood account ending 198 £15,428.51
  1. Members to note payments paid between meetings, see list at end of agenda.
  2. Members to resolve to make the following payments:
* P Molloy: £743.77 April salary and expenses (ad in paper, mobile top up & cleaning products). Cheque 102398
* R Gough: £52.50 Caretaker for April. Standing order on 2/5/23
* M Jackson: £50 Securing the gate for April. Standing order on 2/5/23
* Phillips Print: £230.67 April/May Padbury Pump printing. Cheque 102399
* Wave: £49.88 Pavilion water for 15/1/23 to 14/4/23. Direct debit 3/5/23
* NPower: £26.54 (£22.12 + £4.42 VAT) Street lighting for March. Direct debit 16/05/23
* NPower: £511.45 (£426.21 + £85.24 VAT) Street lighting for March. Direct debit 16/05/23
  1. Members to note the following income: April: £1,963.56 – Devolved services and £16,300 – 50% of precept.
  2. Members are asked to review and agree the Income, Expenditure, Summary and Budget year to date statements as of 30th April 2023.
  3. Internal Audit 2022-23 – Members to note that the internal audit has been carried out. A copy of the internal audit report has been circulated on 24/4/23 – members to review and consider the recommendations. The members are also asked to review the Internal Audit which has been completed and signed, page 3 of the return.
  4. Annual Governance Statement for 2022-23 – Members to review and approve and the chairman to sign the Annual Governance Statement 2022-23 (page 4).
  5. Accounting Statements for 2022-23 - Members to review and approve and the chairman to sign the Accounting Statements 2022-23 (page 5).
  6. Members are asked to review and approve the Bank Reconciliation, Explanation of Variances and the Asset Register for 2022-23.
  7. Members to resolve the 2022-23 audit for submission to the External Auditors.
  8. Members to note the date for the exercise of public rights will be 5/6/23 to 14/7/23.

# Other Parish Council Business

* 1. Members to resolve completing survey for the Local Plan for Buckinghamshire and Local Transport Plan 5, as circulated on 26/4/23.
  2. Members to resolve completing survey for charitable collections policy, as circulated on 9.5.23.
  3. Members to resolve clerk taking on a 2nd parish council.
  4. Right of Way lease – current lease has expired, Savills updating. Chased 16/5/23
  5. Members to note judging for the best kept village competition is between 1st June to 14th July.
  6. Members to resolve meeting dates of: 13/2/24, 16/4/24 and 14/5/24.
  7. Anglian Water – have offered to arrange a meeting, date to be advised.
  8. Resident has raised concerns over large tree branches falling from a tree on the verge between the Blackbird and College Farm. Await response from Buckinghamshire Council.
  9. NALC call for planning case studies – as email circulated 17/5/23.
  10. Apply to plant trees with Buckinghamshire Council – as email circulated 17/5/23

# Funding

* 1. Tesco – voting in store April to June.
  2. Gawcott Fields Community Solar – possible funding opportunity for air source heating.

# Contracts and Similar Matters

* 1. Nothing to report.

# 17. Meetings, Events and Training

* 1. Community Boards Meeting – TBA
  2. NBPPC meeting – 22/5/23 at 7.30pm via Zoom. Councillor Burton attending.
  3. Greener Padbury Group – Meeting 7/6/23 at 8pm, Councillor Murray attending. Walk around the woods 16/6/23 (Buckinghamshire Councillors attending)
  4. Parish Liaison Meeting – 28/6/23 at 6.30pm, in person (Aylesbury). Councillor Burton attending.
  5. Training: 6/6/23 Managing Projects,15/6/23 Risk Management, 7/7/23 Planning

1. **Maintenance/Environmental Issues**
   1. Jobs around the village – Updated and circulated on 16/5/23.
   2. Greener Padbury Group/Verges & Playground – Members to resolve letter, as circulated on 17/5/23.

# Highways

19.1. Traffic Calming Measures – Application via Buckinghamshire Council

Community Boards – await an update.

19.2. Speed sign - Members to note crime reference number and quote forwarded to

insurers on 4/5/23.

# Matters dealt with between meetings

20.1. Rospa to carry out a life expectancy assessment of play equipment, cost £30 + VAT.

# Dates of next meetings – Members noted:

11th July, 12th September and 12th December

Planning decisions made by Buckinghamshire Council since the last meeting:

* 23/00459/APP Householder application for removal of section of garden wall and erect driveway gates – 15 Old End. APPROVED
* 23/00460/ALB Listed building application for removal of section of garden wall and erect driveway gates – 15 Old End. CONSENT GRANTED

Planning applications pending consideration by Buckinghamshire Council:

* 22/03695/AOP Outline application for up to 81 dwellings and associated works - Land North of A413.
* 22/03735/APP Householder application for proposed freestanding solar photovoltaic system – College Barn, Thornborough Road

Schedule of payments paid between meetings:

* Tame Your Garden - £500 + VAT for village mowing. Cheque 102395
* Jane Olds - £250 for 2022-23 internal audit. Cheque 102396
* Gallagher Insurance - £2,755.54 for PC insurance. Cheque 102397