

PADBURY PARISH COUNCIL
Minutes of a meeting of Padbury Parish Council held at Springfields Pavilion
on Tuesday 15th May 2018 at 7.30 p.m.

Present: Cllr. S. Dickens, Vice- Chairman; Cllr. F. Morris; Cllr. K. Roberts; Cllr. P. Burton, Cllr. V. Murray

Also present: Rachel Taylor, Clerk

The Annual Parish Council Meeting opened at 7.30PM
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Period of Public Question: No members of the public were present.

1.0 Election of Chair to the Parish Council for 2018/19.

The re-election of Cllr Mike Long was proposed by Cllr Dickens and seconded by Cllr Burton. **Resolved** that Cllr Long be re-elected as Chair. Cllr Long to sign his acceptance of office declaration on his return from holiday.

2.0 Election of Vice Chair to the Parish Council for 2018/19.

The re-election of Cllr Stephen Dickens was proposed by Cllr Morris and seconded by Cllr Roberts. **Resolved** that Cllr Dickens be re-elected as Vice Chair. Cllr Dickens signed his acceptance of office declaration.

3.0 Apologies received from Cllr Long, Cllr Williamson, Cllr Chilver, Cllr Monger and Cllr Renshaw.

4.0 Declarations of Interest - Cllr. Morris declared an interest in a possible perceived interest in planning matters.

5.0 Minutes - RESOLVED to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on:
Tuesday 10th April 2018 - PPC/10/1718

6.0 Appointment to committees

Village Hall – Cllr Morris
Planning – Cllr Long
NBPPC – Cllr Long
BMKALC – as needed
School/Preschool representative – Cllr Murray
LAF representative – as needed
Aylesbury Vale Association of Local Councils (AVALC) executive committee – Cllr Roberts

7.0 Sportsfield, Play Area and Woodland

7.1 RESOLVED that Cllr Morris will meet Mr Hartshorn to go through the risk assessment and training and will ask him to sign the documents to confirm he has completed these items, prior to undertaking any work at the sportsfield.

7.2 The new mower has been delivered, initially with the wrong blades, but this has been rectified. Awaiting invoice for the new mower. **RESOVLED** for the Clerk to add the new mower to the fixed asset register, once the invoice has been received. Cllr Morris advised that a part exchange deal of £300 has been agreed for the old gang mower.

7.3 The tractor hydraulics failed but have been repaired by Robert Dickins.

7.4 RESOLVED that Cllr Morris and Cllr Dickins will arrange for the safety frame for the existing tractor to be fitted.

- 7.5 Clerk advised that Npower have not yet given a date for the storage heaters in the Pavilion to be re-phased. She continues to chase them and Cllr Morris remains on standby to let them into the Pavilion to carry out the work. Clerk to log days/times of phone calls to Npower.
- 7.6 Cllr Morris now has the keys to the tractor shed which he will arrange to pass on to Mr Hartshorn. **RESOLVED** for Cllr Morris to ask Mrs Paxton if there are any of Mr Paxton's personal effects in the tractor shed which she would like to retrieve.
- 7.7 Cllrs Dickins and Morris confirmed the garage door has been repaired and is working well.
- 7.8 A discussion was had regarding what funding options may exist to fund a full professional review of the current state of the building, together with professional proposals/options for the future of the pavilion. Cllr Roberts advised he recently met with the section of Community Impact Bucks that deal with grants. He has subscribed to their emails and will receive two weekly updates on available funding schemes. At present, none are appropriate but Cllr Roberts will continue to monitor. Any grant will need match funding. Disabled access discussed.

8.0 Padbury Pump

- 8.1 Cllrs discussed what can/can't be allowed to be included in the Pump, free of charge. It was **RESOLVED** that local charities and organisations could advertise free of charge, as long as the Editor can edit any advert/article to fit in each publication.
- 8.2 **RESOLVED** that Cllrs Long & Burton would meet with John Wrigley and Cassie Rigg to discuss how the Pump might look in the future.
- 8.3 Cllrs discussed other village publications, including those including colour printing and those where villages charge for their newsletter.
- 8.4 Cllr Burton has looked into printing costs and advised that the current provider is the best option financially.
- 8.5 **RESOLVED** that the Clerk ask Phillips Print to add the number of pages in each edition to each invoice.

9.0 Speeding

- 9.1 Clerk presented an email from Mr Lichfield / Simon Garwood regarding the possible acquisition of additional speeding signage. Cllrs discussed the best way to proceed with obtaining not just a quote, but also advice as to what would be appropriate. It was **RESOLVED** that Cllr Murray would contact Simon Garwood to ask for guidance.

10.0 Planning

10.1 New Applications. **Members resolved:**

- 18/01127/APP | Erection of an oak framed rear garden room | Hornbeam House, Main Street, Padbury, MK18 2AY **RESOLVED** No objection – 15/05/18
- 18/01231/APP | Single storey rear extension, two storey side and single storey side extension | Orchard House, Winslow Road, Padbury, MK18 2AU **RESOLVED** No objection – 15/05/18

10.2 Decisions made by AVDC / Updates. **Members noted:**

- 18/00043/APP | Installing wooden gates | 27 Cherry Tree Cottage, Main Street, Padbury - APPROVED
- 18/00828/APP | Change of use of garden building to Class D2 (yoga studio) | The Old Police House, 10 Old Springfields, Padbury - APPROVED
- 18/01004/APP | Proposed single storey flat roof rear extension with parapet | 1 Old Springfields, Padbury – AWAITING DECISION
- 18/00691/APP | Construction of new dwelling (retrospective) | Old Oak House 23B Old End Padbury – STILL AWAITING DECISION.

- 18/00462/APP | Ground floor and first floor side and rear extension and front porch | 10 Lodge Close Padbury – APPROVED
- 18/00117/APP | (Retrospective) Erection of a single storey flat roof rear extension | 4 Monument Cottages Main Street – APPROVED
- 18/00064/ADP | Application for reserved matters pursuant to outline permission 16/00482/AOP for layout, scale, external appearance, the access, and the landscaping of the site | Land Adjoining West Bourn Main Street – APPROVED

10.3 Other Planning issues: **Members noted:**

- Cllrs discussed a possible Community Led Plan (CLP) for Padbury. Cllr Roberts advised that Community Impact Bucks (CIB) would help run a community engagement event should we wish to proceed. It was **RESOLVED** that a tear off strip / email response option would be included in the Pump to gauge public appetite for a CLP asking two questions – would you be interested in Padbury having a CLP and would you wish to be actively involved in a CLP? This will provide an indication if there is wide spread support for it and provide a guide as to whether it is worth pursuing. Cllr Roberts to draft something prior to the next Council meeting, for further discussion at that time.

11.0 Finance

11.1 Account Balances:

RESOLVED to note that the balances for the Bank accounts are as follows:

Barclays Community Current a/c xxx959 £18,578.18 (as at 27th Apr 2018)

Barclays COU IAS a/c xxx970 £18,356.51 (as at 31st Mar 2018)

Barclays Millennium Wood a/c xxx198 £4,328.00 (as at 31st Mar 2018)

Clerk advised that at present she has no online access to bank accounts after an internal error by Barclays. This is being dealt with.

11.2 **RESOLVED to make the following payments:**

R. Taylor – Chq 101931 - £209.69 - (£195.53 Apr salary net PAYE & expenses £14.16)

HMRC – Chq 101932 - £36.60 – Apr PAYE for R. Taylor

Bob Gough – Chq 101933 - £40.00 - Pavilion Maintenance Apr

ADVC – Chq 101934 - £340.00 - Play Around The Parishes 24/July/18

E'on – Chq 101935 - £165.30 – Street Light maintenance, quarter ending 31/Mar/18 (£137.75 + £27.55 VAT)

Phillips Print – Chq 101936 – £214.88 – Pump printing, April edition.

Lynch Garden Services – Chq 101937 - £300 – (Grass cutting £50 Park, £250 Urban)

D. O'Brien – Chq 101938 - £52.97 – (Apr/May £66.17 less PAYE £13.20. Final salary payment)

HMRC – Chq 101939 - £13.20 – Apr/May PAYE for D. O'Brien (final salary payment)

Mrs M Rose – Chq 101940 - £24.90 – Internal accounts audit 2017-18

Npower – Chq 101941 - £200.75 (£176.29 + £33.46 VAT) – Unmetered Street Lighting MPAN1 Mar '18

Npower – Chq 101942 – £12.71 (£10.59 + £2.12 VAT) - Unmetered Street Lighting MPAN2 Mar '18

Fire Safety Services UK Ltd – Chq 101943 - £84.20 (£70.17 + £14.03 VAT) – Annual Pavilion fire safety check

BALC – Chq 101944 - £138.79 – Annual subscription to BALC and NALC

C F Morris – Chq 101945 – £90.00 - Diesel for tractor

F R Morris – Chq 101946 - £31.81 – petrol for mower and cleaning products for pavilion

11.3 **RESOLVED to note the following income:**

£100.00 – Millennium Wood funding (April)

£21.00 – advertising revenue, Padbury Pump

£10,750.00 – AVDC Apr 2018 Precept Payment

- £1,697.43 – BCC Devolution (Final year of grant)
 £4.60 – Western Power Distribution re Playing field. U/G cable and arrears brought forward.
- 11.4 **RESOLVED** to accept the Income and Expenditure reports and bank reconciliation, as per end of year figures, as at 31/03/18
- 11.5 Direct debits to Savills. Clerk still waiting for confirmation that both Direct Debits to Savills are now set up following Barclays mistake with forms.
- 11.6 Clerk advised that Cllr Long is now confirmed as a signatory on the account. An internal error was made with the new Clerk's application and access to viewing online statements has been temporarily suspended. Clerk is dealing with this issue.
- 11.7 Councillors considered and **RESOLVED** to accept new NALC approved pay-scales. The Clerk's hourly rate will increase from £11.054 p/h to £11.275/hr (SCP23). This represents an increase of £0.221 or £4.64 month.

12.0 Annual Audit

- Clerk reported that the 2017-18 end of year internal Audit was completed on 10/May/18 and no issues were found.
- 12.1 Councillors **RESOLVED** to declare Padbury Parish Council exempt from a limited assurance review, being a smaller authority with gross income/expenditure under £25,000 and completed/signed the form.
- 12.2 Chair read aloud Internal Audit Report (p4) and it was **RESOLVED** to accept it.
- 12.3 Chair and Councillors reviewed, and the Chair signed the annual governance statement (p5). It was **RESOLVED** to accept it. Clerk to add minute reference.
- 12.4 Chair and Councillors reviewed, and Chair signed the accounting statement (p6). It was **RESOLVED** to accept it. Clerk to add minute reference.
- 12.5 Clerk presented 'Notice of public rights' statement and confirmed that it will be displayed on the Parish noticeboard from June 1st, advising parishioners that accounts can be viewed between 04/Jun/18-13/Jul/18.
- 12.6 **RESOLVED** that the Councillors accept the 2017-18 Audit and for the Clerk to return relevant audit paperwork to Littlejohns.

13.0 Insurance renewal

- 13.1 The renewal of the current Insurance Policy, with Hiscox, was discussed. The new premium quoted is £1896.03, a slight increase on last years' premium. This is for the final year of the existing three-year agreement which expires 31/May/2109.
- 13.2 **RESOLVED** for the Clerk to accept the renewal and to obtain a breakdown of exactly what is covered under each section.
- 13.3 **RESOLVED** for the Clerk to update the policy, to include the new mower, once the invoice for the mower has been received.

14.0 Other Parish Council Business

- Annual Parish Assembly. **RESOVLED** that Cllr Roberts would provide the Clerk with details of local groups to be invited to speak at the Annual Parish Assembly on Wednesday 23rd May and that the Clerk would contact them immediately.

15.0 **Aylesbury Vale District Council (AVDC):** No update

16.0 **Buckinghamshire County Council:** No update

17.0 Correspondence circulated in between meetings via e-mail:

- Email from Sue Renshell re Annual Parish Meeting Info
- Future Bucks – Meetings for Town & Parish with Martin Tett

- Buckingham Local Area Forum meeting – location change
- Decision notice Community Right to Bid email re: Four & 20
- VALP Inspector’s Questions
- Information re grants: East & Botolph Claydon Village Hall
- BALC/NALC email re: Consultation: unauthorised developments and encampments
- Emails regarding Unitary Parish Meetings – dates for meetings / agenda
- Funding available to Parish Councils for renewable energy feasibility studies.
- Parish Liaison meeting agenda
- Extended consultation Minerals & Waste Policy
- TTFO Notification of closure of Ox Lane
- Important information request – Poll of all Parish Councillors
- DPO’s – email from BALC re GDPR Data Protection Officer
- BMKALC weekly update 27/4/18
- Email from Rev Roberts re Padbury Pump/Benefice Newsletter
- Affordable housing landmark ruling
- Policing in the Thames Valley, forwarded by Sue Renshell
- AVDC Unitary follow up
- BALC email re: small grant scheme for Silent Soldier in churches.
- Parish Liaison notes from BALC
- Soreset council merger stalled by legal bid as Javid accused of acting ‘beyond his powers’
- Parishioner email re: Litter picking
- Oxford – Cambridge Corridor, email re: Wildlife along the route
- Email from Martin Tett – The real debate – one new council or the status quo

18.0 Highways

- 18.1 Lynch Garden Services has commenced the grass cutting in Padbury. A signed copy of the contract has been received.
- 18.2 It was **RESOLVED** to ask Lynch Garden Services to advance the next cut to week commencing 28/May/18 in order to ensure it is well maintained prior to BKV judging. Clerk to advise Lynch accordingly.
- 18.3 It was **RESOLVED** for the Clerk to ask Lynch how often they cut the play area.

19.0 GDPR

Councillors discussed the potential impact of GDPR and how it might affect the Parish Council. It was **RESOLVED** that a privacy notice be developed and displayed on the PC website.

20.0 Dates of next meetings – Padbury Parish Council – Members are asked to note and confirm:

23rd May 2018 - Annual Parish Assembly

12th June 2018

10th July 2018

No meeting in August

11th September 2018

9th October 2018

13th November 2018

No meeting in December

Meeting closed at 9.15pm

Signed.....Chairman Date.....