**Padbury Parish Council**

Minutes of the Annual Meeting of Padbury Parish Council held on Thursday 20th May 2021 at 7.30pm.

Present: Councillors: M Long, P Burton, F Morris, V Murray, S Dickens, D Miah and D Green

Also present: P Molloy, Parish Clerk & Councillor D Goss (in part)

# Period of Public Questions: None

The meeting commenced at 7.30pm.

#  Election of Chairman for 2021-22

# Resolved that Councillor M Long was re-elected as Chairman. Councillor Long signed his acceptance of Office of Chairman.

#  Election of Vice Chairman for 2021-22

**Resolved** that Councillor P Burton was elected as Vice Chairman. Councillor Burton signed his acceptance of Office of Vice Chairman.

#  Co-option

**Resolved** toco-opt Mr S Dickens, Dr D Miah and Mr D Green as Councillors for Padbury Parish Council.

#  Acceptance of Office and Declarations of Interest

All members confirmed and signed the Acceptance of Office and Declarations of Interest forms.

#  Apologies – Councillors J Chilver and B Stanier.

#  Declarations of Interest – None

#  Minutes

**Resolved** to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on Tuesday 13th April 2021 - PPC/10/2021.

#  Appointments to Committees

Village Hall – Cllr Morris

Planning – Cllr Long

NBPPC – Cllr Long

BMKALC – As required

School/Preschool representative – Cllrs Murray and Miah

Community Boards – Cllr Burton

Greener Padbury Group – Cllr Murray

Pavilion Rebuild Working Group – All councillors. Also need to recruit a couple of residents, some names where suggested and it was agreed to contact them.

#  Review Policies

**Resolved** the adoption of the Standing Orders, Financial Regulations and Complaints Procedure as previously adopted in January and February 2021.

#  Asset Register

**Resolved** the adoption of the Asset Register as previously adopted in March 2021. Members **resolved** to review over the next couple of months.

#  Sports Field, Play Area and Woodland

* Re-development of the Pavilion – Savills advised sensible replacement acceptable. Members noted fees for pre-application of £618 and full planning £462 (50% discount so £231). Councillor Long distributed a summary of events/decisions made which was discussed. Suggested alternative option for drawing of plans. Councillor Burton advised that he had been in contact with a structural engineer with a view to providing a report as to whether the existing building can be refurbished or if needs demolishing and a new building constructed. Fee £150 + VAT. Members **resolved**, Councillor Burton to arrange appointment and other councillors to also attend.
* Pavilion – Members **resolved** to paint the concrete floor. Clerk to action.
* Smart meters for Pavilion – Clerk has been advised the following - unfortunately we are unable to install a smart meter at the moment as you have a multi rate meter.
* Play Area Lease – Chandler Ray dealing with the Land Registry.
* Leak in the Pavilion – Members noted that the caretaker has done the necessary works.
* Play area and multi-use games area – Members noted that the Rospa inspection had been carried out, reports circulated 20/5/21.
* Play area replacement of equipment and maintenance works – Clerk provided update, one meeting held on site so far, two other appointments being confirmed. List of maintenance works to be prepared.
* Tennis Club – Members noted invoice issued and paid.
* Play area & Pavilion – Members discussed the request for an outside tap, **resolved** not possible at the play area but would consider when carrying out the works at the pavilion.
* Members **resolved** that the green roller was not for sale. Clerk to advise Thornborough Cricket club.
* Members **resolved** Agreement for a grant put forward by the Football Club.
* Pavilion – Members **resolved** to employ a cleaner for 2 hours, once a month. Clerk to action.

#  Planning

12.1 New Applications: Members noted the following applications made since the

last meeting:

* 21/01493/APP – Single storey extension to east elevation – Low Farm, Thornborough Road. Members **resolved** no objection.
* 21/01490/APP – Single storey rear extension – 3 Amblers Way. Members **resolved** not to comment.
* 21/00755/APP – Replacement of 7 windows – 24 Old End. Members **resolved** no objection.
* 21/00756/ALB – Replacement of 7 windows – 24 Old End. Members **resolved** no objection.

12.2 Members noted the following decisions made by Buckinghamshire Council:

* 21/01000/APP – Proposed single storey side extension following demolition of existing garage/store – South View, Winslow Road. **Approved**

12.3 Members noted the following applications awaiting determination by

Buckinghamshire Council:

* 19/01233/APP - Erection of agricultural building - Land Rear/adjacent to Fairhaven, Main Street. Letter sent to Aylesbury Vale District Council regarding Section 215.
* 20/04282/ALB – Painting of internal timber beams in white paint (retrospective) – The Ramblers, Main Street
* 20/04298/APP – Retention of boundary treatment to the front and rear of the property – The Ramblers, Main Street
* 21/00392/APP – Removal of condition 2 (Materials) on application 16/02805/APP Conversion of a storage barn to farm managers accommodation and office. We intend to install an air source heat pump to heat the barn, therefore the need is to minimise heat loss through installation of UPVC windows. Windows to be allowed as UPVC rather than wood. Colour will be dark oak to match existing barn – Padbury Hill Farm, Steeple Claydon Road.

12.4 Other Planning issues: Members noted:

* 19/03554/ACL – Application for a Lawful Development Certificate on the grounds that construction of the detached dwelling was commenced in accordance with planning permission ref. 15/01216/APP by clearing the site and demolishing garages on the site – Old Oak House, Old End. Certificate refused. Appeal lodged and allowed**.** Enforcement notice issued by Buckinghamshire Council on the 9th December. **Appeal** lodged ref: 21/00009/ENFNOT, start date is 22nd Feb 2021.
* 20/03674/ACL – Application for a Lawful Development Certificate for a Proposed Construction of a detached dwelling (C3) – Old Oak House, Old End – **Appeal** lodged ref: 21/00008/NONDET, start date is 22nd Feb 2021.
* 20/03675/APP - Construction of extensions to the permitted dwelling (retrospective) – Old Oak House, Old End. Parish Council requested this to be Called In. **Appeal** lodged ref: 21/00007/NONDET, start date is 22nd Feb 2021.

#  Finance

13.1 Members **resolved** to note that the balances for the bank accounts as at 30th

April 2021 are as follows:

* Barclays Community Current account ending 959 £33,410.60.
* Barclays savings account ending 970 £18,435.56.
* Barclays Millennium Wood account ending 198 £15,909.39.

13.2 Members **resolved** to make the following payments:

Paid between meetings:

* Bucks Playing Fields Association - £20 – Annual fees. D/Debit 1/4/21
* NPower - £221.27 – Unmetered street lighting for February 2021. D/debit 12/4/21
* Wave - £47.16 – Pavilion water from 15/1/21 to 14/4/21. D/debit 29/4/21
* NPower - £245.00 – Unmetered street lighting for March 2021. D/debit 14/5/21

Payments agreed at meeting:

* P Molloy - £411.60 - April salary. Cheque 102204
* R Gough – £45.00 – April caretaking costs. Cheque 102205
* R Gough - £108 - Works carried out in Pavilion. Cheque 102205
* BMKALC - £154.20 – Annual membership fees for BALC, NALC and LCR. Cheque 102206
* T King Promotions - £72.00 (£60 + £12 VAT) – 6 x high visibility vests. Cheque 102207
* Mrs J Olds - £130.00 – Internal audit. Cheque 102208
* F Morris - £75.95 (£63.28 + £12.67 VAT) Paint, mould remover & roller. Cheque 102209
* Phillips Print - £185.08 – April/May Padbury pump printing. Cheque 102210
* Lynch Garden Services - £380 – Grass cutting of village on 7/5 and play area on 19/4 and 7/5. Cheque 102211
* Playsafety Ltd - £177 (£147.50 + £29.50 VAT) – Annual inspection of play area and multi-use games area. Cheque 102212
* Came & Company - £2,078.83 – Annual insurance. Cheque 102213
* C F Morris - £84 (£70 + £14 VAT) – Diesel for tractor. Cheque 102214

13.3 Members **resolved** to note the following income:

* £125 – Savills/All Souls – Refund for wayleaves and playground rent paid in error
* £1,748.96 – Buckinghamshire Council – Devolved services
* £12,052 – Buckinghamshire Council – 50% of precept

13.4Members **resolved** the Income, Expenditure, Summary and Budget year to

date statements as of 30th April 2021.

13.5 Internal Audit for 2020-21

Members noted that the internal audit had been carried out. A copy of the internal

audit report has been circulated – members **resolved** to consider the

recommendations at a later date. The members **resolved** the Internal Audit which

has been completed and signed, page 3 of the return.

13.6 Annual Governance Statement for 2020-21

Members **resolved** and the Chairman signed the Annual Governance Statement

2020-21 (page 4).

13.7 Accounting Statements for 2020-21

Members **resolved** and the Chairman signed the Accounting Statements 2020-21

(page 5).

13.8 Members **resolved** the Bank Reconciliation and the Asset Register 2020-21.

Members discussed the Explanation of Variances and the Reserves schedule, it was

**resolved** to amend the Reserves schedule to only show the Millennium Woods and

Speed Indication Displays as reserves. Clerk to update.

13.9 Members **resolved** the 2020-21 audit for submission to the External Auditors.

13.10 Members **resolved** that the bank mandate needs to be updated.

#  Other Parish Council Business

* Speed Indication Displays – Members advised there was a delay due to obtaining parts – members **resolved** to carry on with the order with Traffic Technology. Members noted that two temporary displays have been fitted and that the data was being captured. Clerk advised that new poles need to be fitted to accommodate the solar panels – members advised of quotes obtained. Members **resolved** that order was to be placed. Members also advised that one pole needed to be relocated due to the new crossing, clerk to liaise with Buckinghamshire Council.
* Existing speed sign – Members noted that it cannot be fixed, **resolved** to dispose of it.
* Bucks and Oxon 4x4 Response Group – Members noted that the insurance query had been answered.
* Website – Members **resolved** Planning Tracker Feature was not required.
* Accounts package – Members noted clerk happy to continue with using Excel spreadsheets.
* Members **resolved** change of date for June meeting to the 9th June (will be held at Village Hall).
* Great Central Corridor Rebuilding and radial links Zoom Meeting (email 24/4) – meeting 24th June at 3pm. Councillor Burton to attend if possible.
* Consultation on Electronic Communication Infrastructure (email 27/4) - NALC has requested that we forward to our members for comments. Members **resolved** no comment.
* Winslow and Villages Community Board – Date of meeting has changed from 24th June to 15th July at 7pm via Teams. Councillor Burton to attend.
* Insurance due for renewal on the 1st June – Members **resolved** renewal quote circulated on 18/5.
* Members noted that the clerk’s annual appraisal had been carried out. Members **resolved** the increase to the monthly hours to 32 and that in April and May, the hours may increase due to the extra workload.

#  Maintenance/Environmental Issues

* Community Support Group within Padbury – Members noted high visibility vests ordered. Members discussed job list circulated on 6/5/21. Risk assessments need to be carried out prior to any jobs being allocated.
* Members **resolved** the siding out to the footpaths at Springfields to be carried out by Lynch Garden Services.
* Greener Padbury Group – Members discussed the emails circulated on the 10/5 and 11/5 regarding the Millennium Woods. Members **resolved** that the parish council will not pay for the environmental consultancy as the monies held are for the maintenance of the woods. Members **resolved** to seek written requests for the forest school and biodiversity works so that the Woodland Trust could be approached.

#  Buckinghamshire Council:

* The re-surfacing of the footway on Main Street is now complete – Clerk raised concerns re grass verges with Buckinghamshire Council. Advised on the 9th March that works will be carried out. *Chased for an update 5/4 and 11/5*. Requested update from Councillor Chilver.
* Crossing on the A413 – Statutory consultation expired 29th April. Update circulated 13th and 20th May.

#  Highways

* Flooding on Main Street – Following a site visit, the Local Area Technician for Buckinghamshire Council advised that the following works would be carried out: unblocking storm drain, clearing drains and the ditch will also be cleared. Councillor Dickens advised that some works had been carried out and that he would inspect and report back.
* HGVs driving through the village – Members noted that signage has been placed at all entry points to the village advising – No Access to EWR lorries. Also noted that the clerk is reporting any HGVs spotted coming through Padbury.
* Members noted that the EWR speed awareness sign has been relocated on the A413.
* Following the Annual Parish Meeting the question was raised if it was possible to get a road weight limit or reduce speed to 20mph. Clerk to contact Buckinghamshire Council for advice.

#  Dates of next meetings – Members are asked to note:

9th June 2021 (at Village Hall), 13th July 2021, 14th September 2021, 12th October 2021, 9th November 2021 & 14th December 2021.

Meeting closed at 9.45pm

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