**Padbury Parish Council**

Minutes of the Annual Meeting of Padbury Parish Council held on Tuesday 24th May 2022 at 7pm.

Present: Councillors P Burton (Chairman), S Dickens, F Morris, V Murray, D Miah, D Green and L Smith.

Also present: P Molloy, Parish Clerk, Buckinghamshire Councillor J Chilver, two representatives of the Greener Padbury Group (one resident and their consultant) and one resident.

# Period of Public Questions:

Greener Padbury Group gave a presentation based on the draft consultancy report produced for the woods. Advised consultation with village residents was on the 19th June. Greener Padbury Group now have charity status. Permission granted by the Greener Padbury Group and their consultant to send the draft report to the Woodland Trust. Greener Padbury Group requested comments from the Parish Council before the village consultation.

Resident asked for update regarding the issue of speeding in the village. Update provided regarding funding applied for. Also advised presentation given regarding the Community Speedwatch.

The meeting commenced at 7.15pm

# Election of Chairman

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

# Election of Vice Chairman

Resolvedthat Councillor S Dickens was elected as Vice Chairman. Councillor Dickens signed his acceptance of Office of Vice Chairman.

# Co-option

Resolved toco-opt Mrs L Smith as Councillor for Padbury Parish Council. Acceptance of Office signed. Declarations of Interest to be completed and signed.

# Apologies – None

# Declarations of Interest – None

# Minutes

Resolved to approve the minutes of the meeting of the Parish Council held on the 14th April 2022 as a correct record - PPC/09/21-22.

# Appointments to Committees/Groups

Village Hall – Councillor Morris

NBPPC – Councillor Green

BMKALC – Councillor Burton

School / Pre-school representative – Councillors Smith and Miah

Community Boards – Councillor Burton

Greener Padbury Group – Councillor Murray

Pavilion Rebuild working group – All councillors

# Review Policies

Resolved the adoption of Standing Orders, Financial Regulations, Complaints Procedure and Risk Assessment – as email circulated on 17th May. In addition, resolved some minor amendments to the Risk Assessment.

# Asset Register 2022-23

Resolved the adoption of the Asset Register – members noted the following have been added: 2 new items installed in the playground - £12,060 and the rocking horse - £8,025.60 (the latter was the current replacement cost of a new item).

# To receive updates from Buckinghamshire Councillors

D Goss has been appointed as the Chairman for the Community Boards. Community Boards meeting dates to be confirmed. Advised works to Ox Lane continue to be chased.

Councillor Chilver agreed to chase the following: 1) Planning update for the house on Old End. 2) Installation of parking spaces by Aylesbury Vale Housing Trust at Springfields. 3) Footpath works missed to four properties on Springfields.

# Sports Field, Play Area and Woodland

* 1. Re-development of the Pavilion – New plans circulated and discussed. Members resolved that Councillor Burton to circulate a list of changes required for comment. A meeting to then be arranged with the architect. Play equipment, two quotes received, await one more. Funding – members noted application via the Community Boards is now capped at £15,000. Other funding opportunities to be investigated.
  2. Section 106 funding – Requested plans, costs and funding being looked into. Members reviewed email circulated on 11th May, heading: S106 monies in the former Aylesbury Vale district area – resolved question to be raised regarding release of funds.
  3. Subsidence claim for the pavilion – Awaiting date for drainage works. Estimated to take 7 working days, this may be subject to change depending on whether further defects are found once works have begun.
  4. Public Space Protection Orders – Response to further queries circulated. Members resolvedto put on hold.
  5. Playground annual inspection – Councillor Burton attended with the inspector. Written reports from Rospa to be circulated.
  6. Playground maintenance – One quote received, await further two – chased.
  7. Slides – Members resolved to ask caretaker to carry out the painting to the slide at the pavilion. Councillor Dickens agreed to fit the new timber, clerk to order.
  8. Playground – Members resolved to remove the covid related signage. Councillor Dickens agreed to do.
  9. Football club shed to be relocated – members discussed possible locations, to be checked if suitable.
  10. Woods – Members resolved increase in cost for mowing the paths to £55 per annum.
  11. Playground – Members discussed plastic collars being fitted around the posts, resolved not to fit.
  12. Enquiry from an adult football club - Padbury Football Club discussing further at their AGM at the end of May.

# Planning

* 1. New Applications: Members noted that no new applications had been made since the last meeting:
  2. Members noted that no applications had been dealt with under delegated procedures since the last meeting.
  3. Members noted that no decisions had been made by Buckinghamshire Council since the last meeting.
  4. Members noted the applications awaiting determination by Buckinghamshire Council – see list at end of these minutes.

# Finance

* 1. Members resolved to note that the balances for the bank accounts as at 30th April 2022 are as follows:
* Barclays Community Current account ending 959 £27,159.60.
* Barclays savings account ending 970 £18,437.40.
* Barclays Millennium Wood account ending 198 £15,689.39.
  1. Members noted that no payments had been made under delegated procedures since the last meeting.
  2. Members noted and approved the following payments made since the last meeting:
* Wave, £67.80, VAT £0, Pavilion water for 15/1/22 to 14/4/22, direct debit on 29/4/22
* NPower, £236.96, VAT £47.39, Street lighting for March 2022, direct debit on 9/5/22
* NPower, £11.21, VAT £0.60, Street lighting for March 2022, direct debit on 9/5/22
  1. Members resolved to make the following payments:
* P Molloy**,** £448.20, VAT £0, April salary, cheque 102300
* P Molloy, £44.13, VAT £3.23, Expenses – Temporary event notice, hand towels and paper cups for Jubilee event, cheque 102300
* R Gough, £47.50, VAT £0, April caretaking costs, cheque 102301
* M Jackson, £45.00, VAT £0, April - Securing playing field gate, cheque 102302
* Jane Olds, £190.00, VAT £0, 2021-22 Internal Audit, cheque 102303
* Phillips Print, £243.32, VAT £0, April/May Padbury Pump printing, cheque 102304
* Wicksteed, £12409.33, VAT £2481.87, Playground – supply and install two new items of equipment and refurbish rocking horse, cheque 102305
* Lynch Garden Services, £490.00, VAT £0, April grass cutting of village and two grass cuts to playground, cheque 102306
* Lions Club, £45.00, VAT £0, Hire of marquee for jubilee event, cheque 102307
* M Holloway, £109.21, VAT £0, Medals & prizes for jubilee event, cheque 102308
* M Templeton, £32.84, VAT £0, Printer cartridges for jubilee event printing, cheque 102309
* M Tweed, £19.00, VAT £0, Pavilion cleaning for May 2022, cheque 102310
* Signline, £205.00, VAT £41.00, Three signs for playing fields, cheque 102311
* Playsafety, £192.50, VAT £38.50, Annual play equipment inspection, cheque 102312
* Arthur J Gallagher, £2590.71, VAT £0, Annual insurance, cheque 102313
* NPower, £207.12, VAT £41.42, Street lighting for April 2022, direct debit on 9/6/22
* NPower, £10.78, VAT £0.58, Street lighting for April 2022, direct debit on 9/6/22
  1. Members resolved to note the following income: 50% of precept £13,200, devolved services £1,801.43 and Padbury Pump advertising payments £192.
  2. Members resolved the Income, Expenditure, Summary and Budget year to date statements as of 30th April 2022.
  3. Internal Audit 2021-22 – Members noted that the internal audit has 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.
  4. Annual Governance Statement for 2021-22 - Members resolved and the chairman signed the Annual Governance Statement 2021-22 (page 4). Members also resolved and the chairman signed the statement made regarding question 5.
  5. Accounting Statements for 2021-22 – Members resolved and the chairman signed the Accounting Statements 2021-22 (page 5).
  6. Members resolved the Bank Reconciliation, Explanation of Variances and the Asset Register 2021-22.
  7. Members resolved the 2021-22 Annual Governance Statement documentation for submission to the External Auditors.
  8. Members resolved that the bank mandate needs to be updated.
  9. Members noted that the VAT claim was made on the 5th May - £2,261.02.
  10. Cheque received from village events fund – Members resolved that it be returned to the existing village event committee. Clerk to contact.
  11. Caretaker and gatekeeper payments by standing order – clerk to contact the bank as require dual approval.

# Other Parish Council Business

* 1. Members resolved the following training courses – 1) Writing Grant Applications and Sourcing Local Council Funding Opportunities on 21st July, cost £45, for Councillor Burton. 2) Introduction to Local Council Administration, cost £120 + VAT for parish clerk.
  2. BMKALC email circulated 11/5/22 – Ensuring future representation for all areas on BMKALC Exec Board. No further comments to add.
  3. Insurance renewal – Councillor Burton provided update. Members resolved the annual premium of £2,590.71 and to enter into a three year arrangement subject to the long term agreement being checked by the clerk and chairman.
  4. Members to review meeting dates up to May 2023 – clerk to circulate a list for approval.
  5. Complaint received about Jubilee decorations – Members discussed and resolved response.

# Jubilee Event – 5th June

* 1. Working group meeting held on the 12th May – update provided and costs to date advised.
  2. Members resolved the risk assessment.
  3. Members resolved which councillors are attending and thank yous. Councillor Green agreed to ensure everything locked up at end of event.

# Contracts and Similar Matters – None

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

* Village Hall – nothing to report.
* School/Preschool – Looking at funding for garden room.
* Greener Padbury Group – Arranging activities during half term.

# Meetings

* 1. BMKALC and Bucks Council Parish Liaison Meeting 20th July at 6.30pm.
  2. Community Boards Meetings – 7th July, 6th October and 9th February.
  3. Members noted that the clerk met with the Community Board Co-ordinator to discuss existing funding and showed her around the village.

# Maintenance/Environmental Issues

* 1. Jobs around the village – new push required for volunteers. Updated list circulated on the 18th May.
  2. Greener Padbury Group – draft consultancy report circulated on the 16th May – comments to be raised and circulated. Agreed to send to the Woodland Trust for comment. Parish Council to look into Ash die back.

# Highways

* 1. Traffic Calming Measures – Clerk submitted application to the HS2 Road Safety Fund. Clerk to provide update to Amblers Way residents.
  2. Community Speed Watch – Following presentation, members resolved to take this forward and ask for volunteers via Facebook and the Padbury Pump.
  3. Speed Indication Displays – Await date for training – chased.
  4. Gigaclear – Members noted that work had commenced before the date previously advised and resolved for a meeting to be arranged. Councillors Burton and Green agreed to attend.

# Matters dealt with between meetings

* 1. Community Speedwatch presentation arranged.

# Dates of next meetings – Members noted:

12th July, 27th September & 13th December.

Meeting closed at 9.40pm

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

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).
* 22/00381/APP**,** Stable at The Poplars, Lower Way-Householder application for internal alterations to convert existing one bedroom annex into a two-bedroom annex, conversion of one garage space into living accommodation, replacement of one garage door with a window, one existing window with a pair of French doors and one door with a window.
* 22/00382/ALB**,** Stable at The Poplars, Lower Way-Listed building application for internal alterations to convert existing one bedroom annex into a two-bedroom annex, conversion of one garage space into living accommodation, replacement of one garage door with a window, one existing window with a pair of French doors and one door with a window.
* 22/00774/APP**,** Fairhaven, Main Street-Demolition of garage and bungalow and erection of new dwelling.
* 22/00857/APP**,** Wesley Cottage Main Street-Householder application to replace existing kitchen window with French door.
* 22/01039/APP**,** South View, Winslow Road-Householder application for single storey side extension following demolition of existing garage/store (amendment to approval 21/01000/APP).