**Padbury Parish Council**

Minutes of the meeting of Padbury Parish Council held on Tuesday 27th September 2022 at 7pm.

Present: Councillors P Burton (Chairman), S Dickens, F Morris, V Murray, D Miah and L Smith and Buckinghamshire Councillor J Chilver

Also present: P Molloy, Parish Clerk, 18 residents and a representative from Cerda Planning.

# Period of Public Questions:

A representative from Cerda Planning provided an update regarding the proposed new development off the A413. He advised that a legal agreement was in place for the land and that Kler Group have had an assessment carried out. Looking at 80 units of 2-5 bedroom houses, 25% affordable housing and no flats. Possible planning application submitted by the end of this year. Several questions were raised by both the Parish Council and residents which were all answered. Concerns were raised regarding the leaflets as not delivered to all houses and the online consultation as the website address was incorrect, also the timing of the consultation was questioned.

The meeting commenced at 7pm

# Apologies – Councillor Green and Buckinghamshire Councillor Stanier.

# Declarations of Interest – None

# Minutes

Resolved to approve the minutes of the meeting of the Parish Council held on the 12th July 2022 as a correct record - PPC/02/22-23.

# To receive updates from Buckinghamshire Councillors

* Ox Lane repairs – Buckinghamshire Council are lobbying EWR regarding the works required to the roads. Awaiting works to complete in Steeple Claydon. A complete restoration should be carried out next year.
* Main Street – will be looked at after the main routes are dealt with.
* Buckinghamshire Council are starting the review process for next year's budgets.

# Sports Field, Play Area and Woodland

* 1. Pavilion – Members resolved to hold a separate working group meeting and to invite the football club, to discuss the revised plans and the funding.
	2. Section 106 funding – Members resolved updated form and agreed to it being sent off for approval.
	3. Pavilion insurance claim – Drainage works completed. Financial settlement of £10,714.80 (less excess) was offered – Members resolved to accept.
	4. Slide at the playing fields – Members noted that the caretaker had painted it and that the supports need to be monitored.
	5. Slides – Members noted that the rubber matting would be fitted in October.
	6. Ride on mower – Members resolved to replace one of the belts that drives the blades.
	7. Millennium Woods – Inspection carried out on 11/08/22. Members resolved that the marked trees would be felled during the winter months. Coppicing of Willows to also be carried out, timing to be advised.
	8. Land to the side of path to the Millennium woods, by the playground – Members noted that the owner will review the condition of the trees again in 6 months.
	9. Multi use games area – Verbal estimate of £1,800 + VAT received for the fencing by the goal (pavilion end). Clerk explained this is due to the labour as all the boards need to be removed. Clerk to find out if can be replaced from the boards up.
	10. Quote for a new zip wire – only received one quote to date of £20,133. Clerk to obtain two more quotes.
	11. Members resolved the purchase of tyres for the tractor, cost £550 + VAT.
	12. Bike racks – Members resolved to review when works carried out at the pavilion.
	13. Windmill Piece sign, frame needs repairing/replacing. Councillor Smith to speak to a possible volunteer for this work..
	14. Members resolved the request from the pre-school to hold a fund raising event on the 4/12/22, using the pavilion and playing field at no cost.
	15. Cricket pitch hire from 2023 season – Members resolved not to agree.

# Planning

* 1. New Applications: Members noted the following applications made since the last meeting:
* 22/03101/ALB – Listed building application for proposed timber decking to rear garden – 27 Main Street. No objection.
	1. Members noted application dealt with under delegated procedures since the last meeting – see list at end of these minutes.
	2. Members noted decisions made by Buckinghamshire Council since the last meeting – see list at end of these minutes.
	3. Members noted the applications awaiting determination by Buckinghamshire Council – see list at end of these minutes.
	4. A representative from Cerda Planning attended the meeting and provided an update regarding the new proposed development off the A413.

# Finance

* 1. Members resolved to note that the balances for the bank accounts as at 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 noted payments made under delegated procedures since the last meeting – see list at end of these minutes.
	2. Members resolved 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
* M Tweed: £19 – Pavilion cleaning for September. Cheque 102346
	1. Members resolved 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 resolved the Income, Expenditure, Summary and Budget year to date statements as of 31st August 2022. Members resolved that £10,000 is to be shown as earmarked reserve for the pavilion works and to remove the Queens Jubilee reserve.
	2. Members resolved the appointment of the internal auditor for 2022-23, cost £250.
	3. Internal Audit 2021-22 - Members reviewed the following recommendations:
* The Council should undertake a review of effectiveness – blank form has been received, to be circulated.
* Clerk and Councillors to carry out regular training. Council resolved clerk to complete ILCA.
* Debit/Charge card to purchase council items – Clerk to contact bank.
* Review long term agreements ie pump printing at least every 3 years – Clerk to prepare a list.
* Create a list of regular expenditure ie annual subscriptions to be agreed at the April meeting – Not resolved.
* Risk Assessment to be reviewed annually – To be reviewed/approved annually at the May meeting (already resolved).
* Reserves – allocate earmarked reserves. Resolved to keep reserves as currently stated.
* Old minute books should be stored at the county archive. Consider a Document Retention Policy. Clerk to investigate.
* All councillors should have email addresses provided by the Council using the formal padburyparishcouncil.com domain. In progress.
* Website – all documents published should be prepared in PDF format. Not resolved and Councillor Chilver reported that Buckinghamshire Council were likely to cease using PDFs on its website.
* Asset Register – ensure that the Land Registry reference number is included. Playing fields not registered, clerk to find out costs to get registered via a solicitor.
	1. Members noted that the bank mandate needs to be updated.
	2. Members noted annual renewal for Microsoft subscription, £59.99 paid on 5/9/22.
	3. Members resolved not to opt out of the SAAA central external auditor appointment arrangements.
	4. Annual Governance and Accountability Return 2021-22 – Members were 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 resolved 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 5/12/22. As emails circulated on 2/8/22 and 19/9/22. Members resolved not to complete.
	2. Members resolved that the civility and respect pledge and the Dignity at Work policy were not appropriate for a small parish council such as Padbury.
	3. Members resolved 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 resolved not to give permission for metal detection around the woods.
	5. Members reviewed and resolved the 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. Members resolved not to complete.
	7. Members considered a neighbourhood plan. Concerns raised regarding the amount of work involved and costs. Buckinghamshire Council’s new local plan due in 2025 would potentially override a neighbourhood plan.

# Funding

* 1. Members noted HS2 Road Safety Fund application was declined.
	2. Members noted 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 noted funding applied for to date.

# Contracts and Similar Matters – None

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

* Village Hall – three functions coming up.
* School/Preschool – Fund raising. Meeting at school on 10/10/22.
* Greener Padbury Group – Clerk gave update following recent meeting. It was noted that the group were welcome to council meetings.

# Meetings

* 1. Planning Liaison meeting – 30/09/22, online – Councillor Burton attending.
	2. Buckinghamshire Council Highways Stakeholder Conference – 13/10.22 in Aylesbury – Councillor Burton attending.
	3. Parish Liaison Meeting – 19/10/22. Councillor Burton attending.
	4. NBPPC meeting – 20/10/22, 7.30pm in Winslow. Councillor Green to advise if attending.
	5. EWR Local Representatives Group – 20/10/22, online. No one able to attend.
	6. BMKALC Climate Change Conference – 25/10/22, tickets £25. No one able to attend.
	7. Community Boards meeting – 2/11/22 at Winslow Bowls Club. Councillor Burton attending.
	8. Greener Padbury Group – 2/11/22. No one able to attend.

# Maintenance/Environmental Issues

* 1. Jobs around the village – Updated list circulated.
	2. Greener Padbury Group/Woods – Members resolved that the response received from the Woodland Trust be forwarded to the Greener Padbury Group. Members resolved to allow a storage box to be placed in the forest school area at the top of the woods, made of polypropylene, size H140, W178 and D109cm. Insurance details to be confirmed.
	3. Greener Padbury Group/Verges and Playground – Clerk provided an update as the various verges and area at back of the playground offered to them have been accepted. Await proposals.
	4. Buckinghamshire Council trees project – requested 5 trees which if available have to be collected from High Wycombe at the end of November. Clerk to see if delivery is possible and if so, costs.

# Highways

* 1. Traffic Calming Measures – HS2 Road Safety Fund application was declined. Chased for a police speed van on Main Street – police are awaiting Buckinghamshire Council to change the traffic regulation order. August traffic reports sent to police on 21/9/22.
	2. Community Speed Watch – Equipment now available, await delivery date. Have six volunteers, two still to carry out online training. Without sufficient volunteers the scheme may not be viable.
	3. Springfields footpaths – Area missed unlikely to be looked at until the next financial year. Weeds growing through new tarmac being investigated – chase for update.
	4. Speed signs - Members resolved the purchase of a battery charger, cost £95 + VAT, but also need a spare battery - clerk to find out cost of a spare battery.

# 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.

Meeting closed at 9.40pm

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)