**Padbury Parish Council**

Minutes of the Padbury Parish Council meeting held on Thursday 7th December 2023 at 7pm

Present: Councillors P Burton (Chairman), S Dickens, D Green, V Murray & D Barnes

Also present: P Molloy (Clerk) & Buckinghamshire Councillor B Stanier

The meeting commenced at 7pm

# Period of Public Participation – None

# Apologies – Councillors F Morris & L Smith, Buckinghamshire Councillor J Chilver

# Declarations of Interest – None

# Minutes

# Resolved to approve the minutes of the meeting of the Parish Council held on the 12th September 2023 as a correct record - PPC/03/23-24.

# To receive updates from Buckinghamshire Councillors

* Buckinghamshire Council currently reviewing the budget.
* Highways department - now working well and undertaking lots of work.
* Community Boards – last meeting went well. Money left in this year’s budget.

# Sports Field, Play Area and Woodland

* 1. Pavilion – Re-opening event, name, managing bookings and booking fees.

 Members resolved to defer to the next meeting.

* 1. Members reviewed/resolved the Pavilion schedule of costs. Quote for works

 to access path approved, cost £490 + VAT.

* 1. Members resolved quote for additional fire extinguisher and fire blanket, cost

 £289.23 + VAT.

* 1. Members reviewed cost for CCTV. Two further quotes to be arranged.
	2. Members resolved purchase of smaller items ie signs, toilet roll/paper towel

 holders etc and a new hoover (Henry hoover approved).

* 1. Garage water pipe – await quote.
	2. Pavilion insurance – Members resolved to return completed form.
	3. Path lights – Agreed to leave until January.
	4. Parking – Members resolved to monitor.
	5. Football club agreement – New Agreement signed.
	6. Play area – Went through list of works required, action items for climbing

 frame and areas of uneven surface. .

* 1. Play area – Members noted article in pump (2 votes received so far).

 Councillors Murray and Smith to arrange vote in school and pre-school.

* 1. MUGA fence – Members resolved quote 1 (D & A Sheds), cost £1195 + VAT.
	2. Woods – Members resolved not to coppice the Willows but to fell the dead

 ones where required. Councillor Dickens to inspect.

* 1. Ride on mower – Members resolved to accept £250 for it.
	2. Pavilion electricity - Members noted one year fixed contract commenced on

 the 27/9/23.

# Planning

* 1. New Applications - Members resolved the following applications:
* 23/03814/PIP – Application for permission in principle for the erection of minimum of 5 and maximum of 9 dwellings – Land adjoining West Bourn, Main Street. Members resolved to oppose.
* 23/03821/APP – Householder application for single storey side extension to form annex accommodation – Pen Y Bank, Main Street. Members resolved to review and advise response as only received application on the 7/12/23.
	1. Members noted applications dealt with under delegated procedures see list at end of minutes.
	2. Members noted applications pending consideration and decisions made by Buckinghamshire Council since the last meeting – see list at end of these minutes.
	3. 23/00011/NONDET – Application for permission in principle for the erection of minimum of 5 and maximum of 9 dwellings – Land adjacent to West Bourn, Main Street. APPEAL DISMISSED.
	4. Neighbourhood plan – Article in the pump, received one response so far.

# Finance

* 1. Members noted the balances for the bank accounts as at 29th November 2023 are as follows:
* Barclays Community Current account ending 959 £946.40
* Barclays savings account ending 970 £28,641.49
* Barclays Millennium Wood account ending 198 £15,373.51
	1. Members noted payments made since the last meeting – see list at end of these minutes.
	2. Members resolved to make the following payments:
* P Molloy: £711.40 November net salary and part back pay and expenses (stamps). Cheque 102454
* HMRC: £32.60 – PAYE Molloy for November. Cheque 102455
* R Gough: £52.50 Caretaker for November. Standing order on 1/12/23
* M Jackson: £50 Securing the gate for November. Standing order on 1/12/23
* F R Morris: £31.50 Village Christmas tree. Cheque 102456
* Phillips Print & Stationers: £233.99 December/January Pump. Cheque 102457
* R Gough: £60 Playing field mowing. Cheque 102458
* GRB Building Services: £30,000 (£25,000 + £5,000 VAT) Pavilion refurbishment works. Cheque 102459
* ICO: £35 Annual subscription. Direct debit.
	1. Members noted the following income: £15,450.63 VAT refund, £18,662 S106 funds and £50 Padbury Pump advertising. Members resolved to put in another VAT claim in the new year.
	2. Members resolved the Income, Expenditure, Summary and Budget year to date statements as at 30th November 2023. Members resolved to change the speed sign reserves to traffic calming at £2,000.
	3. Members reviewed and resolved the October bank statements and bank reconciliation and the chairman signed both.
	4. Members noted VAT claim made for £15,450.63.
	5. Internal audit for 2023-24 – Members resolved the appointment of B Knight, cost £190.
	6. Members resolved the use of the Scribe Accounts Package, cost £595 + VAT. To be set up in March.
	7. Budget 2024-25 - Members reviewed and resolved.
	8. Precept 2024-25 – Members resolved precept of £34,600.
	9. Members resolved updated Asset Register (speed signs updated).
	10. Members noted the Local Government Services Pay Agreement for 2023 has been published. Clerk now on SCP16, which will be back dated to 1/4/23. Members resolved Clerk to move to SCP17 plus 50p (on account of a future pay rise) from 1/4/24.

# Other Parish Council Business

* 1. Right of way lease – New lease circulated. Councillor Burton provided an overview. Members resolved to defer consideration.
	2. Anglian Water – Meeting arranged for the 16/1/24.
	3. Members noted that our unmetered supply certificate for the street lights has been updated.
	4. D-Day event 6/6/24 – Councillor Murray to place article in the pump.
	5. Members agreed one small amendment and resolved the Document Retention Policy.

# Funding

* 1. Tesco – Awarded £500 for the MUGA fencing.
	2. National Lottery Community Fund – Members noted application was unsuccessful (for the new zip wire and springy).
	3. Gawcott Fields Community Solar – Application submitted on 27/9/23 for cavity wall and loft insulation for £4,500.

# Contracts and Similar Matters

63.1 Members resolved quote A (Lynch Garden Services) at £450 per cut for the verge mowing.

63.2 Members resolved to extend the agreement for the playground mowing, cost £80 per cut.

# Meetings, Events and Training

* 1. Community Boards – 7/2/24 Councillor Burton attending.
	2. NBPPC – 10/1/24 (online). Councillor Green attending.
	3. Greener Padbury Group – 10/1/24 & 20/3/24. Councillor Murray attending.
	4. Parish Liaison Meeting – 24/1/24, 6.30pm.
	5. Councillor training – 30/1/24 Councillor Barnes attending. Website content – 16/1/24 Councillor Burton and clerk attending.

# Maintenance/Environmental Issues

* 1. Jobs around the village – Updated and circulated on 30/11/23.
	2. Greener Padbury Group – Members reviewed and resolved response and queries to be raised on the proposed schedule of works. Members noted cutting and clearing of meadow carried out.

# Highways

* 1. Traffic Calming Measures – Application via Buckinghamshire Council Community Boards not being considered as highways not included in their current priorities. Clerk to try and arrange a site visit with members of the highways department.

# Matters dealt with between meetings

* 1. Clerk attended Risk Management course, cost £25.
	2. PWC appointment for building regulations confirmed, cost £2162 + VAT.
	3. Pavilion – Agreed the following: Changing room door upgraded to brown, cost £153 + VAT. To fit a macerator, cost £210 + VAT. To install emergency lighting, smoke & heat detectors, cost £435 + VAT. To omitting the raised/insulated floor in the cricket hut, saving £580 + VAT.
	4. Agreed reimbursement of £40 to the tennis club due to no power.
	5. Agreed response to resident regarding Ox Lane traffic lights.
	6. Agreed revisions to football club agreement.
	7. Agreed response to football club regarding the use of the showers and the installation of a coffee machine.
	8. Agreed the football club could have a food van present on the 11/11/23.
	9. Agreed the repair and replacement of two street lights in Springfields, costs £290 + VAT and £1466.95 + VAT.

# 68. Dates of next meetings – Members noted:

13th February, 23rd April, 21st May, 9th July, 10th September & 10th December

Meeting closed at 9.50pm

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

Planning applications dealt with under delegated procedures:

* 23/02914/ALB Listing building application for structural repairs and underpinning of part of the foundations – 23 Old End. No objection.
* 23/03171/APP Householder application for first floor extension to existing single storey annexe to side of main property – The Paddocks, Winslow Road. No objection.

Planning decisions made by Buckinghamshire Council since the last meeting:

* 23/02475/VRC - Variation of condition 2 (Approved drawings) attached to listed building consent 22/01343/ALB (listed 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 lead work to 3no. dormer windows and PV panels (inset) to rear roof slope (south east)) - Bennetts Farmhouse, Main Street. CONSENT GRANTED
* 23/02563/APP – Householder application for first floor side extension and garage conversion - 1 Lodge Close. APPROVED
* 23/02613/APP – Householder application for erection of two storey part single storey side part rear extension, outbuilding extension, provision for off road parking and associated external works – 6 Main Street. APPROVED
* 23/03171/APP Householder application for first floor extension to existing single storey annexe to side of main property – The Paddocks, Winslow Road. APPROVED

Planning applications pending consideration by Buckinghamshire Council:

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

Schedule of payments paid between meetings:

* Tame Your Garden: £600 (£500 + £100 VAT) – village mowing for September. Cheque 102435
* BMKALC: £25 – Risk Management training course (50% of cost). Cheque 102436
* GRB Building Services: £19,800 (£16,500 + £3,300 VAT) – for goods and materials ordered for the pavilion. Cheque 102437
* NPower: £25.63 (£21.36 + £4.27 VAT) – street lighting for August. Direct debit payment on 16/10/23
* NPower: £366.12 (£305.10 + £61.02 VAT) - street lighting for August. Direct debit payment on 16/10/23
* R Gough: £52.50 – Caretaker for September. Paid by standing order 2/10/23
* M Jackson: £50 – Securing gate for September. Paid by standing order 2/10/23
* P Molloy: £558 – September salary & expenses (mobile top up). Cheque 102438
* Lynch Garden Services: £160 – Mowing playground x 2 in September. Cheque 102439
* EON: £228.60 (£190.50 + £38.10 VAT) – Street lighting maintenance for quarter ending 30/9/23. Cheque 102440
* AB Design Solutions Ltd: £3,600 (£3,000 + £600 VAT) – Building regulations full plans package. Cheque 102441.
* PWC Building Control Services Ltd: £630 (£525 + £105 VAT) – Building regulations registration fee. Cheque 102442
* R Gough: £264 – Mowing/strimming the playing fields, June to October. Cheque 102443
* TEEC: £156.59 (£130.49 + £26.10 VAT). Hosting of our website. Cheque 102444
* GRB Building Services: £44,400 (£37,000 + £7,400 VAT). Pavilion works – 1st fix electrics and plumbing, demolish toilet area, site strip and excavate. Cheque 102445
* Wave - £108.87. Pavilion water 15/7/23 to 14/10/23. Paid by direct debit.
* M Jackson: £50 – Securing gate for October. Paid by standing order on 1/11/23
* R Gough: £52.50 – Caretaker for October. Paid by standing order on 1/11/23
* P Molloy: £627.97 – October salary and expenses (poppy wreath, printer ink & stamps). Cheque 102446
* Padbury Tennis Club: £40 – Reimbursement due to loss of fees. Cheque 102447
* Phillips Print: £233.99 – October/November Pump. Cheque 102448
* Tame Your Garden: £600 (£500 + £100 VAT). October village mowing. Cheque 102449
* GRB Building Services: £18,000 (£15,000 + £3,000 VAT). Pavilion refurb works. Cheque 102450
* Churches Fire Security Ltd: £57.67 (£48.06 + £9.61 VAT). Annual service of fire extinguishers. Cheque 102451
* PWC Building Control Services Ltd: £1,964.40 (£1,637 + £327.40 VAT). Building regulations inspections fees. Cheque 102452
* EON Next: £291.71 (£277.82 + £13.89 VAT). Pavilion electricity from 1/8/23 to 31/10/23. Direct debit 16/11/23
* GRB Building Services: £25,200 (£21,000 + £4,200 VAT). Pavilion refurb works. Cheque 102453