

## **Padbury Parish Council**

Minutes of the Annual Meeting of Padbury Parish Council held on Tuesday 21<sup>st</sup> May 2024 at 7pm

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

Also present: P Molloy (Clerk)

1. **Election of Chairman**  
Councillor Burton was elected as Chairman and signed his Acceptance of Office of Chairman.
2. **Election of Vice Chairman**  
Councillor Dickens was elected as Vice Chairman and signed his Acceptance of Office of Vice Chairman
3. **Period of Public Participation** – None
4. **Apologies** – Councillor F Morris and Buckinghamshire Councillors B Stanier and J Chilver.
5. **Declarations of Interest** – None
6. **Minutes**  
Members approved the minutes of the meeting of the Parish Council held on the 23<sup>rd</sup> April 2024 as a correct record - PPC/06/23-24. Members agreed to change the wording in the agendas and minutes from resolve/resolved to clearer language.
7. **To receive updates from Buckinghamshire Councillors** – None present.
8. **Appointments to Committees/Groups/Areas**  
Village Hall – F Morris  
Planning / NBPPC – D Green  
BMKALC / NALC – P Burton  
School / Preschool representatives – V Murray and L Smith  
Community Boards – P Burton  
Greener Padbury Group – V Murray and L Smith
9. **Review Policies**  
Members approved the adoption of Standing Orders – minor change plus an additional point to be added regarding other policies to be reviewed annually.  
Financial Regulations – Members noted new regulations issued by NALC which need to be amended to suit the Council, to be considered at July meeting.  
Members approved the adoption of the Complaints Procedure with a minor change. Members approved the adoption of the Risk Management policy with some minor changes.

**10. Asset Register 2024-25**

Members approved the adoption of the Asset Register.

**11. Sports Field, Play Area and Woodland**

- 11.1 Pavilion items: 1) Football Club have raised concerns regarding other sports clubs using the pitch and that they should contribute towards the maintenance of the pitch – Members agreed that a meeting with the football club is to be arranged, Councillors Burton, Barnes and Green to attend. 2) Cleaner yet to be found. 3) Existing floor – arrange for it to be painted. 4) Place some of the older chairs in the store cupboards. 5) Ramp required – Councillor Smith to look into and advise.
- 11.2 Members reviewed the Pavilion schedule of costs and suggested future expenditure could be solar panels, quote to be arranged.
- 11.3 Members approved a new sign for the car park, cost £40 plus VAT. Members did not agree to update the email address on existing signs at present.
- 11.4 Access Path – Members discussed quote received of £3,125 plus VAT and agreed to obtain a further quote.
- 11.5 Play Area – Members noted annual inspection booked for the 22<sup>nd</sup> May, Councillors Burton and Dickens attending.

**12. Planning**

- 12.1. Members noted no new applications to be considered.
- 12.2. Members noted applications pending consideration by Buckinghamshire Council, see list at end of these minutes.
- 12.3. Buckinghamshire Council's Planning Committee will meet on the 26<sup>th</sup> June at 2.30pm to consider application 22/03695/AOP – outline application for up to 79 dwellings and associated works with all matters reserved except for access. Councillor Burton will be attending. Note to be sent to members of the planning committee – Councillor Burton to draft and circulate.

**13. Finance**

- 13.1. Members noted the balances of the bank accounts as at 30<sup>th</sup> April 2024 are:
  - Barclays Community Current account ending 959 £30,074.44
  - Barclays savings account ending 970 £48,889.49
  - Barclays Millennium Wood account ending 198 £15,073.51
- 13.2. Members approved the following payments:
  - P Molloy: £667.99 April net salary and expenses (hand towels and 2 key safes).
  - HMRC: £7 – PAYE Molloy for April. Cheque 102471.
  - R Gough: £62.50 Caretaker for April. Standing order.
  - M Jackson: £55 Securing the gate for April. Standing order.
  - JDB Plumbing & Heating: £120 Relocate tap outside.
  - A Picketts: £125 Supply and fit time switch for path lights.
  - Cardinus: £264 (£220 plus £44 VAT) Restatement cost assessment for pavilion and garage.
  - BMKALC: £50 Planning training course
  - EON Next: £1547.91 (£1474.20 plus £73.71 VAT) Pavilion electricity for 31<sup>st</sup> October to 27<sup>th</sup> March.
  - D & A Sheds: £288 (£240 plus £48 VAT) To fit new timbers to the benches.
  - J Gallagher Insurance: £4,325.13 Annual insurance

- NPower: £283.50 (£270 plus £13.50 VAT) Street lighting for April. Direct debit
- NPower: £16.13 (£15.36 plus £0.77 VAT) Street lighting for April. Direct debit
- 13.3. Members noted the following income for April: £17,300 50% of precept, £2,016.82 devolved services payment, £601.20 Tennis Club rent and electricity and £358.30 Padbury Pump advertising. A concern had been raised over charging the public houses for advertising in the Padbury Pump, Councillor Burton to contact the editor and advertising co-ordinator to reaffirm this approach.
- 13.4. Members approved the Receipts, Payments and Summary of Receipts and Payments as at 30<sup>th</sup> April 2024.
- 13.5. Internal Audit 2023-24 - Members noted that the internal audit has been carried out. A copy of the internal audit report was circulated and members reviewed and noted that no recommendations have been made. The members noted the Internal Audit Report which has been completed and signed, page 3 of the Annual Governance and Accountability Return.
- 13.6. Annual Governance Statement 2023-24 (page 4) - Members reviewed and approved and the chairman signed.
- 13.7. Accounting Statements for 2023-24 (page 5) – Members reviewed and approved and the chairman signed.
- 13.8. Members reviewed and approved the Bank Reconciliation, Explanation of Variances and the Asset Register for 2023-24.
- 13.9. Members approved the 2023-24 Annual Governance and Accountability Return for submission to the External Auditors.
- 13.10. Members noted the dates for the exercise of public rights will be the 3<sup>rd</sup> June to 12<sup>th</sup> July.
- 13.11. Members reviewed the April bank statements and the bank reconciliation and the chairman signed.
- 13.12. Members noted VAT claim made for January to March 2024 of £4,808.16.
- 13.13. Members reviewed the earmarked reserves and agreed to add £5,000 for solar panels.

#### **14. Other Parish Council Business**

- 14.1. Right of way lease – Savills response circulated. Councillor Burton gave an overview. Members agreed to renew the lease for 7 years only but need to check extra clause will not be included. Request to be made for a reduction of the legal fees to £500 plus VAT.
- 14.2. Bench left in residents will – Members agreed type of bench and installation.
- 14.3. Members approved a contribution of £200 via the Section 137, for the upkeep of the churchyard.
- 14.4. Padbury through the years book – Members discussed and agreed that more interest is needed. Agreed to advertise via the Padbury Pump, Facebook, Website and School – minimum donation of £20 and proceeds after costs to go towards a new zip wire.
- 14.5. Consultation on Trading Licences – Councillor Burton attended and had circulated an update.
- 14.6. Members approved insurance renewal and 3 year long term agreement, cost £4325.13. Members noted Zurich would not quote. Members discussed and agreed that the caretaker and gatekeeper were covered by our insurance.
- 14.7. Consultation into barriers to community energy projects – Members agreed not to complete.

- 14.8. Free defibrillator training via EWR – Clerk updated and await to hear back from EWR.
- 14.9. Policies: Scheme of Delegation – deferred to next meeting. Biodiversity Policy discussed, Councillor Burton to circulate an alternative.
- 14.10. Dates for Council meetings up to May 2025 – 11<sup>th</sup> February, 15<sup>th</sup> April and 13<sup>th</sup> May (to be confirmed).

**15. Funding**

- 15.1. Community Boards will consider an application for funding for a zip wire, 50% match funding is required. Members agreed that an application should be made. Cost of zip wire and springy is £11,167.51 plus VAT.

**16. Contracts and Similar Matters**

Nothing to report.

**17. Meetings, Events and Training**

- 17.1. Community Boards Meeting – 21<sup>st</sup> May
- 17.2. North Bucks Parishes Planning Consortium – 19<sup>th</sup> June, Councillor Green attending.
- 17.3. Greener Padbury Group – to be advised
- 17.4. Parish Liaison Meeting – 10<sup>th</sup> July, Councillor Burton attending.
- 17.5. Training – as details circulated.

**18. Maintenance/Environmental Issues**

- 18.1. Jobs around the village – Updated list circulated on the 15<sup>th</sup> May.

**19. Highways**

- 19.1. Traffic Calming Measures – Clerk provided an update following meeting with Buckinghamshire Highways. Prices to be requested for items suggested.
- 19.2. Lower Way moving traffic enforcement camera – await an installation date.

**20. Matters dealt with between meetings**

Nothing to report.

**21. Dates of next meetings – Members noted:**

9<sup>th</sup> July, 10<sup>th</sup> September and 10<sup>th</sup> December

Meeting closed at 9.25pm

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

Planning applications pending consideration by Buckinghamshire Council:

- 22/03735/APP Householder application for proposed freestanding solar photovoltaic system – College Barn, Thornborough Road
- 24/00143/APP - Householder application for detached single storey building at rear of dwelling to provide garage and garden store, remove silver birch tree and remove leylandii hedge to northeast boundary/new native species hedgerow planted to northeast boundary – Bennetts Farmhouse, Main Street

- 22/03695/AOP – Outline application for up to 79 dwellings and associated works with all matters reserved except for access – Land North of A413
- 24/00791/APP – Conversion of barn outbuilding with alterations and extensions to dwelling with allocated car parking spaces and private amenity space – 7 Bennetts Close
- 24/00867/APP – Householder application for install EV charging point to face of wall at rear of Bennetts Farmhouse - Bennetts Farmhouse, Main Street.
- 24/00868/ALB – Listing building application for install EV charging point to face of wall at rear of Bennetts Farmhouse - Bennetts Farmhouse, Main Street.