

**DRAYTON PARSLow PARISH COUNCIL**  
**3 The Pightle • Drayton Parslow • Bucks MK17 0LQ**  
**Tel: 01296 728131 • <http://draytonparslowparishcouncil.org.uk>**  
**Parish Clerk: Deborah O'Brien**

20<sup>th</sup> June 2018

Dear Councillors and Residents of Drayton Parslow,

I hereby give you notice that a meeting of Drayton Parslow Parish Council will be held at the **Sports & Social Club** on **Monday 25<sup>th</sup> June 2018 at 7:30 p.m.**

All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out hereunder.

The public are also invited and are welcome to attend and before the Parish Council Meeting there will be a period of public questions.

Deborah O'Brien                      *Deborah O'Brien* Parish Clerk

**Agenda**

1. Apologies - Members are asked to receive apologies.
2. Declarations of Interest & Dispensation requests
  - To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
3. Minutes  
Members are asked to receive the minutes and confirm the recommendations or resolutions therein of the meetings of the Parish Council held on: 21<sup>st</sup> May 2018 DPPC/01/1819
4. Parish Council business
  - Broadband – a BT fibre to cabinet (FTC) cabinet has been installed on Church End. BT recommends tracking progress on <https://www.homeandbusiness.openreach.co.uk/fibre-broadband/when-can-i-get-fibre> or contacting the [fibre enquiry team](#). Gigaclear continues installation through the village with their cabinet under installation on Main Road adjacent to Bates Gardens.
  - Community Bus proposal from Stewkley – Clerk has advised Cllr Dickens/Stewkley that we have one volunteer. Cllr Harvey to update regarding possible 2<sup>nd</sup> volunteer.
  - Silent Soldier – this has been received and requires storage pending installation.
  - Free trees from the Woodland Trust – is there appropriate land available?
  - CCTV service is due – dates to be suggested.
  - VPA Show – Clerk has requested an updated Risk Assessment.
5. Planning  
New Applications:
  - 18/01769/APP | Erection of menage | Lower Farm Main RoadPreviously considered applications – under review by AVDC:
  - 18/01722/ACL | Application for a lawful development certificate for existing use of Occupancy of dwelling in breach of condition 4 of planning permission WN/325/73 | Highfield Poultry Farm Newton Road – under review
  - 18/01205/APP | Proposed detached dwelling | 20 New Road – under review
  - 18/01308/AGN | Erection of agricultural building | Ridge Farm Main Road – under review

#### Decisions - Made by AVDC:

- 18/01165/APP | Two storey side extension | 1 Stoke Road Farm Cottage Bletchley Road – APPROVED

#### Other issues:

- Neighbourhood Plan – The last steering group meeting was on 4<sup>th</sup> June 2018 – Cllrs to update
- Telephone enquiry received from a potential developer
- A further grant application is to be made relating to upcoming costs for consultation – these include layout & design fees, a printed copy for every household and other related expenses - £1,491.00
- Holding data relating to Neighbourhood Plan surveys etc – AVDC has advised this should be kept indefinitely.

#### 6. Correspondence circulated via e-mail between meetings:

- Prospect Solar Farm – feasibility study update and cancellation of meeting
- B&MKALC Weekly Updates incl TTRO updates
- GBWI Traffic Calming Sub Group 23/5 agenda
- AVDC Unitary follow-up
- Future Bucks Delivering on a county-wide scale
- East West Rail, Western Section, Phase 2 Notification for land referencing
- Household waste collection – 1<sup>st</sup> notice of changes to be proposed
- Minutes of NBPPC meeting held on 18th April 2018 (Cllr Harvey attended)
- NBPPC Letters sent to the Secretary of State and to Councillor Neil Blake
- Barrowden (Leics) Parish Council survey (planning bodies v building control)
- RoSPA Play Safety Inspection Reports 2018
- Ramblers & footpaths – to inspect village footpaths, bridleways, stiles etc. 03/07/18
- Wing District Policing Community Forum 05/06/18 Cheddington Village Hall 7pm
- BMKALC L07-18 -The Data Protection Act 2018
- Invitation to Parishes: Explore online transport resources from BCC – new digital portal
- Request To Complete & Circulate Short CIL Survey [Pannal and Burn Bridge Parish Council SCA Proposal] By 29/6
- BMKALC – Courses
- Invitation to the TfB conference 4th July
- Submission of Buckinghamshire Minerals and Waste Local Plan 01/06/18
- Bucks & MK Sport Awards 2018 - Thanking the people who make sport happen
- Registration and payment of Data Protection Fees DPPC registered up to 27/09 when renewal will occur
- Council-supported Rural Bus Service Survey 2018
- Parish Councils and Women's Soft Ball Cricket Festivals
- Free trees - Woodland Trust
- National clean air day 21<sup>st</sup> June

#### 7. Recreation Field/Play Area (Balance S106 funds £1,806.00)

- RoSPA Annual Play Area inspection – results received. One highlighted issue requiring excavation around timber supports (medium risk). Cllr Harvey to update.
- Cllr Harvey has made repairs to and stained all of the support timbers at the Play Area.
- A request has been received for a Bouncy Castle to be placed upon the Recreation area Sunday 22 July noon – 4:00 pm. A Risk Assessment and proof of liability insurance will be provided. Members are asked to confirm approval.
- DPSSC – Petanque Court – Cllr Batley to update
- Outdoor gym equipment – Cllr Harvey to update regarding grant application & signage as required by S106 guidelines
- Clerk has advised the CC of the PC's preference for green fencing with which they concur.
- Drainage ditch issues – Cllr Perry to update. Clerk has requested GIS maps from BCC and Anglian Water.

**8.1** Aylesbury Vale District Council (AVDC): nothing at time of agenda

**8.2** Bucks County Council: nothing at time of agenda

## 9.0 Highways, Footpaths & Footways, Street Lighting, Transportation, Devolved Services

- LAF Traffic Calming project – four councillors met with Paul Roberts of TFB to discuss the project, timelines and requirements. TFB is to submit a Project Initiation Document by Sept/Oct 2018.
- Unsuitable for HGV signage – this is also under assessment with the above project although may have to be handled separately – awaiting confirmation from Paul Roberts.
- Bus Service petition – further updates awaited from GBWI LAF regarding contribution from Winslow LAF
- Horse rider safety signs – Clerk has followed up with TFB – priority is currently given to potholes
- Remembrance Sunday road closures – a blanket policy will be in place. Clerk has requested road closures as agreed at last meeting – awaiting confirmation from TFB
- Devolved Services – request received for protective gloves/overalls – expenditure approval

## 10.0. Finance

### 10.1 Account Balances: The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 4,671.59	(as at 31 <sup>st</sup> May 2018)
BIA Account	£50,707.55	(as at 31 <sup>st</sup> May 2018)
Poor Land Treasurers Account	£ 1,910.47	(as at 31 <sup>st</sup> May 2018)
Poor Land Call Account	£ 8,105.62	(as at 31 <sup>st</sup> May 2018)

### 10.2 Payments: Treasurer's Account

Paid between meetings:

BT - £89.76 (£74.80 + £14.96 VAT) – Broadband – D/Debit 01/06/18

Anglian Water/Wave - £23.85 – Allotment water – D/Debit 08/06/18

Npower - £207.19 (£172.66 + £34.53 VAT) – MPAN1 unmetered street lighting Apr '18 – D/Debit 15/06/18

Npower - £12.71 (£10.59 + £2.12 VAT) – MPAN2 unmetered street lighting Apr '18 – D/Debit 15/06/18

To be paid at meeting:

Deborah O'Brien - £531.94 (June salary £397.02; less PAYE £2.20; Wood stain £105.94; Wood filler £8.33; VAT £22.85) – cheque 0701

HMRC – £2.20 – June PAYE – cheque 0702

BALC (BMKALC) - £38.32 – Councillor Wilson training 12/07/18 – cheque 0703

Playsafety Ltd - £100.80 (£84.00 + £16.80 VAT) Annual RoSPA inspection – cheque 0704

Willowbridge Marina - £80.00 (£76.20 + £3.80 VAT) – tractor fuel – cheque 0705

Alan Burden - £183.00 – Mowing 3x play area; MUGA, club, car park – cheque 0706

Stewkley Enterprise Agency - £234.90 – May devolved – cheque 0707

Greenacre Hall - £25.00 – Document storage 2018 – cheque 0708

### 10.3 Income

Interest: DPPC BIA a/c £1.77 (May); Poor Land Call a/c £0.33 (May)

Treasurer's Account £2,948.46 VAT refund 2017-18

### 10.4 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports up to 31<sup>st</sup> May 2018.

Members are also asked to review the Bank reconciliations.

### 10.5 External Audit 2017/18

Members are advised that the Annual Return and associated documents were submitted to the External Auditor – PKF Littlejohn for Limited Assurance Review on 28/05/2018. The notice of Public Rights was posted on 31/05/2018 and all pertinent documentation is on the PC website as required.

### 10.6 Bank Mandate

Members are asked to confirm that Mr Thum is to be removed from the Bank Mandate and that Cllr Wilson should be added.

**11. Allotments**

- Members are advised that there are two allotments available at Manor Gardens and two at Stackyards.
- Members are advised that a request has been received to split one of the vacant allotments into two thus making it more manageable. 10A has been requested (currently 5.5 poles)
- Members are asked to review and agree the updated Risk Assessments (Manor Gardens & Stackyards)

**12. Dates of next meetings — Members are asked to note the next meeting dates:**

- Monday 30<sup>th</sup> July 2018
- no meeting in August
- Monday 17<sup>th</sup> September 2018
- Monday 22<sup>nd</sup> October
- Monday 26<sup>th</sup> November
- no meeting in December

**13. Exclusion of Public and Press**

**In accordance with Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters. It is therefore RECOMMENDED, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.**

- To progress a complaint made against the Parish Clerk and Council

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**Agenda for the Trustees of The Poor Allotment or Common Charity (Cllrs Perry, Colborne-Baber, Harvey & Spavins)**

**THE CHARITY RENTS OUT LAND FOR INCOME AND ANNUALLY WILL APPLY SUCH RENTS FOR THE RELIEF OF FINANCIAL HARDSHIP, EITHER GENERALLY OR INDIVIDUALLY, OF PEOPLE IN THE DRAYTON PARSLAW PARISH BY MAKING GRANTS OF MONEY FOR PROVIDING OR PAYING FOR ITEMS, SERVICES OR FACILITIES.**

- 1.0 Receive Apologies for Absence
- 2.0 Members are advised that the Charities Commission website has been updated to reflect the removal of Mr Thum and the appointment of Cllrs Harvey & Spavins as Trustees.
- 3.0 Receive the Minutes and confirm the resolutions and actions therein of the meeting held on 26<sup>th</sup> February 2018
- 4.0 Members are advised of Bank Balances as of 31<sup>st</sup> March 2018: £580.47 (current); £8,104.95 (call)
- 5.0 Income received Feb-Mar 2018: Interest £0.65.
- 6.0 Members are asked to review and approve the final income & expenditure for 2017-18: Income £1,334.04 and Expenditure £1,269.94 and to agree that these amounts should be reported to the Charities Commission
- 7.0 Members are advised of Bank Balances as of 31<sup>st</sup> May 2018: £1,910.47 (current); £8,105.62 (call)
- 8.0 Income received April – May 2018: Interest £0.67; Annual Rent £1,330.00
- 9.0 To consider potential additional revenue sources
- 10.0 Next meeting to be determined as needed