

**Minutes of a meeting of Drayton Parslow Parish Council held at the Sports & Social Club
on Monday 21st May 2018 at 8:30 p.m.**

Present: Cllr. D. Perry (Chairman); Cllr. J. Bruce (Vice-Chairman); Cllr. S. Colborne-Baber; Cllr. H. Harvey; Cllr. S. Spavins

Also present: Ben Everitt, District Cllr; Deborah O'Brien, Parish Clerk; Emma Wilson – Councillor co-option candidate

Cllr Everitt gave an update on behalf of County Cllr J. Blake: Bucks CC has invested in a state of the art new jet patcher which will give a superior finish to road repairs. It has been recently used at the Drayton Crossroads. (Clerk advised that complaints have been made regarding lack of notice relating to road closures during repairs. Cllr J. Blake is following up with TfB). Repairs will now be more sustainable. Additional funding for pothole repairs has been made available by Central Government. He then updated with news from AVDC: It is a busy time with East-West Rail, the Oxford-Cambridge corridor and Lord Adonis' proposal for 1 million new homes which are likely to fall between Oxford & Cambridge. The Vale of Aylesbury Local Plan (VALP) has been submitted and being assessed. It will need updating in 2 years to reflect potential additional new housing needs of up to 15,000 homes. AVDC is building relationships with 7 neighbouring councils as the Economic Growth Board. It is anticipated that cars should be using the Oxford-Cambridge Expressway by 2030 and the route consultation is being advanced. There are 3 proposals although AVDC has suggested a compromise route to one of the proposals. Winslow is to have a new station as part of the East-West rail plans. A decision relating to Unitary is still awaited with public input possible up to 25 May.

The Parish Council meeting commenced at 7:45 p.m.

1.0 Election of Chairman for 2018/19 Municipal year. **RESOLVED that** Cllr David Perry was elected and he signed his Acceptance of Office.

2.0 Election of Vice-Chairman for 2018/19 Municipal year. **RESOLVED that** Cllr James Bruce was elected and he signed his Acceptance of Office.

3.0 Apologies: Cllr Batley, County Cllr J. Blake & District Cllr N. Blake submitted apologies.

4.0 Declarations of Interest: There were none

5.0 Minutes: **RESOLVED** to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on: Monday 30th April 2018 DPPC/10/1718

6.0 Casual Vacancy: Members noted that Emma Wilson had submitted an application to become a Councillor. **RESOLVED that** Emma Wilson was co-opted to the Parish Council. She signed her Acceptance of Office and will submit her Register of Interests to the Clerk for submission to the Monitoring Officer.

7.0 Appointment to Committees/Working Group Representatives: **RESOLVED that** the following Councillors will represent:

- Local Area Forum – Cllr Batley
- North Bucks Parishes Planning Consortium – Cllr Harvey
- Neighbourhood Planning Committee – Cllrs Bruce, Harvey & Perry
- School Liaison – Cllr Colborne-Baber
- Play Area & MUGA – Cllr Spavins
- Sports & Social Club – Cllrs Batley & Harvey

8.0 Parish Council Business

8.1 Broadband – Members noted that BT Community Fibre Partnership has advised that it will not quote for partnership installations as the Parish is now due to have fibre to the cabinet (FTC) through the Connected Counties programme. Residents can check the status and timeframe at <http://www.connectedcounties.org/> Members also noted that Gigaclear commenced infrastructure work within the village.

8.2 GDPR – members noted that the Government has approved an amendment to the GDPR Act removing a requirement for a separate DP Officer for Parish Councils. **RESOLVED** to approve the following documents and policies which will be used to conform with GDPR:

1. Data Audit Schedule
2. Privacy Notice
3. Information Data Protection Policy
4. New Councillor Contact Privacy Notice – all Councillors present completed
5. Neighbourhood Planning Consultation Privacy Notice
6. E-mail contact Privacy Notice
7. Planning Notification E-mail contact Consent
8. Allotment tenant Privacy Notice & Consent
9. Social Media Policy

The Clerk will place the Information Data Protection & Social Media policies on the website at <https://draytonparslowparishcouncil.org.uk/privacy-statement/>

Councillors were reminded that they need to have a private e-mail address to comply with GDPR. The Clerk is also to source a dedicated Parish Council laptop package to maintain security.

- 8.3** Stewkley Community Bus: Cllr Dickens of Stewkley wishes to set up a research panel between Stewkley, Soulbury & Drayton Parslow to gauge the feasibility of developing such project. Stewkley has \$106 monies to fund this. 2 volunteers are needed from each community. To date Cllr Wilson has volunteered and she and Cllr Harvey will try to locate another volunteer.
- 8.4** Storage of PC reference documents in filing cabinet in secure room at Greenacre Hall: **RESOLVED that** the Parish will pay £25.00 a year for storage.
- 8.5** Annual Insurance renewal – four quotations have been received and compared. **RESOLVED to** accept a 3 year Long Term Agreement (LTA) with Inspire/AXA via Came & Company Brokers. Coverage is equivalent or enhanced to previous coverage and terms comparable to last year.
- 8.6** Silent Soldier Campaign – **RESOLVED that** Cllr Perry signed an indemnity agreement for the British Legion and Clerk is to send cheque with order.

9.0 Planning <https://publicaccess.aylesburyvaledc.gov.uk/online-applications> Members noted:

- 9.1 Planning Applications –RESOLVED that there were no objections to the following application:**
- 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
- 9.2 Previously considered applications under review by AVDC:**
- 18/01205/APP | Proposed detached dwelling | 20 New Road
 - 18/01165/APP | Two storey side extension | 1 Stoke Road Farm Cottage Bletchley Road
 - 18/01308/AGN | Erection of agricultural building | Ridge Farm Main Road
- 9.3 Decisions - Made by AVDC:**
- 18/00732/COUIN | Prior approval for a change of use of from premises in light industrial use (class B1(c)) and any land within its curtilage to a dwellinghouse (class c3) | The Barn Newton Rd – APPROVED by AVDC
 - 17/03704/APP | Retention of agricultural temporary dwelling (Retrospective) | Land at Bletchley Road – REFUSED by AVDC
- 9.4 Enforcement**
- 17/00100/CON3 – Lorry/advertising at crossroads – still awaiting follow-up by Enforcement
- 9.5 Other planning issues – Members noted:**
- Neighbourhood Plan – Members noted that the steering group’s next meeting is on 4th June 2018. The preliminary draft plan will be ready for pre-submission to AVDC’s Neighbourhood Planning team for an informal review and comment.
- 10.0 Correspondence Circulated via e-mail – Members noted:**
- Press release - AVDC councillors agree next steps following unitary announcement
 - B&MKALC Weekly Updates incl TTRO updates
 - BMKALC – Update relating to DPOs for Parish Councils (amendment to legislation)

- BCC - ONE council update - focus on community hubs
- AVDC - Planning update – new planners hired & new processes implemented
- AVDC Unitary follow-up
- GBWI Traffic Calming Sub Group, 23rd May 2018 – agenda to follow
- Remembrance Sunday – road closures
- BT Community Fibre response
- Legal Briefing from NALC on GDPR
- AVDC Follow-up: Poll of All Parish Councillors on Unitary Proposals (hard copies received for cllrs)
- BBOWT - Oxford to Cambridge Corridor
- BCC - The real debate - one new council or the status quo
- BMKALC - GDPR Update – amendment passed negating DPO requirement for PCs
- AVDC - Littler and Dog waste – advance notice of forthcoming survey
- BMKALC - Councillors Notification under the DPA and GDPR
- Mobile Library Service in Buckinghamshire – discontinued
- Neighbourhood Planning HIVE Event – 6 June 2018
- Wolverton Community Energy – request to attend next PC meeting and give a presentation - agreed

11.0 Recreation Field/Play Area – Members noted:

- Members noted that the annual RoSPA inspection results are awaited.
- Cllr Harvey has kindly offered (with her son) to fill and stain the timbers of the play equipment. This is an issue that is raised by RoSPA each year. **RESOLVED that** stain and wood filler should be ordered.
- Petanque Court installation cannot take place until drier weather prevails.
- Outdoor gym equipment – Cllr Harvey has viewed equipment installed at Stoke Hammond and submitted catalogues and pricing (£13,000) from the supplier – Proludic. Cllr Harvey to begin grant application with Sport England. £1,806 is available from S106 funds (Clerk to confirm usage with S106 Officer) and Cllr Harvey wishes to also make a donation. Cllr Harvey to also follow up with supplier regarding groundworks. Clerk to ask Mr Burden to trim the area so that the surface can be examined.
- Temporary fence on boundary during cricket season – this was discussed and **RESOLVED that** the Parish Council is amenable as long as the fence is green or a white picket to retain the aesthetics of the recreation area. Fence is to be removed once the season ends. Clerk to notify the Cricket Club and request sight of the proposed fencing for approval.

12.1 Aylesbury Vale District Council (AVDC): see Cllr Everitt's comments above

12.2 Bucks County Council: - see Cllr Everitt's comments above

13.0 Highways, Footpaths, Footways & Street Lighting:

- 13.1 LAF Traffic Calming – Members noted that TfB has passed details of the project to its scheme delivery design team for initial assessment. An appointment to meet with the team is awaited.
- 13.2 Unsuitable for HGV signage – This is also to be delivered with the above design project.
- 13.3 Bus Service petition – still awaiting an update from Simon Garwood/LAF regarding splitting the cost with Winslow LAF as this would also benefit Mursley.
- 13.4 Horse rider safety signs – the Clerk has followed up with TfB but currently priority is being given to pothole repairs.
- 13.5 Remembrance Sunday road closures during Commemorative Service at the War Memorial: BCC has advised that a blanket closure policy will be in place. Clerk to submit map showing proposed closure areas for approval by TfB.

District Cllr B. Everitt left the meeting.

14.0 Finance

14.1 **RESOLVED to** note that the balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 4,875.82	(as at 30 th April 2018)
BIA Account	£50,705.78	(as at 30 th April 2018)
Poor Land Treasurers Account	£ 1,910.47	(as at 30 th April 2018)
Poor Land Call Account	£ 8,105.29	(as at 30 th April 2018)

14.2 Payments – RESOLVED to make the following payments:

Paid between meetings:

Npower - £213.86 (£178.22+ £35.64 VAT) – MPAN1 unmetered street lighting Mar '18 – D/Debit 05/05/18

Npower - £13.13 (£10.94 + £2.19 VAT) – MPAN2 unmetered street lighting Mar '18 – D/Debit 05/05/18

To be paid at meeting:

Deborah O'Brien - £447.05 (May salary £397.02; less PAYE £2.00; Stamps £10.98; Stationery £13.40; Ink £15.99; Standpipe key £7.05; VAT £4.61) – cheque 0692

HMRC – £2.00 – May PAYE – cheque 0693

Royal British Legion Surrey – £100.00 - Silent Soldier – cheque 0694

Came & Company - £837.73 – Annual Insurance Renewal – cheque 0695

Mrs M.R. Rose - £24.90 – Internal Audit – cheque 0696

Stewkley Enterprise Agency - £253.77 – Mar/Apr devolved + insurance – cheque 0697

J. Beckenham - £98.00 – standpipe repairs at allotments – cheque 0698

A. Burden - £11.02 – fuel for mowing equipment – cheque 0699

Bucks Playing Field Assn. - £20.00 – 2018/19 subscription – cheque 700

14.3 Income – RESOLVED to note the following income:

Interest: DPPC BIA a/c £1.56 (Apr); Poor Land Call a/c £0.34 (Apr)

14.4 RESOLVED to approve the Income & Expenditure Reports, Bank reconciliations and Budget YTD dated 30th April 2018.

14.5 Internal Audit 2017/18 – members noted that the Internal Audit was conducted on 10th May 2018 and all was in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide".

14.6 Annual Governance Statement 2017/18 page 4 – members reviewed this and it was completed, **RESOLVED to approve** and signed by the Chairman and Clerk/RFO.

14.7 Accounting Statements 2017/18 page 5 – members reviewed this which was compiled and certified by the Clerk/RFO. It was then **RESOLVED to approve** and was signed by the Chairman.

14.8 Confirmation of the dates for the Exercise of Public Rights: Members **RESOLVED to confirm** that the period for exercise of public rights is between 4th June 2018 and 13th July 2018. Clerk to display and publish appropriate notifications. Clerk also to submit all required documents to the External Auditors PKF Littlejohn for Limited Assurance Review.

15.0 Allotments

- Members noted that there are four allotments available at Manor Gardens and Stackyards.
- Anglian Water supply issue: Anglian made a temporary supply available and a plumber has repaired the standpipe 21/5 at a cost of £98.00
- Following a complaint relating to unattended bonfires, the Clerk has re-issued the Bonfire Code of Practice to all tenants reminding them of their responsibilities.
- A tenant has asked permission to install a substantial 'store' on their allotment. Clerk to advise tenant that the proposed store is too big and intrusive for the size of plot.
- A tenant has installed a structure on their allotment without written consent from the PC. Clerk to request that tenant removes the structure.

16.0 Date of next meetings – Drayton Parslow Parish Council **RESOLVED to note** (7:30 pm start):

- Monday 25th June 2018
- Monday 30th July 2018
- no meeting in August
- Monday 17th September 2018
- Monday 22nd October
- Monday 26th November
- no meeting in December

Meeting closed at 8:55 p.m.

Signed Date

Chairman