

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

25<sup>th</sup> July 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 30<sup>th</sup> July 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: 25<sup>th</sup> June 2018 DPPC/02/1819
4. Parish Council business
  - Broadband – no update at time of agenda. 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. <https://www.gigaclear.com/our-communities/>
  - Community Bus proposal from Stewkley – Clerk has advised Cllr Dickens/Stewkley that we have one volunteer. Cllr Wilson to update regarding possible 2<sup>nd</sup> volunteer.
  - CCTV service – Scheduled for 15<sup>th</sup> August
  - VPA Show – Risk assessment has been reviewed by VPA Committee and is held on file. Cllr Wilson to confirm that full liability insurance & risk assessment is in place from their Bouncy Castle vendor.
  - Silent Soldier Installation – arrangements to be co-ordinated with the local British Legion representative.
  - War Memorial Cleaning and re-lettering – Clerk has received confirmation that the quote from 2017 in the amount of £1,080 is still valid. Date of cleaning to be confirmed – September or October are possible.
5. Planning  
New Applications:
  - 18/02222/APL & 18/02223/ALB | Conversion of curtilage listed Barn 1 into a dwelling. Demolition of curtilage listed Barn 2 and replacement with garage and studio. | The Manor 3 Main Road (No pre-consultation discussions statement to be made)

Previously considered applications – under review by AVDC:

- 18/01769/APP | Erection of menage | Lower Farm Main Road – under review
- 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

Decisions - Made by AVDC:

- 18/01308/AGN | Erection of agricultural building | Ridge Farm Main Road – No Objections

Other issues:

- Neighbourhood Plan – The last steering group meeting was on 9<sup>th</sup> July 2018 – Cllrs Bruce & Harvey to update
- Members are asked to review and confirm the settlement boundaries prior to digitisation
- Further grant received from Community Funding/Groundwork UK in the amount of £1,491.00 towards expenses incurred in developing plan. Pro-forma invoice £576.00 for display boards for VPA show received (£480.00 + £96.00 VAT)
- E-mail enquiry received from a potential developer
- Response to previous planning consultant's telephone enquiry received following PC response.

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

- AVDC – WhizzFizzFest
- Announcement of Funding - HS2 Community & Environment Fund and Business & Local Economy Fund
- AVDC – Resignation of Leader
- TfB Conference - Satisfaction workshop survey
- Development Control Committee notification 17/03233/OUT Levante Gate (MK)
- Bucks CC – Unauthorised Encampments - Memorandum of Understanding
- BCC News: Weekly roadworks updates & TTROs (via BMKALC)
- Bucks County Show - Thursday 30th August 2018
- BMKALC - Training - The GDPR For Town and Parish Council and Councillors 25/9/18
- Agenda for Great Brickhill, Wing & Ivinghoe Local Area Forum, Monday 9th July 2018
- BMKALC - NALC Annual Conference 2018 (30-31 October)
- Transport for Bucks Conference 4th July 2018 – Clerk's report
- AVDC Gambling Policy review
- Police and Crime Commissioner newsletter - July 2018
- Bucks Cc Blue Badge team move - Members' briefing note
- Health & Safety Guidance Note re Inflatables & Bouncy Castles
- LAF GBWI Traffic Calming Sub Group – notes
- Luton Airport non-statutory consultation
- Announcement on household recycling centres
- Changes ahead for Community Impact Bucks
- Bucks CC Hot Weather Alert

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

- Greenacre Hall has enquired if more funds could be made available to them from the balance held.
- DPSSC – Petanque Court – this has now opened. Cllr Batley to update.
- Members are advised that the Greenacre Hall Hirer who had requested permission for a Bouncy Castle 22/7 withdrew her request
- Outdoor gym equipment – Cllr Harvey to update regarding grant application & signage as required by S106 guidelines
- Commemorative Bench (in Memory of the late Dr Wright) – Clerk to update
- Drainage ditch issues – Cllr Perry to update at next meeting.
- Stressed Chestnut tree in front of Play Area on BCC verge – this has been reported.
- Water leak reported to Anglian Water 20/07 – water bubbling through pavement at Play Area – due to leak at meter outside Newman's Courtyard. Anglian repaired the same day.
- MUGA stanchions – a resident has commented that some of the supports are not perpendicular. Cllr Batley has investigated and will update. RoSPA safety inspection in May found no issues.

**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 – TfB is to submit a Project Initiation Document by Sept/Oct 2018. NHB Grants Officer has been advised of potential delays in completion of works (by TfB)
- 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 – Cllr Batley to update and summarise 9/7/ meeting.
- Horse rider safety signs – Clerk has followed up with TfB – priority is currently given to potholes.
- A request has also been made by a resident to have the speed limit reduced from 40mph to 30mph between the village gate and the crossroads. This was reduced from 50mph to 40 mph in 2009/10.
- Remembrance Sunday road closures – a blanket policy will be in place. Awaiting confirmation of closed streets from TfB
- Members are advised that the Ramblers visited the village on 3<sup>rd</sup> July and made various repairs, replaced markers and cleared around stiles. They reported some issues to BCC for landowners to address.
- Devolved Services – Footpath/ROW 8 (497m) requires surface clearance by the Parish Council through SEA. Cost: £t.b.c. The Landowner should be notified when work is to be undertaken.
- Devolved Services – Initial information received from Bucks CC and at their TfB Summer Conference is that funding (£1448 pa) will continue for a further 4 years commencing in 2019.
- Unmetered streetlighting – electricity purchased through LASER/Npower Consortium (contracted until Sept 2020) – rates are due to be adjusted in October with initial indications of an increase of up to 7.8%. This has been budgeted for and is significantly less than other rates reviewed.

**10.0.** Finance

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

Treasurers Account                    £ 3,861.41            (as at 30<sup>th</sup> June 2018)

BIA Account                                £50,709.84            (as at 30<sup>th</sup> June 2018)

Poor Land Treasurers Account        £ 1,910.47            (as at 30<sup>th</sup> June 2018)

Poor Land Call Account                £ 8,105.99            (as at 30<sup>th</sup> June 2018)

\* £3,000.00 Transfer from BIA A/C to Treasurer/s A/C made 25/7/18 to cover o/s expenditures & below

**10.2** Payments: Treasurer's Account

Paid between meetings:

BT - £88.56 (£73.80 + £14.76 VAT) – Telephone – D/Debit 01/07/18

Npower - £214.10 (£178.42 + £35.68 VAT) – MPAN1 unmetered street lighting May '18 – D/Debit 19/07/18

Npower - £13.13 (£10.94 + £2.19 VAT) – MPAN2 unmetered street lighting May '18 – D/Debit 19/07/18

Aylesbury Mains - £185.28 (£154.40 + £30.88 VAT) – repairs inv 17634 & 17971 – cheque 0711

To be paid at meeting:

Deborah O'Brien - £418.39 (July salary £397.02; less PAYE £2.00; Padlock £16.50; Adhesive signs £6.87) – cheque 0712

HMRC – £2.00 – July PAYE – cheque 0713

Willowbridge Marina - £40.00 (£38.10 + £1.90 VAT) – tractor fuel – cheque 0714

David Perry - £40.80 (£34.00 + £6.80 VAT) - Digdat wastewater map – Cheque 0715

Alan Burden - £7.73 – PPE equipment – cheque 0716

Stewkley Enterprise Agency - £117.45 – June devolved – cheque 0717

Aylesbury Mains - £56.28 (£46.90 + £9.38 VAT) – repairs Salden Close - inv 18298 – cheque 0718

Advance Display Solutions - £576.00 (£480.00 + £96.00 VAT) – N Plan boards for VPA – cheque 0719

Npower - £207.20 (£172.67 + £34.53 VAT) – MPAN1 unmetered street lighting June '18 – D/Debit 13/08/18

Npower - £12.72 (£10.60 + £2.12 VAT) – MPAN2 unmetered street lighting June '18 – D/Debit 13/08/18

### 10.3 Income

Interest: DPPC BIA a/c £2.29 (June); Poor Land Call a/c £0.37 (June)  
Groundwork UK - £1,491.00 – Neighbourhood Plan Grant 2

### 10.4 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports up to 30<sup>th</sup> June 2018.  
Members are also asked to review the Bank reconciliations.

### 10.5 External Audit 2017/18

Members are advised that there has been no update from PKF Littlejohn at time of agenda in relation to the Limited Assurance Review. Clerk to update if further information has been received.

### 10.6 Bank Mandate

Members are advised that documents have been signed and submitted to Lloyds Bank.

## 11. Allotments

- Members are advised that there are two allotments available at Manor Gardens and two at Stackyards.
- Members are advised that the interested resident has been advised that 10A can be split in to two but that they will wait until the new tenancy year (Oct 1<sup>st</sup> 2018) to adopt
- Members are advised that quotes have been obtained and instructions given for the clearance of 2 untenanted plots
- Members are asked to review and consider various matters raised by a resident
- Members are advised that a new standpipe padlock and set of keys has been purchased. The standpipe has been left running on at least two occasions this month.
- Members are asked to review suggestions received from a resident regarding the recent Risk Assessment re-issue
- Members are asked to consider and review a revised tenancy agreement (per Section 28 of the Smallholdings & Allotments Act 1908) which reflects the current NALC template, GDPR requirements and a code of conduct.
- Members are asked to confirm the rental amounts for 2018/19. (12 months' notice must be given for increases)
- Members are asked to consider and review management of the Allotment Gardens
- Members are advised that a temporary bonfire ban at the allotments has been issued by the Clerk during the current heatwave. (25/7/18)

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

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

**Standing Orders will be suspended at this point of the Parish Council meeting to permit the Trustees of the Poor Allotment or Common Charity to conduct their business**

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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 30<sup>th</sup> June 2018: £1,910.47 (current); £8,105.99 (call)
- 8.0 Payments: £9.94 Buckingham & River Ouzel Drainage – cheque 0124
- 9.0 Income received April – June 2018: Interest £1.04; Annual Rent £1,330.00
- 10.0 To consider potential additional revenue sources
- 11.0 Next meeting to be determined as needed

**Standing Orders will be reinstated to allow the Parish Council meeting to re-commence:**

**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 the complainant's response made to Parish Council's response to a Complaint against the Parish Council