

**Minutes of a meeting of Drayton Parslow Parish Council held at the Sports & Social Club  
on Monday 25<sup>th</sup> June 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; Cllr. E. Wilson

**Also present:** 3 members of public; Deborah O'Brien, Parish Clerk

A resident addressed the meeting regarding a planning application which has been refused by AVDC and which they intend to appeal against. Cllr Perry advised that Parish Council consultation comments are based upon planning constraints and policies. The Parish Council does not participate in the Appeals process. Suggestions were given to the resident regarding further sources of information relating to their situation which may assist. All three residents left the meeting.

The Parish Council meeting commenced at 7:40 p.m.

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

**18.0 Declarations of Interest:** Cllrs Harvey & Spavins declared an interest in items 11 & 13 (allotment tenants). Cllr Colborne-Baber declared an interest in item 5 – (developer's enquiry)

**19.0 Minutes: RESOLVED** to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on: Monday 21<sup>st</sup> May 2018 2018 DPPC/01/1819

**20.0 Parish Council Business**

**20.1** Broadband – Members noted that Connected Counties has indicated that the BT fibre to cabinet connection should be within four months. They have installed a cabinet on Church End.

Residents can check the status and timeframe at <http://www.connectedcounties.org/> Members also noted that Gigaclear is continuing with infrastructure installation in the village and that their cabinet has been installed at the junction of Main Road with Bates Gardens.

**20.2** Stewkley Community Bus: Clerk has advised Cllr Dickens of Stewkley that we have one volunteer. Cllr Wilson to follow up with second volunteer and notify Clerk accordingly.

**20.3** Silent Soldier Campaign – the 'Soldier' has been received and is in storage pending installation.

**20.4** Members noted an offer of 'free trees' from the Woodland Trust but declined to take up the offer as it requires significant numbers to be planted and maintained together with suitable land.

**20.5** CCTV service – Clerk to arrange with MK Security and will meet with technician.

**20.6** VPA Show – Risk Assessment – Clerk has requested an updated version and Cllr Wilson will follow up.

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

**21.1 Planning Applications –RESOLVED that there were no objections to the following application:**

- 18/01769/APP | Erection of menage | Lower Farm Main Road **RESOLVED** that there were no objections

**21.2 Previously 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
- 18/01205/APP | Proposed detached dwelling | 20 New Road
- 18/01308/AGN | Erection of agricultural building | Ridge Farm Main Road

**21.3 Decisions - Made by AVDC:**

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

**21.4 Other planning issues – Members noted:**

- 17/03233/OUT (Milton Keynes) A proposal for 500 homes at Levante Gate, Little Brickhill is going to MK Development Control on 5<sup>th</sup> July 2018
- Neighbourhood Plan – Members noted that the steering group met on 4<sup>th</sup> June 2018. The preliminary draft plan is progressing with finalisation of text & images. Next meeting is on 9<sup>th</sup> July at which time it is anticipated that the plan will be sent for informal review by AVDC.

- **(Cllr Colborne-Baber did not participate or vote in this discussion):**  
A telephone enquiry from a planning consultant on behalf of a potential developer had been received regarding the inclusion of their site in the Neighbourhood Plan. **RESOLVED that** the Clerk should advise the consultant that the plan is at draft consultation stage and, as no housing allocations for Drayton Parslow are included within the VALP the inclusion of dedicated sites within the plan are not deemed necessary.
- **RESOLVED that** a second grant application for costs in the amount of £1,491 should be made by the Clerk to cover upcoming costs for NP consultation – these include layout & design fees, a printed copy for every household and other related expenses.
- Data relating to Neighbourhood Plan Surveys etc. – members noted that this should be held indefinitely. (Advice from AVDC NP team)

## 22.0 Correspondence Circulated via e-mail – Members noted:

- 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 **RESOLVED that** the PC would make a donation to cover the cost of refreshments for the Ramblers if required. Clerk to liaise with PCC & Ramblers.
- 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

## 23.0 Recreation Field/Play Area (S106 Balance £1,806.00) – Members noted:

- Members noted the annual RoSPA inspection results which were very good. One comment requiring attention was the inspection of the footings of some of the timber supports. This has been done with no issues noted at this time.
- A vote of thanks was made to Cllr Harvey and her family who have filled cracks and re-stained all of the timbers at the Play Area.
- Members noted a request from a hirer of Greenacre Hall to place a bouncy castle on the upper rec on Sunday 22 July noon – 4pm for a party. **RESOLVED that** this is agreed provided that a risk assessment and proof of liability insurance are submitted to the Clerk ahead of the event. (Bouncy Castle since cancelled by hirer)
- Petanque Court installation – this is close to completion – Cllr Batley to update at next meeting.
- Outdoor gym equipment – Cllr Harvey has made a preliminary grant application but needs to obtain further letters of support relating to usage from the Circuit Training Group, Turnstone and others. Cllr Perry to supply data from Village Consultation Surveys. The S106 Officer has advised that additional signage highlighting unsuitability for persons under 14 is required per API guidelines and this has been costed in.

- Temporary fence on boundary during cricket season – Mr Norman has advised that the Cricket Club concurs with the PC colour choice of green temporary fencing. Fencing to be removed at the end of the season.
- Drainage Ditch issues – Clearance of the plant material may reduce existing water absorption and is not to be employed at this stage. Efforts to determine where the ditch at the side of the field is tied into have been unsuccessful to date. TfB's LAT has not responded, but Anglian Water has recommended the usage of the DigDat website. **RESOLVED that** Cllr Perry will endeavour to utilise this and the purchase of up to 3 maps were agreed.

**24.1 Aylesbury Vale District Council (AVDC): no report**

**24.2 Bucks County Council: no report**

## **25.0 Highways, Footpaths, Footways & Street Lighting:**

- 25.1** LAF Traffic Calming – Members noted that 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.
- 25.2** 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.
- 25.3** Bus Service petition – still awaiting an update from Simon Garwood/LAF regarding splitting the cost with Winslow LAF as this would also benefit Mursley.
- 25.4** Horse rider safety signs – the Clerk has followed up with TfB but currently priority is being given to pothole repairs.
- 25.5** Remembrance Sunday road closures during Commemorative Service at the War Memorial: BCC has advised that a blanket closure policy will be in place. Clerk has requested closures as agreed at last meeting and is awaiting confirmation.
- 25.6** Devolved Services – **RESOLVED that** the Clerk is to order disposable protective gloves and coveralls for use when working near noxious weeds. (Technician to advise on type)

## **26.0 Finance**

**26.1 RESOLVED to** note that 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)

**26.2 Payments – RESOLVED to** make the following payments:

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

Greenacre Hall - £6.00 – Hire of room for TfB meeting – cheque 0709

Alan Burden - £240.00 (£160 weed spraying + £80 June play area mowing) – cheque 0710

**26.3 Income – RESOLVED to** note the following 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

**26.4 RESOLVED to approve** the Income & Expenditure Reports, Bank reconciliations and Budget YTD dated 31<sup>st</sup> May 2018.

**26.5 External Audit 2017/18** – Members noted 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.

**26.6 Bank Mandate** – members **RESOLVED to** remove M. Thum from the bank mandate and **FURTHER RESOLVED to** add Cllr. E. Wilson to the bank mandate. Clerk to prepare paperwork.

**27.0 Allotments (Cllrs Harvey & Spavins did not participate or vote in these discussions)**

- Members noted that there are four allotments available at Manor Gardens and Stackyards.
- Members reviewed the updated Risk Assessments (Manor Gardens & Stackyards) and **RESOLVED to** adopt them. Clerk to distribute to all tenants.
- Members noted a request from a potential new tenant to split an allotment into two to make it more manageable (10A requested). **RESOLVED to** split the allotment into two.
- Complaints have been received regarding a plot holder’s visitors washing produce in the water butt which is not permitted or advised on Health & Safety grounds. **RESOLVED that a** Councillor will speak to the plot holder concerned advising against this.
- Strimming of unrented/unworked plots to be costed.

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

- 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

Cllrs Harvey & Spavins left the meeting.

**29.0 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 was therefore RESOLVED, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.**

**29.1 Complaints made against the Parish Clerk and the Parish Council**

**The Complaints were considered under the Parish Council’s Complaints Procedures Policy**

- **RESOLVED that** there is no cause for complaint against the Parish Clerk who was performing her duties to administer and communicate the Parish Council’s decisions.
- **FURTHER RESOLVED that** there is no cause for complaint against the Parish Council which was exercising its responsibilities and duties.
- A formal letter of response detailing these findings is to be sent to the complainant by the Chairman.

Meeting closed at 9:30 p.m.

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

\*The Agenda items relating to the Trustees of the Poor Allotment were tabled until the July 30<sup>th</sup> meeting as two Trustees had already left the meeting.