

**Minutes of a meeting of Drayton Parslow Parish Council held at the Sports & Social Club
on Monday 30th July 2018 at 7:30 p.m.**

Present: Cllr. J. Bruce (Vice-Chairman); Cllr. A. Batley; Cllr. S. Colborne-Baber; Cllr. H. Harvey; Cllr. E. Wilson

Also present: 6 members of public; District Cllr. N. Blake; Deborah O'Brien, Parish Clerk

A resident addressed the meeting regarding the recently issued Allotment Risk Assessment and submitted suggestions for reducing risks, specifically relating to access & egress via Main Road. The resident also felt that it should be made clear via signage that the allotments are private property and that no one should trespass on any tenant's allotment without consent. Anyone entering the allotments does so at their own risk. In addition, a post and chain barrier should be installed. Some discussion ensued, during which the suggestion was made that perhaps the allotment holders may choose to form an Allotment Association. The Parish Council thanked the resident for their submission and will review it further.

A representative of the Greenacre Hall Committee described how the recent installation of electronic blinds was proving beneficial and also advising that the expenditure had gone over the S106 allocation of £4,500 by £500+. An enquiry was made to see if the Parish Council could contribute a further grant within the next year as it is understood that the remaining S106 funds are ring-fenced for an outdoor gym.

A resident raised an issue noting that due to the extreme dry weather several cracks have appeared in the upper recreation area ground which may be hazardous. It was agreed that repairs of topsoil or sand filling could be carried out and that the Parish Council would fund the materials. (33.4)

A resident addressed the meeting regarding proposals for Remembrance Sunday (11/08/18). A request will be made for a wreath (£17) and in addition a request for payment of the musician for the Last Post rendition (£15) will be made. The Drayton Parslow Singers will be approached to perform plus a special bell-ringing after the service. The school will also be contacted to see if it wishes to participate and further involvement of villagers is planned. The Silent Soldier installation does not require a special installation ceremony. It was suggested that this could also be displayed at the VPA Show.

Robert Grindley - the architect for planning application 18/02222/APP & 18/02223/ALB brought a model of the proposed application to explain the plans for the barn conversion & rebuild. This was left at the meeting to be considered along with the application in agenda item 5.

District Cllr Neil Blake gave an update relating to Bucks CC on behalf of County Cllr Janet Blake: Work to re-surface the Stoke Hammond by-pass will commence 13/8. 5 miles of the dual carriageway will be renewed and some lower layers will be replaced. (£4.5 million allocated). The Local Clinical Commissioning Group is carrying out a consultation relating to GP services. Freight Focus Groups are to be set up in 3 areas, one of which is Wing/Ivinghoe – details to follow. The County Council is endeavouring to improve Fostering rates. BCC's Parish Portal is now available providing additional resources.

Cllr Blake also advised that AVDC has no news on a Unitary decision and central government is now in summer recess. Cllr Blake has resigned as Leader of AVDC and Cllr Angela Macpherson has been elected Leader.

The Parish Council meeting commenced at 8:10 p.m. Cllr Bruce chaired the meeting.

30.0 Apologies: Cllrs D. Perry & S. Spavins, County Cllr J. Blake submitted apologies.

31.0 Declarations of Interest: Cllrs Harvey declared an interest in items 11 & 13 (allotment tenant).

Cllr Colborne-Baber declared an interest in item 5 – (developer's enquiry); Cllr Wilson declared a pecuniary interest in item 5 – new applications 18/02222 and 18/02223.

32.0 Minutes: RESOLVED to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on: Monday 25th June 2018 DPPC/02/1819

33.0 Parish Council Business

33.1 Broadband – Members noted that Connected Counties has indicated that the BT fibre to cabinet connection should be soon. 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.

- 33.2** 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.
- 33.3** CCTV service – this is scheduled for 15th August (9am-noon).
- 33.4** VPA Show – **RESOLVED that** the Parish Council agrees that the VPA show may be held on the recreation ground on 11th August. Risk Assessment is on file & Cllr Wilson has provided a copy of the Bouncy Castle vendor’s risk assessment. She also has verified their liability insurance. **FURTHER RESOLVED that** repairs to cracks in the recreation area will be conducted.
- 33.5** Silent Soldier Campaign – the ‘Soldier’ will be installed as soon as practical. Cllrs Batley & Harvey to determine exact location (adjacent to the War Memorial).
- 33.6** War Memorial Cleaning & re-lettering – **RESOLVED that** a quote of £1,080 + VAT from Boden & Ward (previously used vendor) is to be accepted. Clerk to arrange for end Sept/early October.

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

34.1 Planning Applications:

(Cllr Wilson left the room and did not participate in discussions or voting)

- 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 **RESOLVED that** the Parish Council has concerns regarding the proposed access and parking for Barn 1 in that it does not appear to accommodate forward egress on to Main Road. Clerk to also include a statement confirming that no informal or formal meetings relating to this application prior to the Parish Council meeting.

34.2 Previously considered applications under review by AVDC:

(Cllr Wilson returned to the meeting)

- 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

34.3 Decisions - Made by AVDC:

- 18/01769/APP | Erection of menage | Lower Farm Main Road **APPROVED**
- 18/01308/AGN | Erection of agricultural building | Ridge Farm Main Road – **Agric. No Objections**

34.4 Other planning issues – Members noted:

- Neighbourhood Plan – Members noted that the steering group met on 9th July 2018 and a draft submission prepared for review prior to submission to AVDC for informal review. This was considered and some questions raised which will be taken back to the Steering Group for confirmation. Cllr Bruce to follow up with one of the Chairs of the Steering Group. The group is also meeting again on 6th August. In addition, a mock-up of the Settlement Boundary was reviewed and agreed in principle although one area needs confirming which will be checked with the Steering Group and AVDC. Once confirmed it will be sent to AVDC for GIS mapping.
- Members noted that a grant in the amount of £1,491 towards expenses related to developing the Neighbourhood Plan has been received from Community Funding/Groundwork UK. A second enquiry from a planning consultant has been received relating to a potential development to be included 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.
- **(Cllr Colborne-Baber did not participate or vote in this discussion):**
The previous planning consultant enquiry was responded to after the last meeting. The consultant has now submitted further information but the Parish Council stands by its original reply. Clerk to reply accordingly.

35.0 Correspondence Circulated via e-mail – Members noted:

- 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
- Transport & Works Order E-W Rail Consultation – memory stick rec'd. Also available online

36.0 Recreation Field/Play Area (\$106 Balance £1,806.00) – Members noted:

- Members noted that Greenacre Hall has requested additional funding from S106 funds. This money has already been ring-fenced for the outdoor gym facility. It was also noted that a request for assistance from the PC was made. **RESOLVED** that at present no funds are available. Clerk to advise the Greenacre Hall Committee.
- The Petanque Court to the rear of DPSSC has been completed and is being promoted for use. S106 funds covered the majority of costs with fundraising to cover the balance.
- Members noted a request from a hirer of Greenacre Hall to place a bouncy castle on the upper rec on Sunday 22 July noon was cancelled.
- Outdoor gym equipment – Cllr Harvey advised that a decision on funding should be available after 9th August.
- Commemorative Bench – the installation of this is dependant on the outdoor gym installation. Cllr Batley has offered to store the bench on behalf of Dr Wright's family as needed.
- Drainage Ditch issues – Cllr Perry has purchased a drainage map from DigDat and will update at next meeting.
- Members noted that the stressed/dying Chestnut Tree in front of the Play Area has been reported to Transport for Bucks on whose land it is located. Clerk to follow up again.
- Members noted that a water leak outside Newman's Courtyard which affected the pavement outside the Play Area was reported and repaired by Anglian Water on 20/7.
- MUGA stanchions – a resident reported that some of these are not completely vertical. This appears to be due to the overhead netting tension wires. A recent RoSPA inspection made no comment. Cllrs to monitor.

37.1 Aylesbury Vale District Council (AVDC): see Cllr Blake's earlier comments

37.2 Bucks County Council: see Cllr Blake's earlier comments

38.0 Highways, Footpaths, Footways & Street Lighting:

- 38.1** LAF Traffic Calming – TfB is to submit a Project Initiation Document by Sept/Oct 2018. The NHB Grants Officer has been advised of potential delays by TfB in completion of works. Clerk to keep her apprised.
- 38.2** Unsuitable for HGV signage – the Parish Council has requested a combined cost assessment with the above project and Cllr Batley was advised at the recent LAF meeting that this should be included. (per Calvin Richardson TfB)

- 38.3** Bus Service petition – still awaiting confirmation from Simon Garwood/LAF regarding splitting the cost with Winslow LAF as this would also benefit Mursley. Next LAF meeting 18/9/18.
- 38.4** Horse rider safety signs – the Clerk has followed up with Tfb but currently priority is being given to pothole repairs. Clerk will continue to follow up.
- 38.5** A request has also been made by a resident to have the speed limit reduced to 40mph between the village gate and the crossroads. To be tabled to next meeting.
- 38.6** 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.
- 38.7** Devolved Services – Footpath/ROW 8 (497m) requires surface clearance by the PC through SEA. The Landowner should be notified when work is to be undertaken. **RESOLVED** that the work should be undertaken as part of Devolved Service responsibilities. Clerk to arrange with SEA.
- 38.8** 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.
- 38.9** Unmetered Streetlighting – members noted that 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.

39.0 Finance

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

Treasurers Account	£ 3,861.41	(as at 30 th June 2018)
BIA Account	£50,709.84	(as at 30 th June 2018)
Poor Land Treasurers Account	£ 1,910.47	(as at 30 th June 2018)
Poor Land Call Account	£ 8,105.99	(as at 30 th 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

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

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 – VOIDED post meeting – invoice cancelled – cheque 0719

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

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

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

39.4 **RESOLVED** to approve the Income & Expenditure Reports, Bank reconciliations and Budget YTD dated 30th June 2018.

39.5 **External Audit 2017/18** – Members noted that there has been no update from PKF Littlejohn

39.6 **Bank Mandate** – members noted that documents have been submitted to Lloyds

40.0 Allotments (Cllrs Harvey did not participate or vote in these discussions)

- Members noted that there are four allotments available at Manor Gardens and Stackyards.
- Members noted that the new tenant will wait until October to lease 10A.

- Members noted that 2 untenanted plots at Manor Gardens will be cleared 31/7/18
- Members reviewed various matters raised by a resident, many of which will be addressed when the allotment renewal agreements are issued.
- Members noted that a new standpipe padlock has been purchased and installed. It was also noted that water had been left running on at least 2 occasions this month.
- Members reviewed suggestions received from a resident in relation to the recent Risk Assessment issue. These matters are to be considered further. Clerk is to obtain costings for installing a post and chain barrier.
- Members reviewed the revised tenancy agreement (per Section 28 of the Smallholdings & Allotments Act 1908) reflecting the current NALC template and GDPR requirements. It was determined that a code of conduct should be a separate document, along with the Bonfire Code of Conduct and Risk Assessment. Clerk to update and re-draft. The renewals will be sent out at the end of August with a cover letter.
- **RESOLVED that** Allotment rental rates are to remain the same for 2018-19
- Members are to give further consideration to the management of the allotment gardens.
- Members noted that a temporary bonfire ban at the allotments has been issued by the Clerk during the current heatwave. (25/7/18)

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

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

Standing Orders were to 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. However, there was an insufficient number of Trustees present and so this is to be tabled until the September meeting.

42.0 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.

- 42.1 Response from Complainant to Cllr Perry’s response on behalf of the Parish Council - a reply will be drafted and sent
- 42.2 Freedom of Information Request received – information to be supplied by the Clerk

Meeting closed at 10:30 p.m.

Signed Date
 Chairman