

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

12<sup>th</sup> September 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 17<sup>th</sup> September 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:  
30<sup>th</sup> July 2018 DPPC/03/1819 and 13<sup>th</sup> August 2018 (extraordinary) DPPC/04/1819
4. Parish Council business
  - Broadband – BT has now completed FTC installation and superfast broadband can be ordered. <http://www.connectedcounties.org/>  
Gigaclear appear to have completed installation through the village with service available shortly. <https://www.gigaclear.com/our-communities/>
  - CCTV service – this has been completed.
  - Silent Soldier – Cllrs Harvey & Batley have installed the 'Tommy' at the War Memorial.
  - War Memorial Cleaning and re-lettering – Clerk has received provisional confirmation that the cleaning/restoration will take place mid-end September.
  - Remembrance Sunday - Members are asked to consider a request for the cost of the Memorial Wreath (£17) plus £15 fee for the musician.
  - Review of Equality & Diversity Policy
  - Website disclaimer – wording to be discussed
  - VPA Show – the committee wishes to propose/sponsor the planting of wildflowers in the village. Further details have been requested and suggested permission requirements advised.
5. Planning  
New Applications:
  - 18/02938/COUAR | Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the change of use of agricultural barn into two dwelling with associated parking (Class

Q(a)) and in relation to design and external appearance of the building (Class Q(b)). |  
Highfield Farm Newton Road

Previously considered applications – under review by AVDC:

- 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 – 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

Decisions - Made by AVDC:

- 18/01769/APP | Erection of menage | Lower Farm Main Road – APPROVED
- 18/01205/APP | Proposed detached dwelling | 20 New Road – APPROVED

Other issues:

- Neighbourhood Plan – The last steering group meeting was on 10<sup>th</sup> September 2018. The group has received comments and recommendations from AVDC as part of their informal review and now plans to meet with the AVDC team to discuss further. Given the volume of work required to draft the final submission, consideration may need to be given to employing a consultant. If so, the existing grant received will need to be refunded and a new grant applied for.
- Invoice £172.80 for display boards for VPA show received (£144.00 + £28.80 VAT) – this replaces previous invoice and voided cheque 0719.
- Development Control Committee notification 17/03233/OUT Levante Gate – this application was refused 6/9/18 (per MK Dev Control meeting decisions on website)

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

- Luton Airport Consultation Event
- Transport and Works Act Order Submitted for East West Rail
- NALC – LTN Important Advice Following Outcome of Ledbury Town Council Judicial Review
- BCC Local Parish Infrastructure Priorities and Future Workshops
- Consultation: Bye Laws on Sites of Special Scientific Interest (SSSI's)
- Best Kept Village Competition 2018 results
- Call for evidence: Rural Economy
- Minutes for Great Brickhill, Wing & Ivinghoe Local Area Forum, Monday 9th July 2018
- Amazing new LEGO exhibition at Bucks County Museum, Aylesbury this summer
- GBWI Local Area Forum - Deadline for Tfb schemes 2019-20
- Waterside Festival
- BMKALC - Weekly Updates
- Conversation with our Local Area Technician -Transport for Bucks
- Consultation: LGA green paper for adult social care and wellbeing
- Planning forum for Parishes 5/9/18 (Cllr Wilson to attend)
- AVDC Recycling & Waste - New bin collection schedules
- AVDC Chairman's invite - Quiz night
- BCC Household Recycling Centres - Public Consultation
- Tfb Streetlight survey – Clerk has completed
- North Bucks Parishes Planning Consortium – meetings w/Peter Strachan proposed
- Emergency TTRO - Main Street, Drayton Parslow – Anglian Water repairs
- Agenda for BMKALC Liaison Meeting 26 September 2018
- Agenda for Great Brickhill, Wing & Ivinghoe Local Area Forum, Tuesday 18th September 2018, 7.00 pm
- Cambridge - Milton Keynes - Oxford Expressway – option B preferred by Highways England

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

- Members are asked to confirm the expenditure of £110.61 to repair the swingset wetpour frame.
- Members are advised that additional crack filling was done at both the Play Area and upper recreation area following the extremely hot weather.
- Outdoor gym equipment – Cllr Harvey to update regarding grant application

- Commemorative Bench (in Memory of the late Dr Wright) – this has been placed in storage pending installation.
- Drainage ditch issues – TfB doesn't have drainage maps for private land and doesn't accept new drainage tie-ins – hence SUDS systems being required for modern developments. Historical drainage permissions may exist but probably aren't mapped. TfB suggests that the PC has an engineer dig from the drain to locate a head wall which may go to the culvert that joins up with the drain outside no. 52 Main Road.
- Stressed Chestnut tree in front of Play Area on BCC verge – this has been reported again and TfB has advised that they will inspect.
- MUGA – goal end netting – this needs re-tying on the RH end.

**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 has submitted a Project Initiation Document. Members are asked to review this and questions sent back to TfB by the Clerk. The unsuitable for HGV signage has been included in the costings. Priorities need to be determined.
- Local Parish Infrastructure Priorities – request from Bucks CC – previously completed Nov 2016 – how should this be updated?
- 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 again – priority is currently given to potholes. This will be reviewed before end of Summer.
- A request has also been made by a resident to have the speed limit reduced to 40mph between the village gate and the crossroads. Clerk has contacted TfB which has advised that this is not viable as they do not have funds to apply to the project. A feasibility study would have to be funded by the PC and TfB would not recommend the reduced speed due to a lack of housing density in the area concerned.
- Remembrance Sunday road closures – a blanket policy will be in place. Awaiting confirmation of closed streets from TfB
- Devolved Services – Footpath/ROW 8 (497m) has been cleared by the Parish Council through SEA. The Landowner was very co-operative when work was undertaken.
- Anglian Water is conducting emergency repairs from the B4032 Mursley Rd to the old pumping station, 10/7-24/9. Clerk has issued notices via social media, website etc.

**10.0.** Finance

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

Treasurers Account	£ 4,606.09	(as at 31 <sup>st</sup> August 2018)
BIA Account	£47,713.88	(as at 31 <sup>st</sup> August 2018)
Poor Land Treasurers Account	£ 1,900.53	(as at 31 <sup>st</sup> August 2018)
Poor Land Call Account	£ 8,106.64	(as at 31 <sup>st</sup> August 2018)

**10.2** Payments: Treasurer's Account

Paid between meetings:

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

Alan Burden – £169.00 mowing Play area & Rec; Hedge at noticeboards; Allotment clearance – cheque 0720

Stewkley Enterprise Agency - £78.30 – July devolved – cheque 0721

Deborah O'Brien - £561.21 (Aug salary £397.02; less PAYE £2.20; topsoil £85; ink & paper £54.48; VAT £26.21) – cheque 0722

HMRC – £2.20 - August PAYE – cheque 0723

David Wise - £110.61 – reframe swingset wetpour – cheque 0724

Advance Display Solutions - £172.80 (£144 + £28.80 VAT) – cheque 0725 (replaces cheque 0719)

To be paid at meeting:

Deborah O'Brien – £527.66 (Sept salary £397.02; less PAYE £2.00; Mobile top-up & stamps £25.00; Stationery £4.50; Paper £6.49; Mileage £22.05; Website renewal £74.60) – cheque 0726

HMRC – £2.00 – September PAYE – cheque 0727

RFJ Carington - £18.00 (£15 + £3 VAT) Allotment rent (1/2 year) – cheque 0728

RFJ Carington - £1176.20 (£980.17 + £196.03 VAT) Recreation Ground rent (1/2 year) – cheque 0729

RFJ Carington - £122.98 (£102.48 + £20.50 VAT) Playground rent (annual) – cheque 0730

PKF Littlejohn - £240.00 (£200 + £40 VAT) External Audit – cheque 0731

Alan Burden - £88.00 – Play Area maint., mowing & strimming around MUGA & upper rec. – cheque 0732

Stewkley Enterprise Agency - £346.98 – August devolved & RoW clearance – cheque 0733

Lord Carrington Deceased – Executors - £5.64 – allotment licence – cheque 0734

Npower - £214.10 (£178.42 + £35.68 VAT) – MPAN1 unmetered street lighting July '18 – D/Debit 11/09/18

Npower - £13.13 (£10.94 + £2.19 VAT) – MPAN2 unmetered street lighting July '18 – D/Debit 11/09/18

Anglian Water - £0.90 (balance after estimate correction) – allotment water 07/05-03/08 – D/Debit 10/09/18

### 10.3 Income

Interest: DPPC BIA a/c £4.04 (July-Aug); Poor Land Call a/c £0.65 (July-Aug)

Allotment tenancy receipts £44.72 2018-19

### 10.4 Income and Expenditure report(s)

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

### 10.5 External Audit 2017/18

Members are advised that PFK Littlejohn has concluded the External Audit and stated:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Clerk has duly published the Conclusion of Audit statements on the website and Notice Board.

### 10.6 Bank Mandate

Members are advised that Lloyds Bank has verified that Cllr Wilson has been added to the Bank Mandate.

## 11. Allotments

- Members are advised that there are two allotments available at Manor Gardens. A request has been made to tenant the two plots at Stackyards.
- Members are advised that a resident has requested to split plot 1A into two.
- Members are advised that new Tenancy Agreements (based on NALC template), Risk Assessment/HSE guidelines & Bonfire code of conduct have been issued to all existing tenants
- Post & Chain barrier to be installed
- Disclaimer notice – wording to be confirmed
- Members are asked to consider an additional roadside hedge trimming
- Members are asked to consider and review management of the Allotment Gardens. Cllr Batley has offered to take the lead on pursuing options.
- Members are asked to rescind the temporary ban on bonfires at the allotments (subject to bonfire code of conduct)

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

- 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. Item 13 will follow after the Trustees meeting when Standing Orders will be re-instated.**

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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 PARSLow 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 Moore and 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> August 2018: £1,900.53 (current); £8,106.64 (call)
- 8.0 Payments: £9.94 Buckingham & River Ouzel Drainage – cheque 0124
- 9.0 Income received April – August 2018: Interest £1.69; 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 review contents of another e-mail received 27<sup>th</sup> August 2018 from a resident
- To review a second complaint against the Parish Clerk made by same resident via letter received 11<sup>th</sup> September 2018