

**Minutes of a meeting of Drayton Parslow Parish Council held at the Sports & Social Club  
on Monday 17<sup>th</sup> September 2018 at 7:30 p.m.**

**Present:** Cllr. D. Perry (Chairman); Cllr. S. Colborne-Baber; Cllr. H. Harvey; Cllr. S. Spavins; Cllr. E. Wilson  
**Also present:** 3 members of public; County Cllr. J. Blake; District Cllr. N. Blake; Deborah O'Brien, Parish Clerk

A resident addressed the meeting on behalf of the VPA Committee. Following a highly successful event the VPA would like to give something back to the community. Their proposal for the first year is the installation of a wildflower meadow on the green verge area approximately opposite Stones Way. They have endeavoured to obtain permissions for other proposals from TfB but with no response to date. It was not felt that permission for just sowing wildflowers would be needed (spring bulbs previously planted). Optimum sowing time is in October/November. Clerk to notify TfB of a tree on the verge area that requires cutting back – (it is blocking the MVAS) and a dead tree. The Parish Council thanked the residents and they left the meeting.

Cllr Neil Blake commented upon the notice issued in the past week regarding the Government's preferred Cambridge-Oxford corridor route – 'B' which will run close to the East-West rail line. A consultation will take place which will last up to 2 years. Cllr Blake also advised that the Government has decided that a Local Authority can only be a member of one Local Enterprise Partnership (LEP). AVDC has been a member of Bucks LEP and S. Midlands but has now elected to be a member of South Midlands LEP which should prove beneficial for funding purposes. There has been no decision on Unitary yet. Cllr Janet Blake commented on the BCC recycling consultation (details are on DP website & FB page). A consultation regarding 'Early Help Services' (to provide support for children & families) will commence in October for 10 weeks. The Bucks Minerals & Waste Plan is to be examined 24-26/9/18. Cllr J Blake offered to follow-up with TfB regarding the Chestnut Tree which is dying on TfB land near the play area and Equestrian warning signs which are outstanding. Both Cllrs Blake left the meeting.

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

**49.0 Apologies:** Cllrs A. Batley & J. Bruce submitted apologies.

**50.0 Declarations of Interest:** Cllrs Harvey & Spavins declared an interest in items 11 & 13 (allotment tenants). On the advice of BMKALC a request for dispensation was applied for in writing to allow both councillors to participate in discussions but not vote on allotment matters. **RESOLVED to note** that the dispensation was granted and remains in place until May 2019.

**51.0 Minutes:** **RESOLVED** to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on: Monday 30<sup>th</sup> July 2018 DPPC/03/1819

The Clerk advised of the omission of a phrase from the minutes of the extra-ordinary meeting held on 13<sup>th</sup> August 2018 – minute 46.0 "Cllrs Harvey & Spavins did not vote on these discussions"

**FURTHER RESOLVED** to receive and amend the minutes accordingly and to confirm the recommendations therein of the meeting of the extraordinary Parish Council held on: Monday 13<sup>th</sup> August 2018 DPPC/04/1819

**52.0 Parish Council Business**

**52.1** Broadband – Members noted that superfast orders can now be placed with BT and Gigaclear.

**52.2** CCTV service – members noted that this has been completed.

**52.3** Silent Soldier Campaign – the 'Soldier' has been installed by Cllrs Batley & Harvey (adjacent to the War Memorial).

**52.4** War Memorial Cleaning & re-letting – members noted that a provisional cleaning timeframe has been supplied by Boden & Ward – mid-end September.

**52.5** Remembrance Sunday – **RESOLVED to agree** purchase of Memorial wreath (£17) and fee (£15) for the musician.

**52.6** Review of Equality & Diversity Policy – **RESOLVED to** re-adopt policy with the addition of the Equality Act 2010 referenced.

**52.7** Website Disclaimer – **RESOLVED to** adopt a website disclaimer notice to be incorporated on the PC and Village website.

**52.8** VPA Show – planting of wildflower meadow – see comments pre-meeting. Digging of the verges for planting is not permitted without approval from TfB. (Potential buried utility issues)

**52.9** Best Kept Village – members noted that a Certificate of Merit for a Highly Commended Grade had been received.

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

**53.1** **Planning 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 **RESOLVED** to comment that the Parish Council is concerned about access to the site as the Newton Road is a national speed limit road.

**53.2** **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
- 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

**53.3** **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**

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

- Neighbourhood Plan – Members noted that the steering group met on 10<sup>th</sup> September 2018 following comments & recommendations from AVDC as part of their informal review. Three members of the steering group now plans to meet with the AVDC team on 28<sup>th</sup> September to discuss further. Given the volume of work required to draft the final submission, consideration may need to be given to employing a consultant. **RESOLVED that** if it is determined following the meeting with AVDC a consultant is required, the balance of the existing grant received should be repaid and a new application made to cover the consultant's fees and other costs. Cllr Perry is to perform further data analysis.
- **RESOLVED to** approve costs of £172.80 (£144 + £28.80 VAT) for Neighbourhood Plan display boards used at the VPA Show.
- Development Control Committee Meeting – Levante Gate (MK) – members noted that the application has been refused.

**54.0** **Correspondence Circulated via e-mail – Members noted:**

- 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 - CIL Priorities Update
- 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

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

- Repair to swingset/wetpour frame **RESOLVED to** approve expenditure of £110.61
- Members noted that additional crack filling was done at the Play Area & Upper Rec following the extreme hot weather
- Outdoor gym equipment – Cllr Harvey advised that the initial funding application has been refused. She will continue to try and source other funding.
- Commemorative Bench – this has been stored at Greenacre Hall pending installation. The PC is grateful to the Hall Committee for their assistance.
- Drainage Ditch issues – members noted that 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 would need to employ an engineer to 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. Declined to pursue at this stage.
- Stressed Chestnut tree in front of Play Area on BCC verge – members noted that this has been reported again and TfB has advised they will inspect. (County Cllr Janet Blake to follow-up)
- MUGA - goal end netting – one end needs re-tying – Cllrs to arrange

**56.1 Aylesbury Vale District Council (AVDC):** see Cllr N. Blake's earlier comments

**56.2 Bucks County Council:** see Cllr J. Blake's earlier comments

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

- 57.1** LAF Traffic Calming – TfB has submitted a Project Initiation document for review. Following questions raised by the Clerk TfB has advised that to obtain accurate costings and designs the next stage is to approve the Design Phase costs. **RESOLVED to** approve £7,861.21. Purchase order to be issued. This will be funded from the New Homes Bonus grant. The 'Unsuitable for HGV' signage costs have been incorporated within the overall design plan.
- 57.2** Local Infrastructure Priorities – these had been previously submitted with some projects now covered by the Traffic Calming project. Clerk to update form and submit to the Infrastructure Officer.
- 57.3** 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.
- 57.4** Horse rider safety signs – the Clerk has followed up with TfB again – priority is currently given to potholes. This will be reviewed before end of Summer. Cllr Janet Blake to also follow-up.
- 57.5** A request has also been made by a resident to have the speed limit reduced to 40mph between the village gate and the crossroads. 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.
- 57.6** 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.
- 57.7** Devolved Services – Footpath/ROW 8 (497m) – members noted that work has been completed through SEA as part of Devolved Services responsibilities. **RESOLVED to** agree £300 cost for hiring equipment and labour.
- 57.8** Members noted that emergency repairs are being conducted by Anglian Water near the old pumping station, requiring a road closure 10/9-24/9/18.

## 58.0 Finance

**58.1 RESOLVED** to note that 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)

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

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)

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

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

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

**58.5 External Audit 2017/18 – Members RESOLVED to** 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.

**58.6 Bank Mandate** – members noted that Lloyds has verified that Cllr Wilson has been added to the bank mandate.

## 59.0 Allotments (Cllrs Harvey & Spavins did not vote in these discussions)

- Members noted that there are two allotments available at Manor Gardens and that a request has been made to tenant the two remaining plots at Stackyards. Clerk has issued contract and supporting policies.
- **RESOLVED to** split plot 1A at Manor Gardens into two following a request to tenant. Clerk to issue contract and supporting policies.
- Members noted that new Tenancy Agreements (based on NALC template & BMKALC guidance), Risk Assessment/HSE guidelines & Bonfire code of conduct have been issued to all existing tenants.
- Clerk to send letter to 2 tenants further explaining item 7(L). Cllr Perry to review.

- Post & Chain barrier – to be discussed in closed session as part of other matters raised.
- Disclaimer notice for allotment entrance **RESOLVED to** agree wording and for Clerk to order sign. (Cost £55.55)
- **RESOLVED to** arrange for an additional roadside hedge trimming for Manor Gardens allotment. Clerk to contact contractor.
- Members are to give further consideration to the management of the allotment gardens. Cllr Batley has offered to take the lead on pursuing options.
- **RESOLVED to** rescind the temporary bonfire ban at the allotments issued by the Clerk during the recent heatwave. Bonfire Code of Practice is to be followed. Clerk to notify tenants.

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

- Monday 22<sup>nd</sup> October
- Monday 26<sup>th</sup> 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 with the Clerk present. Following the Trustees meeting, Standing Orders were reinstated to continue with the Parish Council meeting.**

**61.0 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.**

**The Clerk recused herself at this point and left the meeting. Cllr Wilson took minutes for the closed session.**

61.1 Members reviewed a second complaint made against the Clerk – received 11<sup>th</sup> September 2018. The Parish Council carefully considered a resident's new complaint against the Parish Clerk and was satisfied that our Clerk was acting in her capacity as the Proper Officer of the council. **RESOLVED** - the complaint was not upheld, the clerk to be informed. **FURTHER RESOLVED** - as with the previous complaint against the clerk, the Chairman would reply to the resident by an email viewed and approved by the council on this matter and would ask the resident in future to correspond with the Clerk as the Proper Officer.

61.2 The Parish Council further discussed further multiple items of correspondence from the same resident relating to several matters. The Council noted that the resident had not availed themselves of any offers of one to one meetings or to attend a Parish Council meeting. **RESOLVED** - the council believes that it has acted in good faith, that it has followed its procedures correctly and that it has made all reasonable efforts to act in a reasonable, proportionate and appropriate manner. Notwithstanding the belief that the Council to this point has acted reasonably and in good faith, given the nature of the various matters raised by the resident in correspondence and variety of remedies mooted therein, the council discussed retaining a solicitor for advice on all matters relating to correspondence with the resident and the allotment contracts. **FURTHER RESOLVED** – to agree expenditure necessary to retain a solicitor suitably experienced in allotment and local council law to advise the council on this and other matters as they arise.

Meeting closed at 10:00 p.m.

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