

DRAYTON PARSLOW PARISH COUNCIL
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Parish Clerk: Deborah O'Brien

21st November 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 26th November 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:

 - 22nd October 2018 DPPC/07/1819 and 8th November 2018 DPPC/08/1819 extraordinary
4. Parish Council business
 - Remembrance Sunday - Members are advised that thank you letters have been sent to the volunteer marshals.
 - Costs for Broadband & Telephone line for Greenacre Hall/CCTV. Currently this is out of contract pending new broadband options being installed in the village. BT has offered a 24 month bundle which would save approx. £42/qtr. Gigaclear has been written to and a response is awaited.
 - The pole to which a light fixture is attached in the Churchyard (part of the village street lighting network) is loose; needs to either be repaired or replaced. Aylesbury Mains has been asked to quote for repairs.
 - Update to NALC Legal Topic Note LTN31 Local Council General Powers – members are asked to review in relation to churchyard maintenance.
 - Members are asked to consider the development of a Habitual and/or Vexatious complaints policy.
 - Christmas Lights – members are asked to consider
 - Work from home allowance – members are asked to consider adopting as permitted by HMRC (£18 month)
 - The Pensions Regulator has advised that the Parish Council must re-enrol between 1/12/18 and 31/5/2019. Clerk to action.
5. Planning

New Applications:

 - 18/03840/APP | Two storey front and single storey rear extension | 16 Main Road

Decisions - Made 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 – applications withdrawn

Other issues:

- Neighbourhood Plan – The last steering group meeting was on 12th November 2018. A sub-committee has worked on reviewing recommendations from AVDC and adjusting the settlement boundary. Cllrs Perry, Harvey & Bruce to update. Members are asked to consider the settlement boundary map. Members are also asked to consider further content amendments put forward by the Steering Group.
- A festive parish-wide update is planned for 10th December – members are asked to support this and to provide refreshments. In addition it is proposed that a presentation is made regarding the proposed Oxford to Cambridge Expressway. NBPPC is also addressing this issue.
- Members are advised that a query was received from a new planning enforcement officer regarding an old case reference 15/00458/CON3 - Alleged unauthorised siting of a mobile home on agricultural land – Clerk responded with the retrospective planning application references and status. Members are asked if they have any further comments.

6. Correspondence circulated via e-mail between meetings:

- Agenda for NBPPC meeting to be held on 24 October 2018
- County Council Budget Consultation until 14/11/18
- BMKALC Training Updates (Clerk to attend GDPR 23/11/18)
- Update to LTN 31 - Local Council General Powers
- Unitary council decision for Buckinghamshire
- TTRO - Remembrance service Drayton Parslow
- Electric Car Charging Points in Buckinghamshire
- Agenda for BMKALC AGM 9 November 2018
- Armed Forces Covenant Information
- Local List Consultation - Buckinghamshire County Council - CM/9999/18 (Planning)
- May 2019 Elections (Unitary may affect 2019 elections)
- Devolved Services Contracts: 2019 & beyond updated
- Minutes of NBPPC meeting held on 24 October 2018
- LTNL09-18 Public Sector Bodies (Websites & Mobile Apps) Accessibility Regulations 2018
- AVDC Chairman Sue Renshell's invitation to Carol Singing 12 December
- B&MKALC Town & Parishes liaison meeting - Devolution & TfB surgery session – 28th November
- Further Environmental Information in support of the Network Rail (East West Rail Bicester to Bedford Improvements) Order Environmental Statement

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

- Outdoor gym equipment – Cllr Harvey to update regarding grant application. Carington Estates has confirmed that they agree the revised location of the equipment provided that it is maintained and covered by the parish council's liability insurance (and by proceeding, the Parish Council indemnifies the Estate against any injuries or claims arising from its installation or use)
- Stressed Chestnut tree in front of Play Area on BCC verge – awaiting action by TfB to remove
- MUGA – goal end netting – Cllr Bruce has made repairs

8.1 Aylesbury Vale District Council (AVDC): Unitary Decision

8.2 Bucks County Council: Unitary Decision

9.0 Highways, Footpaths & Footways, Street Lighting, Transportation, Devolved Services

- LAF Traffic Calming project – Awaiting further updates from TfB. Purchase order for Design Phase costs was issued. 'Unsuitable for HGVs' signage appears to have had a positive effect. Members to consider if a letter to Tuckwells should be issued advising them of the signage.
- Bus Service petition – Mursley has declined to participate and therefore match funding is not available from the Winslow LAF. Members are asked to consider if they wish to fund the difference.

- Community Bus – Cllr Wilson to update
- Horse rider safety signs – Clerk has followed up with TfB again and has been advised that they have been received and are awaiting installation.
- Devolved Services – Clerk confirmed to Bucks CC acceptance of the new 4 year grant deal effective 1st April 2019. However, since the Unitary decision, BCC has advised that the offer only extends for one year at present.
- Devolved Services – the existing 4 year maintenance contract with Stewkley Enterprise Agency expires 31/3/19. Members are asked to consider tendering the contract.
- Grit bins – clerk has requested refills and been advised by TfB that these are imminent.
- Fly-tipping at Anglian Pumping Station & gateway to North's field has been reported
- Blocked drain o/s 44 Main Road has been reported
- 2018-19 rates for streetlighting have been received from LASER (Contracted). Electricity prices have risen substantially and the increase is 13.25% (already budgeted). This is still substantially cheaper than other providers. Clerk to update.

10.0. Finance

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

Treasurers Account	£ 3,704.45	(as at 31 st October 2018)
BIA Account	£61,028.20	(as at 31 st October 2018)
Poor Land Treasurers Account	£ 1,900.53	(as at 31 st October 2018)
Poor Land Call Account	£ 8,107.32	(as at 31 st October 2018)

* £4,000.00 Transfer from BIA A/C to Treasurer's A/C made 21/11/18 to cover o/s expenditures & below

10.2 Payments: Treasurer's Account

Npower - £207.19 (£172.66 + £34.53 VAT) – MPAN1 unmetered street lighting Sept '18 – D/Debit 11/11/18
 Npower - £12.71 (£10.59 + £2.12 VAT) – MPAN2 unmetered street lighting Sept '18 – D/Debit 11/11/18
 Deborah O'Brien – £480.42 (Nov salary £397.02; less PAYE £2.00; stationery £6.25; GDPR training (BMKALC) £59.88; Postage £4.27; Stamps £15.00) – cheque 0745
 HMRC – £2.00 – November PAYE – cheque 0746
 Glendining Signs Ltd - £66.66 (£55.55 + £11.11 VAT) – allotment signage – cheque 0747
 Nicholas Hancox - £2,196.60 (£1830.50 + £366.10 VAT) – legal advice & document review – cheque 0748
 Alan Burden- £88.00 – October Play Area, Rec & car park mowing – cheque 0749
 Aylesbury Mains - £50.88 (£42.40 + £8.48 VAT) – repair light o/s 16 New Rd – cheque 0750
 Greenacre Hall - £34.50 (£15 PC meetings; £19.50 N Plan mtgs) – cheque 0751
 Stewkley Enterprise Agency - £132.45 – October devolved– cheque 0752
 Npower - £242.92 (£202.43 + £40.49 VAT) – MPAN1 unmetered street lighting Oct '18 – D/Debit 06/12/18
 Npower - £13.93 (£11.61 + £2.32 VAT) – MPAN2 unmetered street lighting Oct '18 – D/Debit 06/12/18
 Anglian Water (WAVE) - £19.77 – allotment water 3/8-3/11/18 – D/Debit 10/12/18

10.3 Income

Interest: DPPC BIA a/c £2.23 (Oct); Poor Land Call a/c £0.32 (Oct)

Allotment tenancy receipts £9.94 + £28.15 2018-19

10.4 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports up to 31st October 2018. Members are also asked to review the Bank reconciliations.

10.5 Draft Budget for 2019/20 – members are asked to consider first draft with a view to setting the precept at 21st January 2019 meeting.

11. Allotments

- Members are advised that there are three half allotments and one full allotment available at Manor Gardens. Two plots are available at Stackyards.
- Update on tenancy renewals
- Post & Chain barrier - update
- Disclaimer notice – this has been ordered and received (language approved by solicitor)
- Members are asked to review measures taken to prevent erosion at a plot – Cllr Perry to update.
- A request has been received to replace a shed and add a greenhouse on the same plot.

- Members are asked to consider and review further correspondence from a tenant regarding the Occupiers Liability Act 1984.
- Members are asked to consider and review management of the Allotment Gardens.

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

- no scheduled meeting in December
- Monday 21st January 2019
- Monday 25th February 2019
- Monday 25th March 2019
- Monday 29th April 2019

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 consider further professional legal advice

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 To accept the resignation of Cllr Spavins and to propose a replacement Trustee
- 3.0 Receive the Minutes and confirm the resolutions and actions therein of the meeting held on 17th September 2018
- 4.0 Members are advised that the 2017/2018 Annual Return was filed with the Charities Commission 18th September 2018
- 5.0 Members are advised of Bank Balances as of 31st October 2018: £1,900.53 (current); £8,107.32 (call)
- 6.0 Income received July – Oct 2018: Interest £1.33
- 7.0 Annual Distribution 2018 – members are advised that thirteen (13) applications have been received to date and are asked to consider and agree payments should be made. In 2017 £90 per applicant was distributed.
- 8.0 Payments to be made (at time of agenda and subject to agreement):
 - British Gas – Cheque 125 £90.00
 - Sainsbury/British Gas – Cheque 126 - £90.00
 - E-on – Cheque 127 - £450.00
 - Southern Electric – Cheque 128 - £270.00
 - Tonik Energy – Cheque 129 - £90.00
 - EDF – Cheque 130 – £90.00
 - First Utility – Cheque 131 - £90.00
- 9.0 Next meeting to be determined as needed