

**Minutes of a meeting of Drayton Parslow Parish Council held at the Sports & Social Club  
on Monday 26<sup>th</sup> November 2018 at 7:30 p.m.**

**Present:** Cllr. D. Perry (Chairman); Cllr. J. Bruce (Vice-Chairman); Cllr. A. Batley (arrived 7:50); Cllr. S. Colborne-Baber; Cllr. H. Harvey; Cllr. S. Spavins; Cllr. E. Wilson

**Also present:** 1 member of public; PCSO Tina Hobson; Deborah O'Brien, Parish Clerk

A resident attended to discuss measures to prevent soil erosion on their allotment, explaining that banking of the boards installed would cause access issues due to loss of footpath. Decision to be made later in the meeting (agenda item 11). The resident also enquired about refilling of grit bins and replacement of streetlights. The Clerk advised that a request has already been made regarding refilling the grit bins (agenda item 9). The Parish Council has previously considered replacement street lighting which would require significant financial investment.

The resident left the meeting.

District Cllr Everitt had submitted a verbal telephone report regarding the Unitary decision. The final structure will ultimately be decided by Secretary of State Brokenshire who would like the County and all District Councils to work together. Parish & Town Councils should plan for a May 2019 election even though it is unlikely to happen. A Shadow Authority should be in place by May 2019 working in tandem with the Districts & County to enable a legal budget to be set commencing May 2020. Both the Districts & County Council will contribute to fund the Shadow Authority.

County Cllr J. Blake had submitted a report via e-mail advising that three public consultations are currently underway: Early Help review until 13th December; Adult Social Care until 10th December And School Transport until 4th January – all have been posted on the PC website & Facebook page. PCSO Tina Hobson attended to give an update on crime figures in the area. There have been 2 thefts from vehicles between June & November. In addition 2 burglaries from businesses and 1 criminal damage. She noted that there had been reports of equipment taken from the allotments. Her advice is to only use 999 if an incident is happening 'now'. Otherwise, use 101 or report via e-mail. An incident has been reported by a witness of a vehicle mounting the pavement outside the School. The police have tracked the offender. Regular patrols are conducted generally. PCSO Hobson left the meeting.

The Parish Council meeting commenced at 7:55 p.m.

**85.0 Apologies:** County Cllr. J. Blake & District Cllrs N. Blake & B. Everitt submitted apologies.

**86.0 Declarations of Interest:** Cllrs Harvey & Spavins declared an interest in items 11 & 13 (allotment tenants); Cllrs Harvey & Batley declared an interest in DPSSC (committee); Cllr Spavins declared an interest in the PCC item 4 ( member);

**87.0 Minutes: RESOLVED** to receive the minutes and confirm the recommendations therein of the meetings of the Parish Council held on:

22<sup>nd</sup> October 2018 DPPC/07/1819 and 8<sup>th</sup> November 2018 DPPC/08/1819 extraordinary

**88.0 Parish Council Business**

- 88.1** Remembrance Sunday – members noted that thank you letters had been sent to the volunteer marshalls.
- 88.2** Broadband & telephone lines for Greenacre Hall (CCTV) – members noted that Gigaclear had advised that a community service could be made available. It was discussed that this could benefit both Greenacre Hall & DPSSC. Cllr Perry to supply Clerk with a breakdown of exactly what is need and Clerk is to follow up with Gigaclear for further information.
- 88.3** Churchyard street light - Members noted quotes received from Aylesbury Mains. Clerk to ask if they can re-use the existing pole to reduce costs. Cllr Wilson to request pricing from another contractor
- 88.4** Members noted the differing advice regarding LTN31 Local Council General Powers relating to supporting maintenance of church yards. Further legislation is awaited.
- 88.5** Cllrs are reviewing Habitual/Vexatious complaints policies prior to development and adoption.
- 88.6** Christmas lights at War Memorial – Cllr Spavins to liaise with the residents who supply the electricity.

- 88.7** Members noted HMRC's guidance on a work from home allowance. **RESOLVED to** agree £18/month as an expense item.
- 88.8** Members noted that the Pensions Regulator has advised re-enrolment is required between 1/12/18 and 31/5/19.
- 89.0** **Planning <https://publicaccess.aylesburyvaledc.gov.uk/online-applications> Members noted:**
- 89.1** **Planning Applications:**
- 18/03840/APP | Two storey front and single storey rear extension | 16 Main Road **RESOLVED that** there were no objections
- 89.2** **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 by applicant
- 89.3** **Other planning issues – Members noted:**
- Neighbourhood Plan – The last steering group meeting was on 12<sup>th</sup> November 2018. A sub-committee has worked on reviewing recommendations from AVDC and adjusting the settlement boundary. Members **RESOLVED to** agree the revised settlement boundary map. Following AVDC's recommendations further merging and tidying of the policies is to take place and will be presented to the PC for review.
  - Festive parish-wide update meeting 10<sup>th</sup> December: **RESOLVED to** support and provide refreshments. Printing of flyers agreed. (£15)
  - 10<sup>th</sup> Dec meeting - **RESOLVED** that this meeting should also provide information available relating to the Oxford-Cambridge corridor proposal. A display board showing the corridor and timeline is to be created for the meeting. NBPPC is registering as an interested stakeholder to provide updates to parishes. Cllrs Batley, Harvey & Spavins attended a preliminary advisory meeting in Buckingham to examine the proposal. Clerk to submit details of heritage/sites of special interest statements used during the Dorcas Lane & Salden Turbines proposals to the Oxford-Cambridge Expressway team.
  - Members noted 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. Councillors had nothing further to add.
- 90.0** **Correspondence Circulated via e-mail – Members noted:**
- 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 – 28<sup>th</sup> November
  - Further Environmental Information in support of the Network Rail (East West Rail Bicester to Bedford Improvements) Order Environmental Statement
- 91.0** **Recreation Field/Play Area (\$106 Balance £1,806.00) – Members noted:**
- Outdoor gym equipment – Members noted that the grant has been applied for by Cllr Harvey who is also sponsoring the equipment. Applications close on 12/12/18 with a decision due on 13/3/19. The equipment supplier has confirmed that the quotes given will be held. Carington Estates has also agreed 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) **RESOLVED** to accept Carington Estate's conditions – Clerk to advise Land Agent.

- Stressed Chestnut tree in front of Play Area on verge – members noted still awaiting removal by TfB
- MUGA - goal end netting – Cllr Bruce has made repairs and was thanked.

**92.1 Aylesbury Vale District Council (AVDC):** see Cllr B. Everitt's earlier comments re Unitary

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

**93.0 Highways, Footpaths, Footways & Street Lighting:**

**93.1** LAF Traffic Calming – Members noted that: still 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 **RESOLVED** that CLERK should write to Tuckwells to notify them about the HGV signage. Cllrs to agree wording of letter. Clerk will also write a follow-up letter to the NHB Grants Officer to confirm monies will be ring-fenced for the project in spite of the Unitary decision.

**94.2** Bus Service petition – Mursley has declined to participate and therefore match funding is not available from the Winslow LAF. Members declined to fund the difference. Clerk to notify Mr Garwood of LAF.

**94.3** Community Bus Service – Cllr Wilson updated that Stewkley plans to operate some trial day trip runs to gauge interest. Clerk will promote via webpage & FB.

**94.4** Horse rider safety signs – per TfB installation is imminent. (Now installed) It was noted that a rubbish bin has been removed from the site. Clerk to investigate.

**94.5** Devolved Services – members noted that following the acceptance of the 4 year grant offered by Bucks CC, this has been reduced to one year (2019–2020) following the Unitary announcement. Members further noted that the Clerk will tender the 2019/20 contract and present quotes.

**94.6** Grit bins – members noted that the Clerk has requested refills which are imminent.

**94.7** Fly-tipping – this was reported and has been cleared.

**94.8** Blocked drain o/s 44 Main Road reported by Clerk. TfB is attending and clearing with further work to be carried out in the New Year.

**94.9** Street lighting electricity supply – rates for street lighting 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.

**95.0 Finance**

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

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

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

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

Glasdon - £57.61 (£48.01 + £9.60 VAT) bin liners for MUGA area – cheque 0753

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

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

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

**95.6** 2019/20 Budget & Precept request – members reviewed the first draft budget. Suggestions were made to increase the CCTV capacity and to build a legal reserve. Clerk to request further information from CCTV supplier and to present a revised budget. Budget is to be confirmed at 21<sup>st</sup> January meeting where Precept request will be made. (Date extension requested and agreed by AVDC)

**96.0 Allotments (Cllrs Harvey & Spavins did not vote in these discussions)**

- Members noted that there are three half allotments and one full allotment available at Manor Gardens. Two allotments are available at Stackyards.
- The majority of tenants have renewed.
- Post & Chain safety barrier – to be installed as agreed previously.
- Disclaimer notice for allotment entrance – language has been confirmed by solicitor and will also be installed.
- Retaining planks to prevent soil erosion on a plot – these have been reviewed and agreed provided that they are maintained & kept in good repair, removed at the end of tenancy and the tenant accepts that they are his liability. Future requests must be made in advance.
- Request to replace shed and install greenhouse on a plot – this was reviewed and agreed provided that they are maintained & kept in good repair, the old shed is removed promptly from the site, both are removed at the end of tenancy and the tenant accepts that they are his liability.
- Members considered further correspondence relating to the Occupiers Liability Act 1984.
- Management of the allotment gardens – Clerk is to draft a letter to tenants making suggestions in this regard – councillors to review before sending.

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

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

**98.0 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.**

**(Cllrs Harvey & Spavins did not vote in these discussions)**

98.1 Members considered further legal advice received from solicitor and **RESOLVED to accept** the advice and to refer any further correspondence to the solicitor for legal advice as necessary. Previous letters drafted by him had also been issued.

98.2 Members carefully considered four e-mails received from a resident 25<sup>th</sup> November 2018. **RESOLVED that the** Clerk is to forward the latest correspondence to the solicitor for review and further advice. Solicitor to respond on behalf of Parish Council.

Meeting closed at 10:10 p.m.

Signed ..... Date .....

Chairman