

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

16th January 2019

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 21st January 2019 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. Mr Roberts/Bucks Highways will attend to address the Parish Council regarding traffic calming proposals.

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:

 - 26th November 2018 DPPC/09/1819 and 8th January 2019 DPPC/10/1819 extraordinary
4. Unitary Decision and Elections

Members are advised that following the announcement by the Secretary of State for Housing Communities & Local Government (MHCLG) that Buckinghamshire will become one Unitary Authority; the existing Councils have agreed that it will be known as the Buckinghamshire Council. It has now been confirmed by MHCLG that there will be no elections until May 2020 when the new Authority comes into being and that Parish elections are also postponed until this date. Therefore, members' Terms of Office are extended until the new elections in May 2020.
5. Parish Council business
 - Costs for Broadband & Telephone line for Greenacre Hall/CCTV. Members are reminded of responses from both Gigaclear & BT sent to them in December. Gigaclear can provide free service subject to conditions (including hall usage & advertising). BT can offer a 2 year contract at dramatically reduced rates. Members are asked to consider the way forward.
 - Lighting pole located in Churchyard – a further quote was received to stabilise and secure the pole in the amount of £150.00. Contractor to supply insurance details. Members are asked to agree.
 - Members are asked to consider and adopt the Habitual and/or Vexatious complaints policy which has been reviewed and amended by the solicitor.
 - The Pensions Regulator has previously advised that the Parish Council must re-enrol between 1/12/18 and 31/5/2019. Members are advised that this has now been done and a compliance receipt received from the Pensions Regulator. A letter of notification has also been issued to the employee (Clerk).

- To consider and implement the revised salary scale from 1st April 2019 in accordance with National Joint Council for Local Government Services guidelines. Old scale SCP28 is now known as SCP22. Members are advised that new rates have also been recommended.
- Action plan for death of Head of State – members are advised that all levels of local government are required to have contingency plans in place. AVDC has been consulted and will advise accordingly.
- Annual Parish Meeting – it is a requirement that this is held between 1st March and 1st June every year. Members are asked to consider a date.
- Guardian Responsibilities – Defibrillator – members are advised that these are met with frequent inspections and online reports made to Community Heartbeat. SCAS has been notified.

6. Planning

New Applications:

- 19/00081/APP 19/00082/ALB | Conversion of curtilage listed Barn 1 into habitable accommodation. | The Manor 3 Main Road
- 18/04138/AGN | Erection of Agr. Building | Ridge Farm

Decisions - Made by AVDC:

- 18/04138/AGN | Erection of Agr. Building | Ridge Farm – approved by AVDC officer

Appeals:

- 18/00083/REF - Land Off North Close – appeal comments due by 9th January – PC submitted
- 18/00088/REF - Backfields, Bletchley Road – appeal comments due by 8th February – members are asked to consider response if any including clarification of comments made by appellant.

Other issues:

- Neighbourhood Plan – The last steering group meeting was on 14th January 2019. Cllrs Perry & Bruce to update. Group members were made aware of advice regarding GDPR and volunteers.
- A festive parish-wide NP update was held on 10th December – approx. 80 residents attended.
- AVDC will no longer supply copies of major planning developments unless specifically requested as of 14th January
- Traveller site planning proposals adjacent to Newton Longville – meeting held at MK 8th January – proposals temporarily shelved

7. Correspondence circulated via e-mail between meetings:

- Electric Car Charging Points in Buckinghamshire
- Parish Liaison Wednesday 28 November agenda & notes from meeting
- Bucks CC Promoting winter safety and health + Help Us Help You Campaign
- GDPR - Volunteers and Neighbourhood Plans - December 2018
- Bucks Home Choice Allocations Draft Policy Consultation
- Waddesdon CE School: 2nd consultation on proposed changes to the school's admission arrangements from September 2020
- Oxford to Cambridge Expressway - November 2018 Update & Newsletter 2
- Devolved Services Agreements: 2019-20 - Update 30/11/18
- AVDC - Paper printing of docs for major planning developments
- Bucks CC TTRO - Various Roads Aylesbury Vale
- BCC News: By-election result for Aylesbury North West
- Unitary statement from four Bucks District Councils
- Letter from Cllr Tett re Unitary
- BMKALC Parish and Unitary Liaison Meetings 7/8/21 March – attendees?
- GDPR Myth busting
- AVDC - Pocket parks
- Buckinghamshire Minerals and Waste Local Plan Modification Consultation
- AVDC Unitary update to town and parish councils (Cllr Macpherson)
- Bucks CC Unitary Update (Rachel Shimmin)
- BMKALC Cloudy Group Bucks ALC Proposal – IT services
- Oxford to Cambridge Expressway
- Agenda for NBPPC meeting on Wednesday 16th January 2018

- AVDC re Town and parish council elections
- Bucks CC - National Highways & Transportation Public Representative Survey - online link
- News for the Parishes - December 2018
- Survey on an increase in council tax to help protect operational policing is launched
- Police and Crime Commissioner newsletter – December
- Household recycling centre service review
- NALC Briefing and Topic Note Updates
- NALC Employment Briefing E02-18 | 2019-2020 National Salary Award
- Royal Garden Party - 29 May 2019
- BCC Scrutiny News: County Council budget plans go under the microscope
- New Homes Bonus Project Grant round open for Expressions of Interest
- Change of location for meeting 28/02/2019, 19:00, Great Brickhill, Wing & Ivinghoe LAF
- Bucks Cc Winter Driving Module <http://buckinghamshire.edrivingsolutions.com/ModuleList.aspx>
- East West Rail Public Inquiry notification

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

- Clerk is to arrange servicing of tractor with George Browns.
- Outdoor gym equipment – Cllr Harvey to update regarding grant application.
- Stressed Chestnut tree in front of Play Area on BCC verge – awaiting action by TfB to remove
- CCTV enhancements – members are advised that the Clerk met with the current supplier and has received a quote for upgrades for information in determining the budget.

9.1 Aylesbury Vale District Council (AVDC): see 9.2

9.2 Bucks County Council: BMKALC Parish and Unitary Liaison Meetings 19/Feb; 7/8/21 March; 4 April – members are asked to consider attendance

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

- LAF Traffic Calming project – To consider suggestions proposed by Mr Roberts/Highways and agree the way forward.
- Traffic Calming Grant – members are advised that the NHB Grant Officer noted the possible timings of expenditure and confirmed that the monies are ring-fenced.
- Members are asked to confirm the purchase of a replacement rubbish bin located near the Defibrillator kiosk after its removal. Cost £117.41 + VAT.
- Members are advised of response received from local agricultural haulage company following correspondence.
- Community Bus – Cllr Wilson to update
- Devolved Services – Bucks CC has submitted an agreement variation for signature for the period April 2019-March 2020, granting £1,448.80 for the year.
- Devolved Services – the existing 4 year maintenance contract with Stewkley Enterprise Agency expires 31/3/19. Members are asked to consider three tenders submitted. (Discussion of tenders moved to item 14 due to proprietary contractual information).
- Devolved Services – to agree the servicing of equipment by George Browns
- Grit bins – one of the three bins was overlooked and the Clerk has requested filling
- Oxford to Cambridge Expressway – Stewkley PC has enquired of local parishes regarding joining an action group – members to consider – Cllr Batley can participate subject to availability - other Councillors are also needed; the Clerk has supplied information to Highways England relating to heritage and environmentally sensitive sites in the area as requested by Councillors.

11.0. Finance

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

Treasurers Account	£ 1,814.20	(as at 31 st December 2018)
BIA Account	£57,033.30	(as at 31 st December 2018)
Poor Land Treasurers Account	£ 640.53	(as at 31 st December 2018)
Poor Land Call Account	£ 8,108.00	(as at 31 st December 2018)

* £4,000.00 Transfer from BIA A/C to Treasurer's A/C made 16/01/19 to cover expenditures.

11.2 Payments: Treasurer's Account

Paid between meetings:

Cheque 748 was cancelled and re-issued as cheque 754 – Bank confirmation of cancellation received

Aylesbury Mains - £62.62 (£52.20 + £10.44 VAT) – lighting repairs Prospect Close – cheque 0755

AVDC - £531.48 (£442.90 + £88.58 VAT) – Dog bin collection Apr'18- Mar '19 – cheque 0756

HMRC - £2.00 – Dec PAYE – cheque 0757

BT - £185.04 (£154.20 + £30.84 VAT) – Broadband & Phone – D/Debit 30/12/18

Npower - £235.07 (£195.89 + £39.18 VAT) – MPAN1 unmetered street lighting Nov '18 – D/Debit 10/01/19

Npower - £13.46 (£11.22 + £2.24 VAT) – MPAN2 unmetered street lighting Nov '18 – D/Debit 10/01/19

To be paid at meeting:

Deborah O'Brien – £1098.76 (Dec & Jan salary £794.04; less PAYE £4.20; working from home allowance Dec/Jan £36; Mileage £15.30; SLCC Annual Membership £159; Ink £47.45; NP mtg refreshments £44.50; Defib cabinet powder £1.65; VAT £5.02) – cheque 0758

HMRC – £2.20 – January PAYE – cheque 0759

Glending Signs Ltd - £52.26 (£43.55 + £8.71 VAT) – allotment signage – cheque 0760 (subject to agreement)

Nicholas Hancox - £720.00 (£600 + £120 VAT) – legal advice & document review – cheque 0761

Alan Burden- £95.00 – Install safety barrier & notice – cheque 0762

AVDC - £140.89 (£117.41 + £23.48 VAT) – replace & install missing litter bin – cheque 0762

H. Harvey - £27.31 – posts & concrete for safety barrier – cheque 0763

C. Taylor - £15.00 – flyer printing for NP meeting – cheque 0764

Npower - £240.07 (£200.06 + £40.01 VAT) – MPAN1 unmetered street lighting Dec '18 – D/Debit 09/02/19

Npower - £13.85 (£11.54 + £2.31 VAT) – MPAN2 unmetered street lighting Dec '18 – D/Debit 09/02/19

11.3 Income

Interest: DPPC BIA a/c £5.10 (Nov & Dec); Poor Land Call a/c £0.68 (Nov & Dec)

Allotment tenancy receipts £28.14 2018-19

11.4 Income and Expenditure report(s)

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

11.5 Draft Budget & Precept Setting for 2019/20 – members are asked to consider draft v.3 with a view to setting the precept.

11.6 Internal Auditor for 2018/19 financial year – members are asked to re-appoint Mrs M. Rose who has quoted £15/hr plus travel expenses £0.45/mile.

12. Allotments

- Members are advised that there are three half allotments and one full allotment available at Manor Gardens. Two remaining plots at Stackyards have now been tenanted.
- Disclaimer notice – members are asked to agree further expenditure in the amount of £43.55 + VAT for a sign to be installed at Stackyards.
- Members are asked to consider and review management of the Allotment Gardens. The formation of an allotment association is an option and a draft letter is to be reviewed.

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

- Monday 25th February 2019
- Monday 25th March 2019
- Monday 29th April 2019

14. 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 tenders received for Devolved Services 2019/20
- To consider further professional legal advice