

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

20<sup>th</sup> February 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 25<sup>th</sup> February 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.

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 meeting of the Parish Council held on:
  - 21<sup>st</sup> January 2019 DPPC/11/1819
4. Unitary Parish Liaison Meeting  
Members are advised that Cllr Harvey will be attending a Parish Liaison Meeting on 21<sup>st</sup> March to receive further information regarding the implementation of the Unitary Authority. Councillors are asked to consider any questions or concerns they wish Cllr Harvey to raise.
5. Parish Council business
  - Broadband – both DPSSC & Greenacre Hall committees have agreed that the Gigaclear option should be pursued. Clerk is liaising with Joe Ferrara at Gigaclear who will make arrangements for a site survey to be conducted.
  - Broadband – a request for assistance has been made by a resident on Newton Road which is served by a cabinet in Bletchley. Service is poor – 1.3MBS
  - CCTV enhancements – 3 quotes have been requested and will be considered in closed session due to proprietary nature.
  - Complaint about parking on Friday 15/2/19 Upper & lower rec car parks – members are asked to review complaint received.
  - Churchyard maintenance – to confirm payment of £750.00 (budgeted) towards maintenance/mowing of the Churchyard (GPC)
  - 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.
  - Action plan for death of Head of State – members are advised that all levels of local government are expected to have contingency plans in place. AVDC has given further advice and members are asked to consider appropriate actions such as a book of condolence.

- Annual review of governance documents – members are asked to consider and adopt/re-adopt:
  - Code of Conduct (as adopted July 2012)
  - 201902 Revised Standing Orders based upon NALC revision July 2018
  - 201902 Updated Financial Regulations
  - 201902 Complaints Procedures
  - 201902 Legal Protocol for developers (as adopted July 2015)
  - 201902 Risk Assessment – general
  - 201902 Play Area/MUGA Risk Assessment
  - 201902 Upper Rec pitch maintenance Risk Assessment
- To agree expenditure for BMKALC/FOI councillor training - £59.88 28/2/19
- Members are reminded that a Parish Council laptop is to be sourced and purchased to comply with GDPR (included in 2019/20 budget and discussed at May 2018 meeting)
- GDPR/PC dedicated e-mail – members are asked to consider: whether to purchase a dedicated domain (£6.99/yr) or use existing domain; 12 month costs for 7 email essentials (5GBstorage) + 1 Email plus (50GB storage) = £215.04+£43VAT/yr. Another option is 7 email essentials plus 1 business premium (50GB) including Office Suite = £263.04 +VAT/yr total. (2019/20 budget). These prices can be held for 2 or 3 years if purchased as a 2 or 3 year term requiring greater initial outlay.

## 6. Planning

### New Applications:

- 19/00246/APP | Single storey rear extension, first floor rear extension, canopy over new front door, electric wooden gates to driveway. Lantern lights on flat roof, canopy over bay window. (demolish existing conservatory) | 46 Main Road
- 19/00506/APP | Part two storey and part single storey rear extension and single storey front extensions | 16 Main Road Drayton Parslow

Decisions - Made by AVDC: None at time of agenda

### Appeals:

- 18/00083/REF - Land Off North Close – awaiting decision
- 18/00088/REF - Backfields, Bletchley Road – appeal hearing 12<sup>th</sup> March 2019

### Other issues:

- Neighbourhood Plan – The last steering group meeting was on 18<sup>th</sup> February 2019. It is anticipated that the revised draft will be available for consideration at the March PC meeting. Cllrs Perry, Harvey & Bruce to update.

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

- NALC Loneliness Call for Evidence
- BCC Mature Drivers Assessment
- AVDC Community Emergency Planning – clerk has replied
- CIB January 2019 - a celebration of rural communities
- BCC Dignity In care Awards 2019
- BCC Safer Bucks Priorities 2019 / 2020
- BCC TTRO - Various roads, Aylesbury Vale District
- Revised minutes relating to NBPPC meeting held on Wednesday 16 January 2019
- BMKALC Weekly Updates
- Committee on Standards in Public Life Report
- BCC News: County choose team of councillors for the new Buckinghamshire Council Shadow Executive
- BMKLAC HR Services Partnership
- East West Rail Update Feb 2019
- Join Keep Britain Tidy's Great British Spring Clean 22/3-23/4
- **MCHLG survey on Communities Framework**
- Minutes for Great Brickhill, Wing & Ivinghoe Local Area Forum, Tuesday 18th September 2018
- **Additional Buckinghamshire Minerals and Waste Local Plan Modification Consultation**
- Our Vale - crowdfunding workshop invitation 28 Feb

- 8. Recreation Field/Play Area (Balance S106 funds £1,806.00)**
- Tractor servicing – Browns is to replace worn bushes & pins which is quoted within budget allowed.
  - Outdoor gym equipment – awaiting decision from WREN (due in March)
  - Stressed Chestnut tree in front of Play Area on BCC verge – awaiting action by Tfb to remove
  - Members are asked to consider location and installation of commemorative bench
  - A risk assessment has been requested from the Cricket Club
  - Molehills in play area – Clerk will contact pest control when the ground is drier. The play area will need to be closed for at least 2 days. Members to consider the purchase of 2 chains and padlocks to prevent access.

9.1 Aylesbury Vale District Council (AVDC): Email from Cllr N Blake

9.2 Bucks County Council: Rights of Way Improvement plan survey – response required

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

- LAF Traffic Calming project – To note free supply & installation of 30 mph repeater signs. To consider: allotment side kerbing to extend as far as Holly Rise driveway only (resident has been consulted and is in agreement with Highways proposals); additional kerbing to extend from allotment end to junction of Church End; grassed area to left of school in pavement to remain as grass; bollards to be adjusted for ease of access and entire are in front of school to be tarmacked; north & south gates; confirmation and agreement of costings.
- Members are asked to note the latest statistics from the MVAS equipment
- Devolved Services – Members are advised that the signed 2019/20 contract has been submitted to Bucks CC.
- Devolved Services – members are advised that the revised contract for 2019/20 has been signed by Stewkley Enterprise Agency and is available for counter-signature.
- 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 contacted the other parishes for further information but none has been made available.

**11.0. Finance**

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

Treasurers Account	£ 3,604.85	(as at 31 <sup>st</sup> January 2019)
BIA Account	£53,035.64	(as at 31 <sup>st</sup> January 2019)
Poor Land Treasurers Account	£ 640.53	(as at 31 <sup>st</sup> January 2019)
Poor Land Call Account	£ 8,108.33	(as at 31 <sup>st</sup> January 2019)

11.2 Payments: Treasurer's Account

Deborah O'Brien – £423.44 (Feb salary £397.02; less PAYE £2.00; working from home allowance Feb £18;

Postage £3.42; Stationery £7) – cheque 0767

HMRC – £2.00 – February PAYE – cheque 0768

BMKALC - £59.88 – Councillor FOI training – cheque 0769

Drayton Parslow PCC - £750.00 – maintenance of churchyard contribution (GPC) – cheque 0770

Alan Burden- £10.00 – Install notice – cheque 0771

11.3 Income

Interest: DPPC BIA a/c £2.34 (Jan); Poor Land Call a/c £0.33 (Jan)

11.4 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports up to 31<sup>st</sup> January 2019. Members are also asked to review the Bank reconciliations.

11.5 Precept Setting for 2019/20 – members are advised that the precept request of £33,650 has been submitted to AVDC as agreed.

11.6 Internal Auditor – members are advised that a letter of appointment has been issued to Mrs Rose.

**12. Allotments**

- Members are advised that there are three half allotments and one full allotment available at Manor Gardens.
- A tenant at Stackyards is considering relinquishing their plots. Another tenant has shown interest in taking these on.
- A tenant has asked permission to install retaining boards on the other part of their plot 3A.
- To consider advice relating to lease renewal previously received from BMKALC and any action to be taken.
- 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 25<sup>th</sup> March 2019
- Monday 29<sup>th</sup> April 2019
- Monday 20<sup>th</sup> May 2019 (following Annual Parish Meeting at 7pm)

**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 quotes received for CCTV enhancements (proprietary information)
- To consider the outcome of Code of Conduct Complaints
- To consider further professional legal advice

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**Agenda for the Trustees of The Poor Allotment or Common Charity (Cllrs Perry, Colborne-Baber, Harvey & Wilson)**

**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 Receive the Minutes and confirm the resolutions and actions therein of the meeting held on 26<sup>th</sup> November 2018
- 3.0 Members are advised of Bank Balances as of 31<sup>st</sup> January 2019: £640.53 (current); £8,108.33 (call)
- 4.0 Income received Nov 2018 – Jan 2019: Interest £1.01
- 5.0 Members are asked to consider the current status of the farm business tenancy lease.
- 6.0 Next meeting to be determined as needed