

**Minutes of a meeting of Drayton Parslow Parish Council held at the Sports & Social Club
on Monday 21st January 2019 at 7:30 p.m.**

Present: Cllr. D. Perry (Chairman); Cllr. J. Bruce (Vice-Chairman); Cllr. S. Colborne-Baber; Cllr. H. Harvey; Cllr. S. Spavins; Cllr. E. Wilson

Also present: 2 members of public; Phil Roberts & Jonathan Pang/Bucks CC Highways; Deborah O'Brien, Parish Clerk

Phil Roberts & Jonathan Pang attended the meeting to present design details and preliminary costings of traffic calming options available to Drayton Parslow. The Head Teacher of the village school and one resident also attended as some of the proposals could impact upon them. Of particular concern was the proposal regarding 'flashing warning signs'. Both the resident in attendance and another who had written to the Parish Council had concerns and the Parish Council gave this due consideration. It was suggested that the lights would not necessarily reduce speed at this location due to the volume of traffic and parking at drop off and collection times. Another proposal is the upgrading and widening of the footway outside the school with the installation of bollards to prevent pavement mounting which endangers children, parents and staff. There was some discussion about the proposed paved area at one end and Mr Roberts agreed to look at this after the meeting with the Head Teacher. Mr Roberts presented drawings of all proposals together with draft costings. Two options are available for kerbing near/at the allotments and Councillors will need to make a determination as to the preferred version. The official carriageway width will remain the same at the kerbing area, with installation to take place on the allotment side with double or single height kerbing where appropriate. 30mph repeater signs are to be supplied at no cost to the Parish. Mr Roberts is also going to check on the costings for the already installed unsuitable for HGV signs. Cllr Perry thanked all for attending and they left the meeting.

The Parish Council meeting commenced at 8:20 p.m.

104.0 Apologies: Cllr. A. Batley submitted apologies.

105.0 Declarations of Interest: Cllrs Harvey & Spavins declared an interest in items 12 & 14 (allotment tenants); Cllr Harvey declared an interest in DPSSC (committee); Cllr Spavins declared an interest in the PCC item 5 (member); Cllr Wilson declared a pecuniary interest in item 6 Planning Application for The Manor.

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

26th November 2018 DPPC/09/1819 and 8th January 2019 DPPC/10/1819 extraordinary

107.0 Unitary Decisions and Elections - Members noted 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.

108.0 Parish Council Business

108.1 Broadband & telephone lines for Greenacre Hall (CCTV) – members noted 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. Cllr Perry requested that both committees of the DPSSC and Greenacre Hall confirm if they are in agreement with either of these proposals. The Parish Council is minded to adopt the Gigaclear proposal.

108.2 Churchyard street light pole - Cllr Wilson to follow up with contractor regarding insurance paperwork. **RESOLVED that** the quote of £150 was accepted subject to insurance.

108.3 Following review and amendment by the solicitor, it was **RESOLVED to** adopt a Vexatious Complaints Procedure policy.

108.4 Members noted that the Pensions Regulator has previously advised that the Parish Council must re-enrol between 1/12/18 and 31/5/2019. Members noted 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).

- 108.5** Members noted that a revised salary scale has been agreed from 1st April 2019 in accordance with National Joint Council for Local Government Services guidelines. Old scale SCP28 is now known as SCP22. **RESOLVED** to adopt the new salary scale and revised rates as of 1st April 2019.
- 108.6** Action Plan for death of Head of State – members noted that all levels of local government are required to have contingency plans in place. AVDC has been consulted and will advise accordingly.
- 108.7** Annual Parish Meeting – **RESOLVED** that this will take place on Monday 20th May at 7 pm prior to the Annual Parish Council Meeting (election of officers).
- 108.8** Guardian responsibilities for Defibrillator located in the phone kiosk – members noted that these are met with frequent inspections and online reports made to Community Heartbeat. SCAS has been notified.
- 109.0** **Planning <https://publicaccess.aylesburyvaledc.gov.uk/online-applications> Members noted:**
- 109.1** **Planning Applications: Cllr Wilson declared an interest, left the meeting and did not participate or vote on the first application.**
- 19/00081/APP 19/00082/ALB | Conversion of curtilage listed Barn 1 into habitable accommodation. | The Manor 3 Main Road **RESOLVED** that there were no objections as submitted **Cllr Wilson returned to the meeting after this decision.**
 - 18/04138/AGN | Erection of Agr. Building | Ridge Farm – this application was decided by AVDC before the meeting as it relates to an agricultural building
- 109.2** **Decisions - Made by AVDC:**
- 18/04138/AGN | Erection of Agr. Building | Ridge Farm – approved by AVDC officer
 - 18/03840/APP | Two storey front and single storey rear extension | 16 Main Road - Application withdrawn by applicant
- 109.3** **Appeals:**
- 18/00083/REF - Land Off North Close – members noted that the PC’s appeal comments were submitted on 9th January.
 - 18/00088/REF - Backfields, Bletchley Road – appeal comments due by 8th February – **RESOLVED** to clarify statement made by appellant relating to information given at a Parish Council meeting and availability of currently tenanted land. Councillors to agree content and Clerk to submit.
- 109.4** **Other planning issues – Members noted:**
- Neighbourhood Plan – The last steering group meeting was on 14th January 2019. Group members were made aware of advice regarding GDPR and volunteers. Cllrs Perry & Bruce updated regarding progress of the draft plan revisions. An editing meeting will be held on 28th January with a view to presenting revisions at the next NP meeting on 18th February prior to presentation to the PC on 25th February. Cllr Bruce will present a cover note explaining the revisions.
 - Festive parish-wide update meeting 10th December – this was very well attended by some 80+ residents who were enthusiastic in their support of the plan’s development. Information was also given out relating to the Oxford-Cambridge corridor.
 - Members noted that AVDC will no longer be supplying complete printed plans and documents for major developments unless specifically requested. This will commence in approx. beginning of February.
 - Members noted that following a Council meeting on 8th January, planning proposals for 2 travellers’ sites adjacent to Newton Longville have been temporarily shelved by Milton Keynes Unitary Authority.
- 110.0** **Correspondence Circulated via e-mail – Members noted:**
- 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

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

- **RESOLVED** that the Clerk should arrange annual servicing of the tractor & brushcutter
- Outdoor gym equipment – Cllr Harvey updated that additional paperwork was requested by WREN for the grant – this will be decided on 13th March 2019.
- Stressed Chestnut tree in front of Play Area on verge – members noted still awaiting removal by TfB
- CCTV enhancements – members noted that the Clerk has received a quote which can be used in relation to the 2019/20 budget. 2 further quotes to be obtained before the project progresses.

112.1 Aylesbury Vale District Council (AVDC): see below

112.2 Bucks County Council: BMKALC Parish and Unitary Liaison Meetings 19/Feb; 7/8/21 March; 4 April – all local meetings are fully booked – there is limited availability at High Wycombe.

113.0 Highways, Footpaths, Footways & Street Lighting:

113.1 LAF Traffic Calming – Members considered proposals made by Mr Roberts earlier. **RESOLVED to not** proceed with the flashing amber light proposals. **FURTHER RESOLVED to** proceed with other proposals subject to clarification of gateway designs; a decision on exact location of kerbing proposed for option 2; clarification of footway paving outside the school; confirmation relating to any further consultation and notification of residents of works to be undertaken; confirmation of design costs relating to the HGV signage previously installed. Accurate costings to be supplied and agreed. Clerk to follow up with Mr Roberts.

113.2 A grant in the amount of up to £80,000 has been awarded from the New Homes Bonus fund towards traffic calming measures. The Grants Officer has noted the possible timing of expenditure and confirmed that the monies are ring-fenced.

- 113.3 RESOLVED to** agree the expenditure of £117.41 + VAT to replace a missing rubbish bin located near the defibrillator kiosk.
- 113.4** Members noted a response from a local agricultural haulage company following correspondence relating to HGV traffic through the village.
- 113.5** Community Bus Service – Cllr Wilson updated that Stewkley is still trialling various options.
- 113.6** Devolved Services – members noted that Bucks CC has submitted an agreement variation of contract to cover a 2019/20 one year grant in the amount of £1,448.80. **RESOLVED that** Cllrs Perry & Bruce will review and sign this.
- 113.7** Devolved Services – tenders for 2019/20 – quotes from three vendors have been received. Detailed discussions to take place in closed session due to proprietary contractual information.
- 113.8** Devolved Services – **RESOLVED that** the Clerk should arrange for annual servicing of Parish Council equipment.
- 113.9** Grit bins – members noted that the third bin has now been filled.
- 113.10** Oxford-Cambridge Expressway – Stewkley PC has enquired if local parishes are considering joining an action group such as BEAG. Clerk to express interest on behalf of the PC with a request for further information regarding intentions and plans.

114.0 Finance

114.1 RESOLVED to note that 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.

114.2 Payments – RESOLVED to make the following payments:

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

Glendining Signs Ltd - £52.26 (£43.55 + £8.71 VAT) – allotment signage – cheque 0760

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 0763

H. Harvey - £27.31 – posts & concrete for safety barrier – cheque 0764

C. Taylor - £15.00 – flyer printing for NP meeting – cheque 0765

Aylesbury Mains - £98.04 (£81.70 + £16.34 VAT) – Bates Gdns lighting repair – cheque 0766

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

114.3 Income – RESOLVED to note the following 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

114.4 RESOLVED to approve the Income & Expenditure Reports, Bank reconciliations and Budget YTD dated 31st December 2018.

114.5 2019/20 Budget & Precept Setting – members reviewed the draft budget v.3 in detail.

RESOLVED to re-allocate £3,000 of the devolved equipment replacement reserve to a CCTV upgrade fund. This still leaves £1,000 for a devolved equipment reserve and a further £500 will be allocated in

2019/20. Other adjustments were made and it was **FURTHER RESOLVED to** accept the budget as amended. **FURTHER RESOLVED that** a precept request in the amount of £33,650.00 is to be submitted to AVDC. (This reflects an increase of £0.15 pence per month Band D Household or 1.5%)

115.6 Internal Auditor – RESOLVED to re-appoint Mrs M. Rose for the 2018/19 Financial Year (£15/hr + travel expenses of £0.45/mile)

116.0 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 remaining plots at Stackyards have now been tenanted.
- Disclaimer sign for Stackyards allotment entrance - **RESOLVED to** purchase - £43.55 + VAT
- Management of the allotment gardens – this was tabled until the next meeting.

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

- Monday 25th February 2019
- Monday 25th March 2019
- Monday 29th April 2019
- Monday 20th May 2019 – Annual Parish Meeting 7pm, PC meeting to follow

118.0 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.

118.1 Tenders for Devolved Services 2019/20 – members considered these in detail. **RESOLVED to** continue with Stewkley Enterprise Agency for the 2019/20 season.

118.2 Members considered further legal correspondence received from solicitor.

Meeting closed at 10:00 p.m.

Signed Date
Chairman