

DRAYTON PARSLOW PARISH COUNCIL
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Tel: 01296 728131 • <http://draytonparslowparishcouncil.org.uk>
Parish Clerk: Deborah O'Brien

20th March 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 25th March 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: 25th February 2019 DPPC/12/1819
4. Parish Council business
 - Broadband – Gigaclear has partially installed the fibre broadband with work due to be completed 26 March. Cllr Perry to make arrangements for connecting in to Greenacre Hall. Members are reminded that the BT contract will need to be cancelled once installation is complete and satisfactorily activated.
 - CCTV enhancements – MK Security were unable to lay their wiring during the Gigaclear installation. Cllr Perry & Clerk to update.
 - CCTV Privacy Impact Assessment & CCTV policy – Cllr Perry has performed the Privacy Impact Assessment which will be kept on file. Members are asked to review and adopt the CCTV policy. In addition, members are asked to approve the sourcing and purchase of additional signage as required.
 - Action plan for death of Head of State – Clerk has contacted the PCC which now has measures in place including a Book of Condolence. It is suggested that the Parish Council refers all who wish to sign a Book of Condolence to the Book which will be available in the Church.
 - Buckinghamshire Best Kept Village Competition 2019 – entries are now invited - close 30/4/19
 - VPA wildflower sowing – a risk assessment was submitted by the VPA. Sowing date 24 March.
5. Planning
New Applications:
 - 19/00715/APP | Concrete existing hardcore farm track and existing hard standing yard | Ridge Farm, Main Road
 - 19/00950/APP | Erection of 5 dwellings | Land at Chapel Lane
 - 19/00896/AGN | Erection of agricultural barn for storage | Kingsland Farm, New Road

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 12th March 2019 postponed until 2nd April 2019

Other issues:

- 19/00506/APP | Part two storey and part single storey rear extension and single storey front extensions | 16 Main Road Drayton Parslow – AVDC has now issued site notice
- Neighbourhood Plan – The last steering group meeting was on 18th March 2019. The revised draft for 2nd informal review at AVDC is available for consideration and agreement.
- Neighbourhood Plan grant – the current grant expenditure period is expiring and so any unspent funds need to be returned - £1,196.50. A new grant can be applied for after 1st April (up to £7,960.50)

6. Correspondence circulated via e-mail between meetings:

- Minutes for Great Brickhill, Wing & Ivinghoe Local Area Forum, Tuesday 18th September 2018
- AVDC Chairman's invite
- Meeting Thursday 28th February 2019, 7.00 pm, Great Brickhill, Wing & Ivinghoe Local Area Forum
- Luton Council Latest news about proposed airport expansion
- BMKLAC - Safely redacting documents
- BMKALC - Draft Information Policy February 2019 (incl. DPA 2018 and vexatious process)
- Bucks CC/TfB - TTROs
- Parish Liaison Meeting Wednesday 27 March 6pm
- BMKALC - Parish Unitary Workshops
- Police and Crime Commissioner newsletter - March 2019
- Bucks CC Changes to household recycling centres from 1st April
- Rishi Sunak letter about councillor/candidate home addresses
- CIB Funding special: news on opportunities for Bucks charities and community groups
- Oxford Cambridge ARC Vision Statement
- No Expressway Alliance - Stopping the Expressway meeting 30th March 2019
- Briefing Note from NALC regarding Local Authority Publicity
- New consultee access demonstration (Planning portal)
- Came & Company Local Council Insurance - Pre Renewal Email – Clerk to review

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

- Outdoor gym equipment – members are advised that the grant funding has been approved. Cllr Harvey & Clerk to update.
- The annual RoSPA inspection is due to take place in May/June – members are asked to confirm
- A request has been received for an additional dog waste bin on the upper recreation area
- Stressed Chestnut tree in front of Play Area on BCC verge – awaiting action by TfB to remove
- Clerk to arrange installation of bench when weather improves
- A risk assessment has been received from the Cricket Club and is on file
- Molehills in play area – Clerk will contact pest control when the ground is drier

9.1 Aylesbury Vale District Council (AVDC):

9.2 Bucks County Council: Changes to Recycling Centres with some closures & charges to be introduced

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

- LAF Traffic Calming project – Members are advised that a work order has been issued (within budgetary constraints as agreed at last meeting) to TfB for stage 4 implementation of the Traffic Calming project in the amount of £62,347.03. In addition a further £1,358 will be charged for accessible bollards. Members are asked to confirm. The New Homes Bonus Grants Officer at AVDC has re-confirmed that all is in order. In addition, TfB is investigating installing verge bollards between Church End and the allotment kerbing.

- Members are asked to consider actions to be taken regarding analysing levels of traffic by larger vehicles (HGV & similar size) through the village. Risk assessments & indemnity forms may be required.
- A resident has reported some issues with electric fencing along the bridleway – report to be made to the Right of Way officer. <https://www.buckscc.gov.uk/services/environment/public-rights-of-way/report-a-rights-of-way-issue/> is the new website for reporting.
- Devolved Services – Members are advised that the signed 2019/20 contract has been counter-signed and returned by Bucks CC.
- Devolved Services – members are advised that the Clerk has contacted Mursley PC to determine if they are in possession of one of the PC's trimmers.
- Clerk has notified TfB about damage to HGV sign on Mursley Road.
- 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. Members to consider any further action.

11.0. Finance

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

Treasurers Account	£ 7,088.43	(as at 28 th February 2019)
BIA Account	£49,038.07	(as at 28 th February 2019)
Poor Land Treasurers Account	£ 640.53	(as at 28 th February 2019)
Poor Land Call Account	£ 8,108.70	(as at 28 th February 2019)

* £4,000.00 Transfer from BIA A/C to Treasurer's A/C made 26/02/19 to cover expenditures.

* £2,000.00 Transfer from BIA A/C to Treasurer's A/C made 20/03/19 to cover expenditures.

11.2 Payments: Treasurer's Account

Anglian Water/Wave - £18.87 – allotment water 4/11/18-3/2/19 – D/Debit 08/03/19

Npower - £242.90 (£202.42 + £40.48 VAT) – MPAN1 unmetered street lighting Jan '19 – D/Debit 12/03/19

Npower - £13.92 (£11.60 + £2.32 VAT) – MPAN2 unmetered street lighting Jan '19 – D/Debit 12/03/19

Deborah O'Brien - £467.44 (Mar salary £397.02; less PAYE £2.20; working from home allowance Mar £18; Postage £16.77; Village website renewal £37.85) – cheque 0775

HMRC – £2.20 – March PAYE – cheque 0776

DPSSC - £68.00 – NP meeting hire Oct '18-Mar '19 – cheque 0777

Hon RFJ Carington - £1,176.20 (£980.17 + £196.03) Recreation ground rent 25/3 – 28/9/19 – cheque 0778

Hon RFJ Carington - £18.00 (£15.00 + £3.00 VAT) Allotment rent 25/3 – 28/9/19 – cheque 0779

Nicholas Hancox - £345.60 (£288.00 + £57.60 VAT) inv 1234.1323.1 policy review – cheque 0780

Groundwork UK - £1,196.50 – repayment of unspent N. Plan grant – cheque 0781

11.3 Income

Interest: DPPC BIA a/c £2.43 (Feb); Poor Land Call a/c £0.37 (Feb)

Allotment rental £4.95

11.4 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports up to 28th February 2019. Members are also asked to review the Bank reconciliations.

12. Allotments

- Members are advised that there are three half allotments available at Manor Gardens.
- A tenant at Stackyards has relinquished their plots. Another tenant is taking these over and contract has been issued.
- A tenant has asked permission to install a greenhouse and made a retrospective request for retaining boards at allotment 1B.
- A tenant has made several requests in relation to allotment 6A: 1) A potted dwarf apple tree to be situated in a manner that won't cause shade light restrictions to adjacent plots. 2) A potted cherry tree to be situated in a manner that won't cause shade light restrictions to adj. plots. 3) A mini greenhouse 150cm wide x 130cm high x 45cm deep. To be situated on edge of allotment on side

that has hedge/wall. 4) Bamboo plant to act as screening on hedge wall side of allotment (beyond scope of encroachment into other plots) 5) Four wooden crate planters for beds.

- A tenant has been asked to remove/replace a piece of broken glass from their greenhouse.
- A tenant has complained that a dog has allegedly damaged some of their crops. Tenant has been advised to report this to the PCSO.
- To consider response from BMKALC relating to letter sent to them regarding advice given.

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

- Monday 29th April 2019
- Monday 20th 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 any response relating to correspondence issued on professional legal advice
- To review personnel appraisal

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**Agenda for the Trustees of The Poor Allotment or Common Charity (Clrs 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 25<sup>th</sup> February 2019
- 3.0 Members are advised of Bank Balances as of 28<sup>th</sup> February 2019: £640.53 (current); £8,108.70 (call)
- 4.0 Income received February 2019: Interest £0.37
- 5.0 Members are asked to review the existing tenancy agreement in relation to valuations & rent review
- 6.0 Next meeting to be determined as needed