

Minutes of **the Meeting of the Parish Council on Wednesday 16 September 2020**  
**at 6.30pm at the Parish Council Virtual Meeting Room**

**Present**

Cllr Tubb (Chairman)  
Cllr Ronson  
Cllr Watton  
Cllr Howard  
Cllr Wyatt  
Cllr Judge  
Cllr McCall  
Cllr Read  
Cllr Duffield  
Cllr Mason

**In attendance**

Clerk E Barry and R Bennett (recording)

Members of the public 0

**20.98 Apologies**

There were none.

**20.99 Declarations of Interest:** For councillors to declare any personal and/or prejudicial interest in items on the agenda

There were no declarations of interest.

**20.100 To approve the minutes of the last Parish Council meeting** PROPOSED by Cllr Ronson, SECONDED by Cllr McCall and AGREED.

**20.101 Public Participation** - For members of the public to ask questions and raise any issues on items included on the agenda. Public Participation should be for a period of no longer than 15 minutes, each person shall not speak for more than 5 minutes. This section of the meeting is not required by law to be minuted.

There was no public participation.

**20.102 Council:**

- i. Reports from external bodies

There were none.

- ii. Community Speedwatch update

Sentinel speed watch – the equipment to start the community speedwatch again was being arranged. There was also a discussion about wearing a bodycam in case of any incidents of harassment. It was agreed that Cllr Tubb would look into the legality of this and Cllr McCall offered the use of his GoPro.

- iii. Community fibre partnership for broadband – Cllr Ronson updated that there had been discussions with the Community Board regarding community broadband options and it would

be discussed at the next community board meeting on 1 October. The governments Rural Gigabit Connectivity programme was also discussed. It was AGREED that Cllr McCall would do further research into this.

iv. Website Accessibility: compliance

Cllr Mason gave an update of the ongoing work to make the parish council website accessible to all in line with government requirements. There were still some areas that were only partially compliant including the minutes and agendas as they were in PDF format; in the short term a statement would be published to say those that cannot access a document should contact the parish council for a copy to be sent to them. Deadline for compliance was 23 September 2020. The parish council gave thanks to Cllr Mason for all her hard work on the project.

v. Committee Membership

The memberships for all committees were set at the annual general meeting, however there had been some queries relating to the Planning and Facilities committees. There had been a request to join these committees which would take their member to 7; all Cllrs agreed that this was acceptable. It was agreed that Cllr McCall could be co-opted to the Planning Committee and Cllr Judge could be co-opted to the Facilities Committee.

**MOTION:** to agree any changes and additions PROPOSED by Cllr Ronson, SECONDED by Cllr Read and AGREED.

### 20.103 Clerk's Report

*It has been another very busy month for staff and councillors alike. With many S106 projects on the go, including the Community Centre build, Replacement floodlights in the park and play park programme of repairs, which we are in the process of finalising the S106 contribution with Bucks Council. Following from these projects we will be looking at the Village Aubrey Moliqie Fountain repair project. As part of the Community Build project we are also looking at upgrading our CCTV systems in the park.*

*I am happy to say we are nearly at a full complement of Parish Councillors with our latest addition of David McCall and are looking to fill the remaining position as soon as possible to bring us up to a full compliment.*

### 20.104 Finance and Staff Committee

i. Reports from the Committee

Reconciliations had been completed for August and approved. The Clerk had circulated the month end account and budget status and these were all agreed. It was highlighted that income was under budget due to Covid implications including the café turnover being down and the reduction given on base rent.

ii. Month-end Accounts & Budget Status

**MOTION:** To receive and note Month-end reports and budget status as reviewed by the F&S Committee PROPOSED by Cllr Mason, SECONDED by Cllr Watton and AGREED.

- iii. Community Centre – reports and budget status update from F&S Committee  
The budget status had been circulated prior to the meeting with the current spend to date at just over £1m; with a £15k overspend. Cllr Watton agreed to follow up the progress of the Public Works Loan and the deed of variation request for Aylesbury Road development.
- iv. Any payments to be agreed
- There had been a new invoice submitted since the meeting regarding the floodlights –this would form part of the motion below
  - All other payments had been approved apart from the landscaping of the cricket pitch which had been queried.
  - It was noted that the Clerk now had delegated authority to pay the Npower bills for street lighting as these were submitted outside the timeframe for agreement at the committee.
  - It had been agreed that the base rent for the café would be at a 50% discount for October and November.
  - A working party had been set up for reviewing the insurance requirement against the asset register
  - Salary scales had now been agreed and backdated, where relevant, to 1 April 2020, as agreed at a previous meeting.

**MOTION:** to approve payment of Community Centre project invoices (including the additional one for floodlighting) PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

<b>Community Centre Invoices - APPROVED by committee</b>					
01/09/2020	Hayward Smart Architects	Contract administration including chairing site meeting for month of August 2020	£2,700.00	£540.00	£3,240.00
31/08/2020	CBG Consultants	Aston Clinton New Village Hall	£630.20	£126.04	£756.24
15/09/2020	Edgar Taylor	Contract: New Community Centre	£204,363.18	£40,872.64	£245,235.82
<b>Floodlight S106 Project</b>					
TBC	Armadillo Lighting	50% deposit for Floodlights and installation. Remainder on completion	£4,655.32	£931.06	£5,586.38

v. **Risk register**

Two new risks had been added:

- Covid - claims made for breach of rules.
- Community Centre funding shortfall – this was a high risk with a mitigating action of applying for the Public Works Loan while waiting for S106 funding.

It was agreed that another risk regarding website accessibility would also be added on next review.

**MOTION:** to approve changes to the risk register PROPOSED by Cllr Howard, SECONDED by Cllr Watton and AGREED.

**20.105 Planning Committee:**

i. Planning Committee report

Work on Bellway sites continued. A meeting had been requested with Bovis to go and view sites and an update would be given at the next meeting.

Review and Recommendations of Planning Applications: Small Scale

20/02719/APP - 2 Hyde Street - Two storey rear corner infill extension & single storey front entrance extension. RESOLVED: In support.

Review and Recommendations of Planning Applications: Large Scale  
CM/0037/20 - Olleco, Samian Way Proposed Building for Fresh Cooking Oil Packing & Used  
Cooking Oil Processing. RESOLVED: No Objections.

#### Changes to Planning laws

Upcoming changes to planning laws were discussed and it had been agreed that Cllr Read would draft a response to each paper for the Committee to agree, before submitting a response to the consultations. Thanks was given to Cllr Read for his work on this.

### 20.106 Facilities Committee

#### i. Reports from the Committee

- Trim Trail – it had been agreed at a previous meeting that works up to the value of £2k would be agreed. The work required had now been assessed with a quote for the works coming to £3400. The amount had been negotiated down to £3200 and had been agreed at the committee. The works were expected to be completed in 6/8 weeks.
- Portaloo – a motion was passed to install the portaloo and they had been put in place the following day.
- All-weather pitch – there continued to be issues with people accessing the all-weather pitch. It had been agreed that the situation would continue to be monitored and that the Facilities Committee would look at the potential of adding £5-10k to the precept budget the following year in case it was needed to resolve the issue.
- Base rent for the café would be at a 50% discount for October and November.
- Use of the Park – delegated authority had been given to the Clerk for up to 10 people (currently 6 due to covid restrictions).
- Colt Kickers – a request to run extra sessions at a charge of £5 per session. This had been reviewed and discussions would be held with them.
- An application to use the pitches on 13 September had been approved with a casting vote from the Chairman. The event had gone ahead with no issues although there had been a lot of parking on the road obstructing pavements. It was agreed that communications needed to go out highlighting there was to be no parking on pavements.
- It was reported that there were still issues with children and parents using taped off equipment in the play park.

#### ii. Playpark equipment

The Facilities Committee agreed to look into getting the money for the wet pour from S106 money but there was a possibility it would have to be paid for out of precept.

**MOTION:** to approve budget for any repairs and replacement outside S106 funding criteria PROPOSED Cllr Read, SECONDED Cllr Mason and AGREED.

#### iii. Portaloo Costs

The portaloo had now been installed at a cost of £25 per week per loo. The parish council had paid for pick-up and delivery and the café were carrying out the daily enhanced cleaning in line with covid guidance; there was also a weekly clean carried out by the providers. Payment of the weekly cost was agreed and it was decided that the parish council would pick the up the hire cost and the café would pay for the cleaning.

**MOTION:** to agree apportioning of portaloos costs PROPOSED by Cllr McCall, SECONDED by Cllr Judge and AGREED.

iv. Events

It was still unclear what services would be held on Remembrance Sunday as gatherings would not be encouraged.

The Scout Group had asked if they could use the park for meetings. Meetings were now allowed and all risk assessments had been carried out. The request was just to hold meetings in groups of 15. This request was approved.

**20.107 Community Centre Committee**

i. Reports from the Committee

- The build continued to move at a pace with the windows now installed.
- There had been a query over the pumping station and a possible time delay switching over from the old one to the new one.
- The kitchen upstairs would now be fitted by the parish council in order to reduce costs.
- Landscaping would start in September with a working party to be set up.
- Notification of a potential dispute from Edgar Taylor and meetings had been held to discuss. Edgar Taylor would submit a list of issues to the parish council for forwarding to the QS.

ii. Comm Centre - naming progress update

The shortlisted names had not yet been circulated; these were to be shortlisted by the parish council and voted on by the village. These would be circulated via email.

**MOTION:** To agree shortlist of names, to be circulated and agreed via email following the meeting. PROPOSED by Cllr Read, SECONDED by Cllr Mason and AGREED. (afternote, these were AGREED at an Extraordinary meeting held on 30th September 2020)

iii. Delegated Authority Decisions

There were none reported.

**20.108 New Covid restrictions**

Cllr Tubb updated the parish councillors that those sport clubs operating were required to have a member of a national governing board as a registered coach or was a registered business. Cllr Tubb agreed to go through the list of clubs that used the park to ensure they qualified under the new rules; if they did not they would have to reduce capacity to the new rule of six and the parish council would have to monitor it was being adhered to.

**20.109 Date of next meeting**

21 October 2020, 6.30pm.

..... Chairman ..... Date