

Minutes of **the Meeting of the Parish Council** held on
Wednesday 16th December 2020, 6.30pm at the **Parish Council Virtual Meeting Room**

Present

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

In attendance

Clerk E Barry and R Bennett (recording). Cllr Steve Bowles, Cllr Carole Paternoster and Cllr Bill Chapple.

20.142 Apologies

Cllr Read.

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

Cllr Howard declared an interest under items 20.150 iii (Request from fruit and veg stall) and 20.150 iv (Football club request).

20.144 To approve the minutes of the last Parish Council meeting and Extraordinary meeting PROPOSED by Cllr Wyatt, SECONDED by Cllr Howard and AGREED.

20.145 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.

Cllr Steve Bowles attended the meeting and gave the following updates:

- An update on the Aylesbury Garden Town programme. Cllr Bowles mentioned the codesign engagement programme for the garden way and the first project of the 18km Orbital Park, linking Aylesbury with surrounding villages. Cllr Bowles highlighted that they wanted communities to play an active part and could find more information at aylesburygardenway.co.uk.
- The Merry Clickmass campaign and promoted shopping local at Christmas. More information could be found on the council website including local businesses taking part.
- Helping Hands programme for families that received free school meals and entitled to vouchers during the Christmas holiday.

20.146 Council:

i. Reports from external bodies

Cllr McCall gave update on potential broadband projects for the village. Community fibre projects were carried out by postcode with those in the postcode area signing up to take part and grants available to support. It was agreed that an item would be put on the parish council meeting in January to agree an approach.

Members of the parish council had recently attended a Chairing skills course and had found it very informative with good insight into the role of chairing.

ii. Community Board projects

The deadline for community board projects had been extended to 31 December 2020. The clerk agreed to contact the council to see if there could be an additional extension. It was discussed if traffic calming measures were also to be put forward as there were some delays in funding and mentioned that there was available funding for any match funding requirements. Cllr Ronson and Cllr Wyatt agreed to take forward.

20.147 Clerk's Report

This is the last parish council meeting for the year, and a year that has been a challenging one for everyone. We are hopeful for a better year next year for all.

In the new year, when COVID guidelines permit, we are looking forward to the opening of the new community centre and all the benefits it will bring to the community. The Chairman and I would like to take this opportunity to say a big thank you to all who have been involved in the project, including our co-opted members Keith Loxley and Giles Holder whose contributions have been invaluable to the success of the project.

20.148 Finance and Staff Committee

i. Reports from the Committee – Cllr Watton, Chairman of the committee gave the following updates:

- Reconciliations for November had been carried out prior to the F&S meeting and all was in order.
- The earmarked reserve stood at £22,713 and was for the remaining hire costs and take down of the temporary accommodation.
- The reports and budget status were in a new format and noted that there had been no change since the parish council meeting apart from the Public Works Loan (PWL) monies had been received.
- The PWL interest as of when the loan was agreed was 1.02% which was lower than had been budgeted for and was a fixed interest rate for the 10 years and any early repayment was likely to have marginal costs.
- The S106 Deed of Variation was still waiting to be signed but had progressed since the meeting. The delay meant the money would not be received until the end of January at the earliest so would need to use PWL monies in the meantime.
- Under review of invoices the following was confirmed.

- Cllr Read had confirmed the welding work had taken place and the invoice would be paid.
- The Npower invoice of £2k had been confirmed as incorrect and would be revised. It was agreed that nothing would be paid until the new invoice had been received.
- There were a few community centre invoices that were being held pending review.
- Trim trail works had been completed.
- Invoice had been received for the external audit.
- The committee discussed the invoice for the grass cutting and it was noted that it was the normal monthly payment agreed. A meeting would be held with the contractor to discuss the agreement for the coming year. The Clerk, Cllr Ronson and Cllr Tubb would attend.
- Payment terms for the AV had been agreed. It would be paid for upfront and would be the property of the parish council but held by the company until installation.
- It was agreed that the base rent for the café would remain at 50% for January as there was still likely to be some disruption to service especially with the floor coming up for work to be carried out in the main hall.
- The Parish Council passed their external audit and the Notice of Conclusion had been published on the website.
- Draft budget – there had been a lot of work by all the committees on draft budgets for 2021/22. Final sign off would be at the parish council meeting in January.

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 Ronson, SECONDED by Cllr McCall and AGREED.

iii. Community Centre – reports and budget status

The report had been circulated prior to the meeting. There were two invoices that were being held. These would be discussed with the parties to resolve. There had been a £4900 increase in costs which included drain works and these were included in the report.

iv. Any payments to be agreed

Statement sent out in advance of those to be agreed by the parish council.

Date	Company	For	Amount £	Vat £	Total £	Clerks Comments
15/12/2020	PC- Almar (Tring) Ltd	40 Christmas Cards	£55.17	£11.03	£66.20	New invoice PC
15/12/2020	PC- Sutcliffe PlayLtd - Paypal	re-imburement to the Clerk for payment of replacement Inclusive Swing Chair for play park	£524.10	£104.82	£628.92	VAT invoice to follow on despatch of item. Paid by Clerk, to be reimbursed
07/12/2020	PC- UK Security Group	Annual secure server charge for remote CCTV viewing	£20.83	£4.17	£25.00	New invoice PC
07/12/2020	PC - G Grace & Son	1 x Calor gas bottle and fill - For gas burner	£55.65	£7.79	£63.44	New invoice PC
04/12/2020	PC- Brewers Decorator Centre	Protection oil, wood reviver power gel, decking oil anti slip, painters 6 pack brushes, direct to rust smooth dark green	£110.75	£22.15	£132.90	invoice total £154.49 but total to pay includes refund - see refund invoice below 0070585. Paid by Cllr Ronson, to be reimbursed
Refund 04/12/2020	PC - Refund -Brewers Decorator Centre	Decking oil anti-slip £17.99	£17.99	£0.00	£17.99	not for payment, refund invoice
04/12/2020	PC-Brewers Decorator Centre	Aoxide yellow	£12.94	£2.59	£15.53	Paid by Cllr Ronson, to be reimbursed
04/12/2020	PC-Brewers Decorator Centre	UV protection oil extra 420 clear	£53.00	£10.60	£63.60	Paid by Cllr Ronson, to be reimbursed
Community Centre Invoices - APPROVED by committee						
12/12/2020	PC - Timber Creations Limited	Re-work oak posts	£400.00	£80.00	£480.00	Signed off by DA & PC 16/12
11/12/2020	PC- Media Powerhouse	New Community Centre AV Tender Venue Aston Clinton Community Centre	£22,716.00	£4,543.20	£27,259.20	Upfront Payment terms AGREED at F&S 9/12 and paid.
09/12/2020	Edgar Taylor	Contractor Fee Nov/Dec	£ 95,958.07	£ 19,191.61	£ 115,149.68	Signed off by DA & PC 16/12
30/11/2020	Dawn Lodge Associates	Post contract and settlement of the final account	£1,581.50	£316.30	£1,897.80	Signed off by DA & PC 16/12
30/11/2020	CBG Consultants	Aston Clinton - New Village hall (hayward smart architects)	£1,890.20	£378.04	£2,268.24	HOLD - AGREED by DA & PC 16/12
30/11/2020	M&J Welding	Welding works for removal and clean of supports for Oak posts	£418.00	£83.60	£501.60	Signed off by DA & PC 16/12
27/11/2020	Hayward Smart Architects	Contract administration - Including charring site meeting for month of November 2020	£2,700.00	£540.00	£3,240.00	HOLD - AGREED by DA & PC 16/12

MOTION: to approve payment of invoices PROPOSED by Cllr Ronson, SECONDED by Cllr Howard and AGREED.

v. Draft Budget 2020/21 – review

Several meetings and a working party had been held to discuss the draft budget and a proposal being presented to the parish council meeting in January. The Clerk went through the proposals and recommended the prioritising of some of the projects, as the parish council may wish to consider whether they were essential for the 2021/22 budget. There were suggestions highlighted in orange in the report to review and consider delaying as not seen as a priority at this stage. The following items were discussed:

- Ascertaining footpath ownership - would be covered in the planning budget that had already been set.
- Lake project – all agreed to remove from 21/22 budget as not a priority.
- Churchyard – it was still felt that money needed to be spent on the churchyard but the amount to be reviewed. It was discussed that the money for the churchyard could be moved under grounds maintenance but that the spend this year was not a true comparison to what would normally be spent. All agreed to retain some budget for the churchyard.
- Pumphouse – all agreed to defer and remove from 21/22 budget.
- All weather pitch deterrent – all agreed to defer and remove from 21/22 budget.

MOTION: to agree budget priorities for 20/21 PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED.

vi. Interim Audit

The Clerk provided the following updates: Internal audit was due to take place remotely on 24 February 2021 after running month end accounts around the 11th February. Back up accounts would go to the auditors along with responses to their questions and document requests. After review, any final questions and queries will be submitted.

20.149 Planning Committee:

- i. Reports from the Committee – Cllr Wyatt, Chairman of the committee gave the following updates:

Small Scale

- 20/03834/APP - 34 New Road: Demolition of existing conservatory and erection of single storey rear extension. RESOLVED: No objection.
- 20/03876/APP - 67 Chapel Drive: Conversion of one half of existing garage to Utility Room (required due to condition No 6 on approval ref:16/02476/ADP). RESOLVED: No objection
- 20/03945/APP - 4 Talbot Road: Single storey side extension. RESOLVED: No objection
- 20/027191/APP - 2 Hyde Street: Two storey rear corner infill extension, single storey front entrance extension & single storey side extension, (revised application to 20/02719/APP). RESOLVED: No objection.

Large Scale

- 20/03717/APP - Plot A Symmetry Park land off Samaian Way: Full planning permission for 35,803sqm / 385,375 sqft. of floorspace within Class B2 or B8 or Film Making. RESOLVED: No objection
- 20/03869/APP - Olleco Samian Way: Odour Abatement Plant and stack. RESOLVED: No objection but in agreement with Buckland Parish Council that as long as this improved the current odour situation and improves the air quality for residents.

Request for management of Bellway site -this was discussed at length and agreed that the parish council had never taken on management of a site before and was not something that the parish council were set up to do.

Hampden Fields and Woodlands applications – it was highlighted that applications would be coming to committee in February and there was a meeting to be held on 17 December.

20.150 Facilities Committee

- i. Reports from the Committee
There had been no meeting since the last parish council meeting.
- ii. BG Fitness change in sessions
BG Fitness had requested different timings for their sessions and one extra session

per week. It was noted that there had been no previous issues BG fitness, and they had kept the parish council informed and were very helpful and responsive. The extra revenue for the parish council would also be welcomed. It was however highlighted that the condition of the ground needed to be monitored and it was noted that this was also stated in the permits.

MOTION: to agree request for change in sessions to include additional session PROPOSED by Cllr McCall, SECONDED by Cllr Ronson and AGREED.

iii. Request from Fruit & Veg stall for park use 2021

There had been a request for the fruit and veg stall to increase their time at the park which would mean Saturday mornings 9am-1pm all year and Wednesdays in the school holidays 10am-2pm. It was mentioned that if agreed, the location of the stall would be discussed with them separately. The councillors discussed at length and while they wished to support local businesses, they did not feel the park was an appropriate location for the stall and would also open it up for others to make similar requests.

MOTION: to agree request from the fruit & veg stall. A vote was taken with 3 Against, 1 For and 1 Abstention. The motion was denied.

iv. Football club request for a discount to the seasons permit

The football club had requested a discount to the seasons permit as they had had no income for the financial year and there were still a number of costs to the club. It was agreed that the details of any discount would be discussed with them at a meeting in January as there were other items for discussion. The discount would either come to the next parish council meeting or circulated via email for agreement. It was highlighted that there could other grants available to support them and Cllr Chapple agreed to investigate that for them.

MOTION: to approve a request from the football club for a discount to their 20/21 permit (subject to conversations to agree amount) PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

v. Events

There were no events to discuss.

20.151 Community Centre Committee

i. Reports from the Committee

There had been no meeting since the last parish council meeting. There had been delegated authority and decision meetings for sign off. Landscaping had started on Monday and all trees apart from two had been planted. Plants, shrubs and bulbs were also arriving on Monday.

ii. Installation of draft pumps in Community Centre

The installation required a lot of pipe work from main hall, but the café had decided they would not go ahead with it and install an under the counter draft for lager instead. It was highlighted that this was not an alternation to the building and therefore not for the parish council to decide.

MOTION: To consider request from Café to install draft pumps in the new Community Centre. Withdrawn as not required.

iii. Quotes

- CCTV quotes had only just been received and further work to review them was needed. It was noted that it was a big investment and not to be rushed. It was agreed that a decision would not be made at the meeting and for delegated authority to be used for signing off, with members of the parish council feeding in their comments. PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.
- Soak away Churchill Hall quoted received; £825. Cllr Read had emailed members of the parish council to suggest that it was a fair quote. PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.
- Welding costs for installation of oak posts: £304. Hoped to be one day's work but could be slightly more. PROPOSED by Cllr McCall, SECONDED by Cllr Ronson and AGREED.

MOTION: to agree quotes - as above.

iv. Delegated Authority Decisions. Cllr Tubb lost internet connection and re-joined later in the item. The Clerk provided the following report in her place:

- Revised proposal for AV TV upgrade; decided not to proceed with a projection screen.
- Improved audio in main hall – speakers at front
- Extra HDMI points
- Costs £35k up from £30
- Instruction of Thermal calculations to CBG
- Agreement of delayed practical completion with no claims from either party.
- Floor in main hall was due to be completed mid-January. James Taylor were being contacted to get confirmation of the issue and what was being done to address it.
- Boxing in of pipes would take place in January with the AV company in around the same time.
- The Café were aware of the work and would not be using the hall for at least the first month. They were planning a soft opening as likely to still be lockdown or a high tier and not able to run soft play.
- There was not a delay expected with the flooring even though it was coming from Belgium.

Cllr Tubb opened the meeting up for any public comments or questions. Cllr Chapple wished everyone a merry Christmas and Cllr Paternoster requested to be copied into the Hampden Fields and Woodlands responses as there was a Planning meeting in February.

20.152 Date of next meeting

20 January 2021 at 6.30pm

..... Chairman Date